

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Bureau of Internal Oversight**  
**Audits and Inspections**  
**BI2016-0040**

**Inspection focus:** **March 2016 Patrol Shift Roster Inspection**

**Date Inspection Started:** **April 20, 2016**

**Date Completed:** **April 27, 2016**

**Timeframe Inspected:** **March 1<sup>st</sup> to 31<sup>st</sup>, 2016**

**Assigned Inspectors:** **Angela Lolli B2586**

**I have reviewed this inspection report.**

A handwritten signature in black ink, appearing to be "D Munley", followed by the number "#777".

**Captain Dave Munley**  
**Division Commander**  
**Audits and Inspections**

**04/27/2016**  
**Date**

A handwritten signature in black ink, appearing to be "Bill Knight", followed by the number "#1011".

**Deputy Chief Bill Knight**  
**Bureau Commander**  
**Bureau of Internal Oversight**

**04/28/2016**  
**Date**

# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*



Joseph M. Arpaio, Sheriff

**To:** Capt. D. Munley #777  
Division Commander  
Bureau of Internal Oversight

**From:** Angela Lolli  
Audits and Inspections Unit  
Bureau of Internal Oversight

**Subject:** March 2016, Patrol Daily Shift Roster Inspection  
Summary  
BI2016-0040

**Date:** April 27, 2016  
Report Period:  
March 1 – 31, 2016

## **Background:**

The Bureau of Internal Oversight (BIO) began conducting monthly inspections of all Patrol Daily Shift Rosters in November of 2014. The BIO will continue conducting inspections of these rosters on an on-going monthly basis to determine if the rosters are in compliance with Office Policy and in support of the Melendres Order.

## **Matrix Procedures:**

The Daily Shift Rosters are uniformly inspected utilizing a matrix developed by the BIO, in accordance with procedures outlined in Policy GB-2, and Briefing Board 14-48, to determine the following:

- A Daily Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2 and Briefing Board 14-48.
- Shift Supervisor positions are being filled by employees with the rank of Sergeant, Lieutenant, or above in accordance with MCSO Policy GB-2 and Briefing Board 14-48.
- Supervisors are assigned to and work the same days and hours as the deputies under their direct command, absent exceptional circumstances.

## **Authorities:**

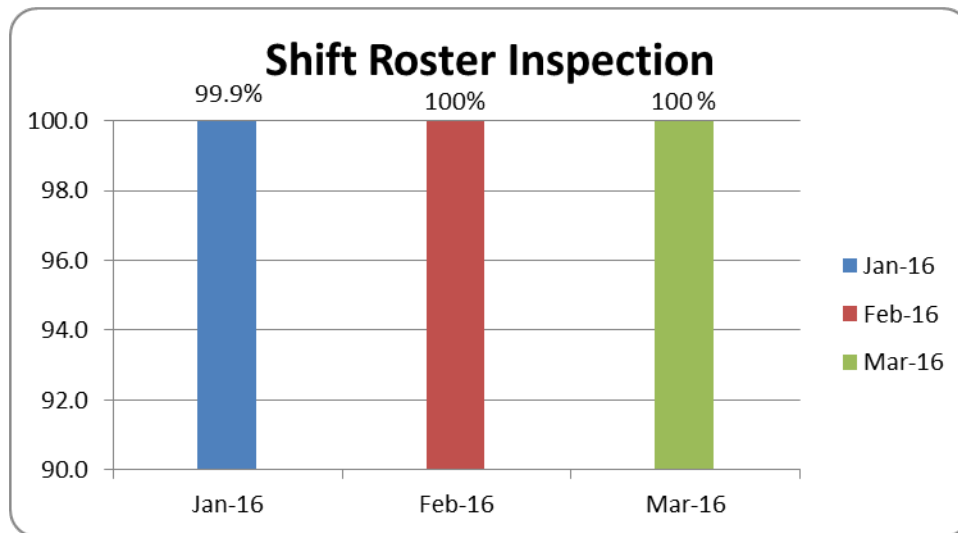
Melendres Order, Paragraphs 84 and 86  
MCSO Policy GB-2, Command Responsibility  
Briefing Board 14-48, Command Responsibility, as of May 19, 2014

**Observations:**

An inspection of all patrol Daily Shift Rosters was completed for the month of March 2016. Due to possible specialty assignment squads and the variance of days in a month; the total number of shift rosters will vary each month. The inspector reviewed the Daily Shift Rosters and determined there were a total of **578** rosters in March available for inspection; 578 or **100%** of the rosters were inspected.

**Findings:**

MCSO achieved a compliance rate of **100%** in the Daily Shift Roster inspection of March 2016, as illustrated in the graph below:



**Action Required:**

No further action is required.

**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.