

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Supervisor Note (Detention) Inspection**




**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**July 11, 2017**  
**Inspection BI2017-0079**

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# MARICOPA COUNTY SHERIFF'S OFFICE

*Memorandum*

	<b>To:</b> Captain B. Roska S0878 Division Commander Bureau of Internal Oversight	<b>From:</b> Sergeant M. Rodriguez A9047 Audits and Inspections Unit Bureau of Internal Oversight
	<b>Subject:</b> Summary of Findings Report Detention Personnel, June 2017 Supervisor Note Inspection BI2017-0079	<b>Date:</b> 07/12/17

The Audits and Inspections Unit (AIU), of the Bureau of Internal Oversight (BIO), will conduct Blue Team Supervisor Note entry inspections on an ongoing basis. The purpose of the inspection is to ensure compliance with Office Policies and to promote proper supervision. To achieve this, inspectors will select for review the Supervisor Note entries for 50 randomly selected Detention personnel for the month being inspected. To ensure consistent inspections, the *Supervisor Note Inspection Matrix* developed by the AIU will be utilized.

**Matrix Procedures:**

Utilize the Supervisor Note Inspection Matrix to ensure that each randomly selected employee received one Supervisor Note entry during the period being inspected, and that the Supervisor Note was of sufficient quality to document the employee's work performance (reflects the employee's positive traits; accomplishments; any observed shortcomings; and can be used to facilitate the preparation of an accurate and detailed performance review), and that the selected employees' EIS information was reviewed.

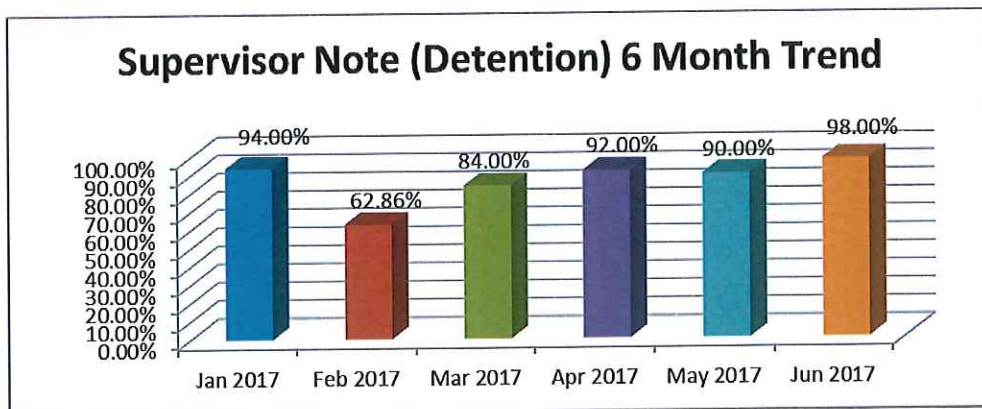
**Criteria:**

MCSO Policy GB-2, *Command Responsibility*

**Conditions:**

The inspection found that 49 of the 50 employees, or **98%** of the selected sample, had the required monthly Supervisor Note entries and were in compliance with MCSO Policy GB-2.

A historical comparison of the last six months of Blue Team data indicates that the Supervisory Note compliance rate for Detention Personnel has shown improvement from the downturn that can be directly attributed to the recent requirement that supervisors of non-sworn employees document the review the employees' EIS Information.



The following potential deficiencies in the employees' Supervisor Note entries were identified:

Employee Notes Inspected	Employee's Supervisor	Division	Division Commander	Potential Deficiency
Officer	Sergeant	5135-CENTRAL SVCS - FOOD SVCS	Fd Serv Mgr	Supervisor Note entry made in June does not document review of the employee's EIS information

**PLEASE NOTE:** *The Supervisory Note Inspections represents a monthly snapshot in time and any deficiencies noted are the responsibility of the Supervisor and the Chain of Command at the time the entry was made. Any inaccuracies in command structure due to transfers or other changes are outside the control of the Audits and Inspections Unit.*

**Recommendations:**

It is recommended that Management continue to provide on-site mentorship to supervisors regarding the importance of ensuring Supervisory Note entries are used to document a specific employee's performance and should be of sufficient quality as to give a true assessment of the employee's performance during a particular period, as required by MCSO Policy GB-2, *Command Responsibility*, Paragraph 7.B and its subparagraphs. To accomplish this goal, the Supervisory Note entries need to specifically document the following requirements:

- The Employee's work performance during the last 30 day period.
- Once a month, supervisor's review of non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns.
- Maintain a written record of the performance of each employee in the EIS Blue Team Supervisor Notes application. The record shall reflect the employee's positive traits and accomplishments and any observed shortcomings.
- Supervisor Note entries shall be of sufficient quality and frequency to facilitate the preparation of an accurate and detailed performance review, but *at a minimum, one entry shall be completed every month.*

**Action Required:**

With the resulting **98%** compliance for *Inspection BI2017-0079*, a total of **One** BIO Action Form is requested from the affected division. **The form shall be completed utilizing Blue Team.**

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2017-0079* and contained within IA Pro.

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Inspection focus: Supervisor Note (Detention)

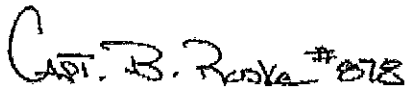
Date Inspection Started: July 3, 2017

Date Completed: July 11, 2017

Timeframe Inspected: June 1-30, 2017

Assigned Inspectors: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.

 CAPT. B. Roska # 078

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Captain Barry Roska  
Division Commander  
Bureau of Internal Oversight

07/11/17  
Date

 T. Skinner # 078

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Deputy Chief Russ Skinner  
Bureau Commander  
Bureau of Internal Oversight

07/11/17  
Date

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