

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2017-0035



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 3/30/2017
Inspection #BI2017-0035



Paul Penzone, Sheriff

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

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

Subject: Patrol Daily Shift Roster Inspection Summary,
February 2017
BI2017-0035

Date: 3/30/2017
Report Period:
February 1-28, 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 AIU, 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:

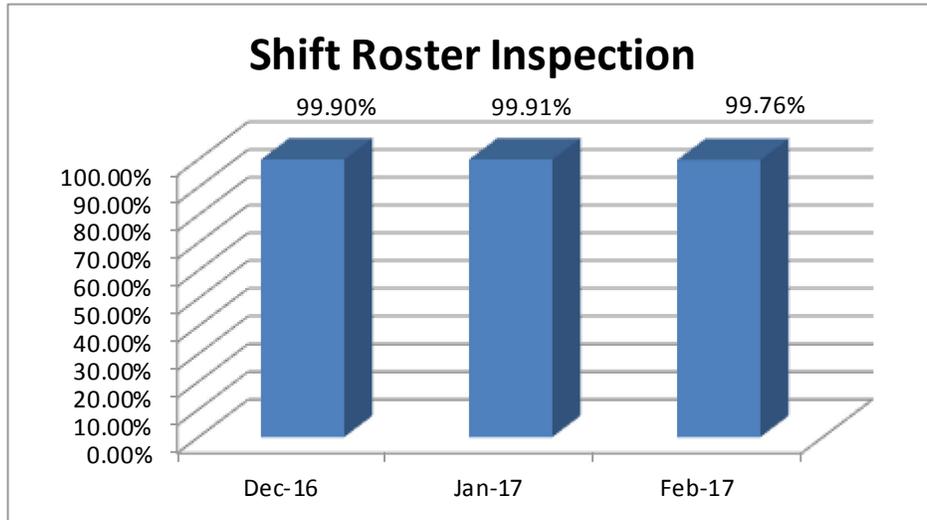
“First-line Patrol supervisors shall be assigned to supervise no more than eight deputies, but in no event, should a patrol supervisor be responsible for more than ten deputies.”

“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 February 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 796 rosters in February available for inspection; 796 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **99.76%** in the Daily Shift Roster inspection of February 2017, as illustrated in the graph below:



Division:	District One	District Two	District Three	District Four	District Five	District Six	District Seven
Total Rosters:	114	112	140	112	184	60	74
Compliance %:	100.00%	100.00%	100.00%	100.00%	100.00%	98.33%	100.00%

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

The following potential deficiency was observed during the inspection period:

Dist/Div:	Sworn Employee Name:	Commander	Potential Deficiency:
District Six	Sergeant	Captain	A shift roster for Squad 3 was not completed on 2/7/2017

One BIO Action form is required from District 6 addressing the listed potential deficiency. Please email the BIO Action Form to BIO@mcs.maricopa.gov within 30 days from the date in which this report is disseminated to the Office.

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: 3/28/2017
Date Completed: 3/29/2017
Timeframe Inspected: February 1-28, 2017
Assigned Inspector(s): Sgt. D. Reaulo #S1678

I have reviewed this inspection report.

R. Morris #1014

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

3/30/2017
Date

Bill Knight #1011

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

3/30/2017
Date