

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2016-0091



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 8/18/2016
Inspection #BI2016-0091



Joseph M. Arpaio, Sheriff

To: Lt. Morris #S1014
Commander
Audits and Inspections Unit

From: Sgt. Reaulo #1678
Inspections Sergeant
Audits and Inspections Unit

Subject: Patrol Daily Shift Roster Inspection Summary,
July 2016
BI2016-0091

Date: August 18, 2016
Report Period:
July 1-31, 2016

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 and in support of the Melendres Order. 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 and the Melendres Order.
- 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:

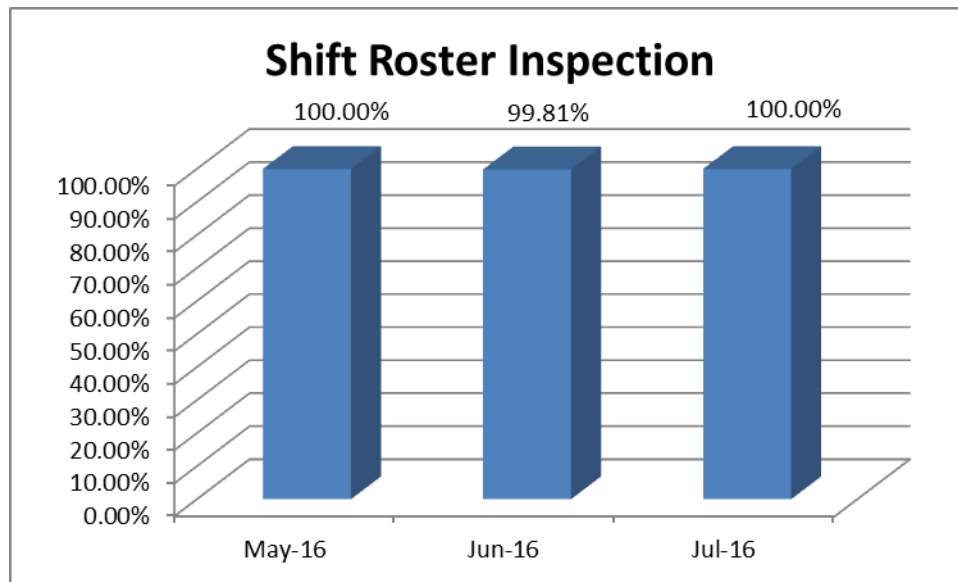
MCSO Policy GB-2, Command Responsibility
Melendres Order, Paragraphs 84, 86 and 266

Note: Melendres Second Supplemental Order Paragraph 266 recorded on 7/26/2016 reduced the span of control in stating that in no event should a supervisor be responsible for more than 10 persons.

Conditions:

An inspection of all patrol Daily Shift Rosters was completed for the month of July 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. There were a total of **790** rosters in July available for inspection; 790 or **100%** of the rosters were inspected.

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



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.

Date Inspection Started: August 18, 2016
Date Completed: August 18, 2016
Timeframe Inspected: July 1-31, 2016
Assigned Inspector(s): Sergeant D. Reaulo #S1678

I have reviewed this inspection report.



**Lieutenant Rick Morris
Division Commander
Audits and Inspections**

8/18/2016

Date



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

8/18/2016

Date