

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Bureau of Internal Oversight**  
**Audits and Inspections Unit**  
**BI2017-0044**



**Bureau of Internal Oversight**  
**Shift Roster Inspection Report**  
**Date: 4/5/2017**  
**Inspection #BI2017-0044**



Paul Penzone, Sheriff

**To:** Captain Roska S0878  
Division Commander  
Bureau of Internal Oversight

**From:** Sgt. Reaulo #S1678  
Inspections Sergeant  
Audits and Inspections Unit

**Subject:** Patrol Daily Shift Roster Inspection Summary,  
March 2017  
BI2017-0044

**Date:** 4/5/2017  
Report Period:  
March 1-31, 2017

The Audits and Inspections Unit (AIU) will conduct inspections of daily shift rosters on an on-going monthly basis to determine if the rosters are in compliance with Office Policy. The daily shift rosters are uniformly inspected utilizing a matrix developed by the BIO, in accordance with procedures outlined in Policy GB-2.

#### **Matrix Procedures:**

- A Daily Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2.
- Shift Supervisor positions are being filled by employees with the rank of Sergeant, Lieutenant, or above in accordance with MCSO Policy GB-2.
- Supervisors are assigned to and work the same days and hours as the deputies under their direct command, absent exceptional circumstances.

#### **Criteria:**

##### MCSO Policy GB-2 (Sections 4 & 12.A1), Command Responsibility:

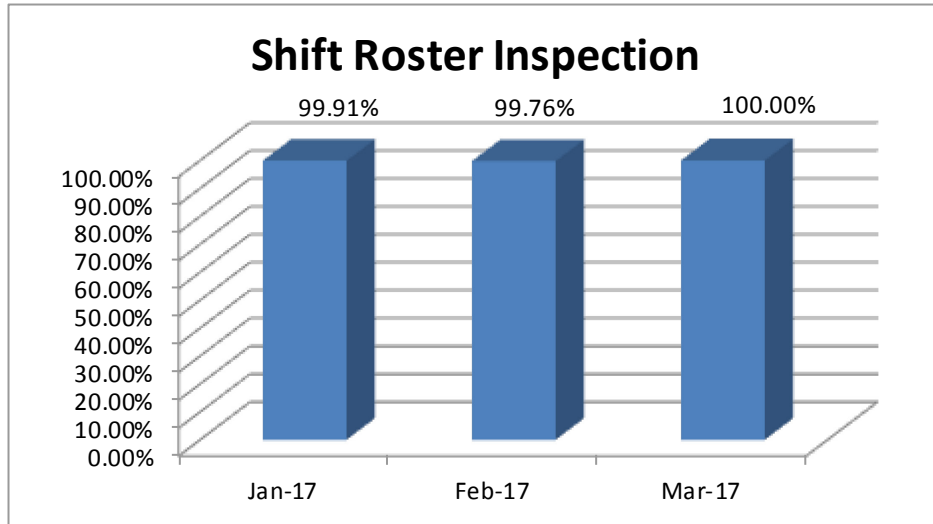
“First-line Patrol supervisors shall be assigned to supervise no more than eight deputies, but in no event, should a patrol supervisor be responsible for more than ten deputies.”

“First-line patrol supervisors shall ensure that a Daily Shift Roster is completed for each shift in order to reflect the subordinates that are working under that supervisor for each day worked.”

#### **Conditions:**

An inspection of all patrol Daily Shift Rosters was completed for the month of March 2017. Due to possible specialty assignment squads and the variance of days in a month; the total number of shift rosters will vary each month. There were a total of 872 rosters in March available for inspection; 872 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **100%** in the Daily Shift Roster inspection of March 2017, as illustrated in the graph below:



Division:	District One	District Two	District Three	District Four	District Five	District Six	District Seven
<b>Total Rosters:</b>	124	123	151	123	201	64	86
<b>Compliance %:</b>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Note – The overall compliance rate is an average of the compliance scores from each division inspected.

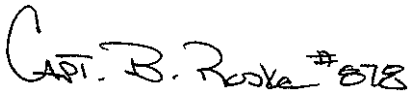
**Recommendations:**

It is recommended supervisors continue mentoring staff in the proper completion of the Daily Shift Rosters, keeping in mind the importance of uploading the document to the U-Drive in a timely manner. In doing so, all Daily Shift Rosters will be made available for inspection. In addition, it is recommended Division Command periodically review the shift rosters for accuracy and completeness.

It is also recommended that divisions conduct routine inspections of their shift rosters for missing data and/or errors.

**Date Inspection Started:** 4/4/2017  
**Date Completed:** 4/5/2017  
**Timeframe Inspected:** March 1-31, 2017  
**Assigned Inspector(s):** Sgt. D. Reaulo #S1678

**I have reviewed this inspection report.**



**Captain Barry Roska S0878**  
**Division Commander**  
**Bureau of Internal Oversight**

4/19/2017

**Date**



**Chief Russell Skinner S0898**  
**Bureau Commander**  
**Bureau of Internal Oversight**

4/19/2017

**Date**