

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Sworn Supervisor Note Inspection July 2025

Inspection Report# BI2025-0101

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct monthly inspections of Supervisory Note entries to determine if these entries are in compliance with Office policies and to help promote proper supervision. To achieve this, inspectors will utilize the IAPro System and a sample of employees selected by the monitors from each district/division for review. These entries will be uniformly inspected utilizing a matrix developed by the Audits and Inspections Unit in accordance with the procedures outlined in policies, EA-11, GB-2, GH-5, and GJ-35.

Compliance Objectives:

Utilizing the Supervisor Note Inspection Matrix, review each selected sworn employee's EIS information to ensure they received the following during July 2025:

- Ensure the supervisor completed a minimum of two Supervisor Note entries
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted two reviews of EIS data
- Ensure the supervisor conducted a monthly review of Body-Worn Camera footage of two traffic stops if the Sworn Employee made any stops during the review period

Criteria:

MCSO Policy EA-11, *Arrest Procedures*

MCSO Policy GB-2, *Command Responsibility*

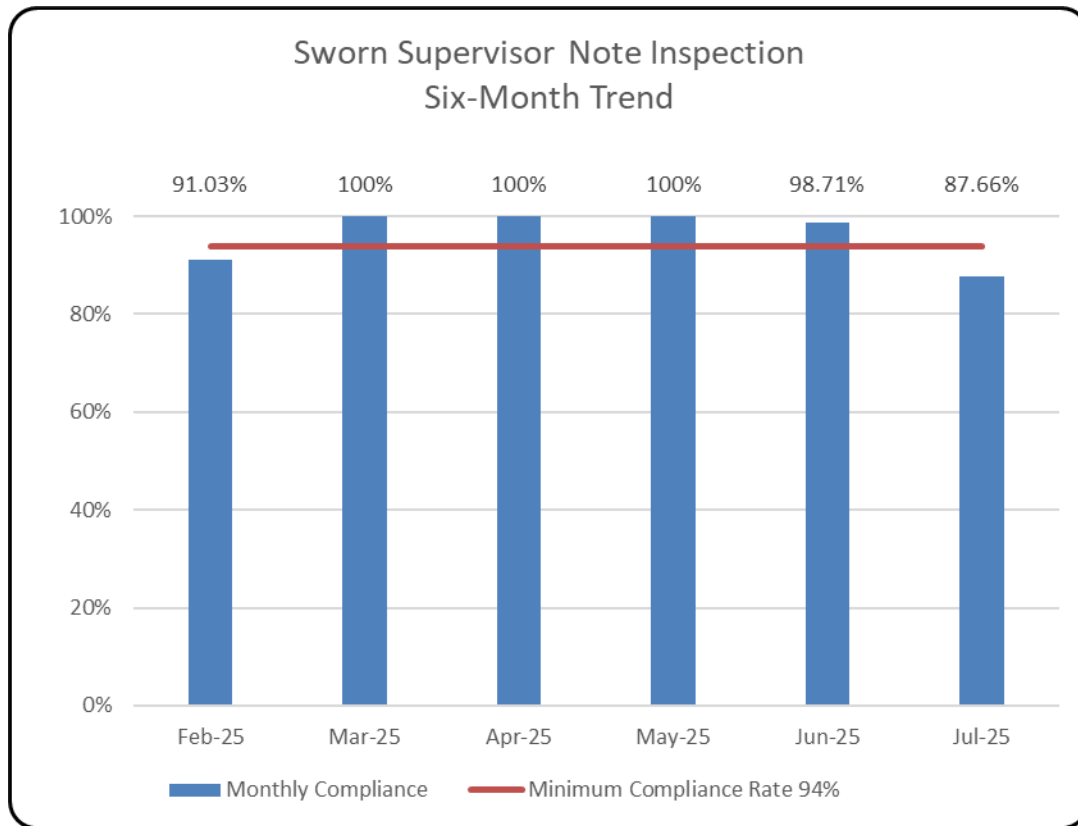
MCSO Policy GH-5, *Early Identification System*

