

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



December 2017 Shift Roster Inspection

Inspection Report# BI2018-0001

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*:

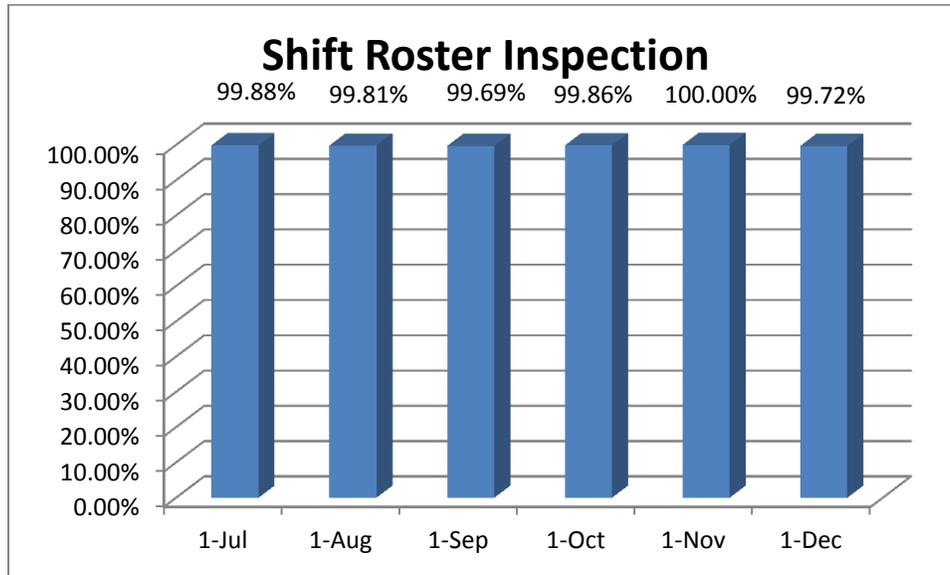
“First-line Patrol supervisors shall be assigned to supervise no more than eight deputies, but in no event, should a patrol supervisor be responsible for more than ten deputies.”

“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 December 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 687 rosters in December available for inspection; 687 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **99.72%** in the Daily Shift Roster inspection of December 2017, as illustrated in the graph below:



Division:	District One	District Two	District Three	District Four	District Five	District Six	District Seven
Total Rosters:	123	71	106	62	171	66	88
Compliance %:	99.19%	100.00%	100.00%	100.00%	100.00%	100.00%	98.87%

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

The following potential deficiencies were observed during the inspection period:

<u>Dist/Div:</u>	<u>Shift Date</u>	<u>Deficiency:</u>
District One	12/22/2017	Shift Roster for Squad 5 was not completed

<u>Dist/Div:</u>	<u>Shift Date</u>	<u>Deficiency:</u>
District Seven	12/14/2017	Shift Roster for Squad 5 was not completed

A total of **two** BIO Action Forms are requested from the affected division. **The form shall be completed utilizing Blue Team.**

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: 01/08/2018
Date Completed: 01/09/2018
Timeframe Inspected: December 1 – 31, 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

01/11/18
Date

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

01/12/2018
Date