

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**November 2017 Shift Roster Inspection**

Inspection Report# BI2017-0147

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Shift Rosters on a 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, *Command Responsibility*.

**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*:

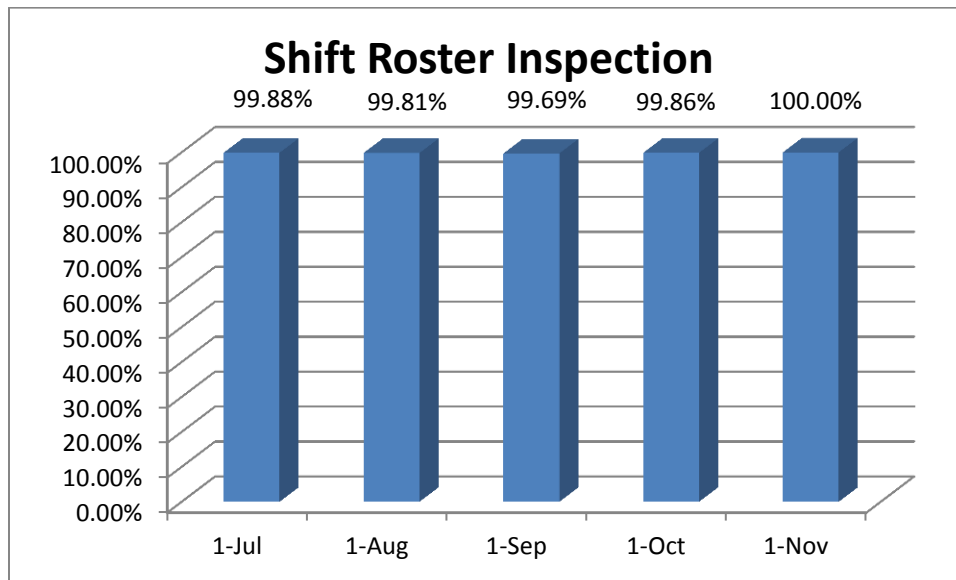
“First-line Patrol supervisors shall be assigned to supervise no more than eight deputies, but in no event, should a patrol supervisor be responsible for more than ten deputies.”

“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 November 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 718 rosters in November available for inspection; 718 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **100%** in the Daily Shift Roster inspection of November 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>	120	102	103	93	152	64	84
<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: 12/11/2017  
Date Completed: 12/12/2017  
Timeframe Inspected: November 1 – 30, 2017  
Assigned Inspector(s): Sgt. B. Allmon S1036

I have reviewed this inspection report.

Larry Kratzer S1520  
Lieutenant Larry Kratzer S1520  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

12/13/17  
Date

Captain G. Lugo #1480  
Captain Greg Lugo S1480  
Commander  
Bureau of Internal Oversight

12/13/2017  
Date