MCSO Policy GJ-35, *Body-Worn Cameras*

Conditions:

MCSO's assigned Court Monitors provided a sample of one patrol squad from each Patrol Division for the month of July 2025 Supervisory Note Review. The Supervisor Notes of the assigned patrol roster are reviewed, including the selected sworn employee's chain of command. AIU reviewed the completed Supervisor Notes of 26 deputies, 6 sergeants, 8 lieutenants, and 4 captains. (Note: completion of a Supervisory Note inspection is dependent on when the AIU receives the sample from the Court Monitors). A review of the IAPro records revealed that, of the 44 sworn employees' records reviewed for Supervisor Note entries submitted during the month of July, 35 sworn employees received entries in full compliance with MCSO Policies.

MCSO achieved a compliance rate of **87.66%** in the Sworn Supervisor Note inspection for July 2025, as illustrated in the graph below:



Results of the Review of the Supervisor Note entries:

Inspection Element	Not In Compliance	In Compliance	Total Inspected	Compliance Rate
Sworn Employee received at least two Supervisor Notes during the month	6	38	44	86.36%
At least One Supervisor Note entry is of sufficient quality to facilitate the preparation of an accurate and detailed performance review and reflects the sworn employee's positive traits and accomplishments and any observed shortcomings	5	39	44	88.64%
Twice per month, supervisors review Sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns	8	36	44	81.82%
Supervisor Note lacks documentation of review of two Body-Cam videos (NOTE: Not all sworn employees will make traffic stops during the review period)	0	22	22	100%
Overall Compliance with inspection requirements	19	135	154	87.66%

5041-District I (2 BIO Action Forms):

Compliance Deficiency

District	Employee Notes Inspected	Responsible Supervisor	Current Commander
District I	Sergeant	Lieutenant	Captain
Deficiency			
1. Supervisor Notes lacked documentation of two monthly EIS reviews for one of the inspected deputies. Policy GB-2.7.B.4			

District	Employee Notes Inspected	Responsible Supervisor	Current Commander
District I	Deputy Deputy Deputy Deputy Deputy	Sergeant	Captain
Deficiency			
1. Supervisor Notes lacked documentation of two monthly EIS reviews for one of the inspected deputies. Policy GB-2.7.B.4 (5)			
2. Two Supervisor Notes on sworn employee per month at a minimum not met. Policy GB-2.7.B.1 (5)			
3. One Performance Note on sworn employee per month at a minimum not met. Policy GB-2.7.B.1 (1)			

5044-District IV (1 BIO Action Form):

Compliance Deficiency

District	Employee Notes Inspected	Responsible Supervisor	Current Commander
District IV	Deputy Deputy	Sergeant	Captain
Deficiency			
1. Supervisor Notes lacked documentation of two monthly EIS reviews for one of the inspected deputies. Policy GB-2.7.B.4 (2)			
2. Two Supervisor Notes on sworn employee per month at a minimum not met. Policy GB-2.7.B.1 (1)			
3. One Performance Note on sworn employee per month at a minimum not met. Policy GB-2.7.B.1 (1)			
Employee has one (1) previous BAF for Sworn Supervisor Note Inspection (BAF2025-0020)			

Action Required:

With the resulting 87.66% compliance for Inspection BI2025-0101, a total of 3 BIO Action Forms are requested from the affected divisions. The form shall be completed utilizing Blue Team.

Notes:

All supporting documentation (working papers) are included in the inspection file and contained within IAPro.

Date Inspection Started: August 18, 2025
Date Completed: August 20, 2025
Timeframe Inspected: July 01 - 31, 2025
Assigned Inspector: Kateryna A. Ellis B4299

I have reviewed this inspection report.

Lt Andrew Rankin S1839

09/17/2025

Lt. A. Rankin S1839
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

Date