

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Civilian Supervisor Note Inspection March 2023

Inspection Report# BI2023-0031

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspection monthly. The purpose of this 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 35 randomly selected civilian employees for the month being inspected. To ensure consistent inspections, the Supervisor Note Inspection Matrix developed by the AIU will be utilized.

Compliance Objectives:

Utilize the Supervisor Note Inspection Matrix, review each selected employee’s EIS information to ensure they received the following during March 2023:

- Ensure the supervisor completed one Supervisor Note entry
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a review of the employee’s EIS information

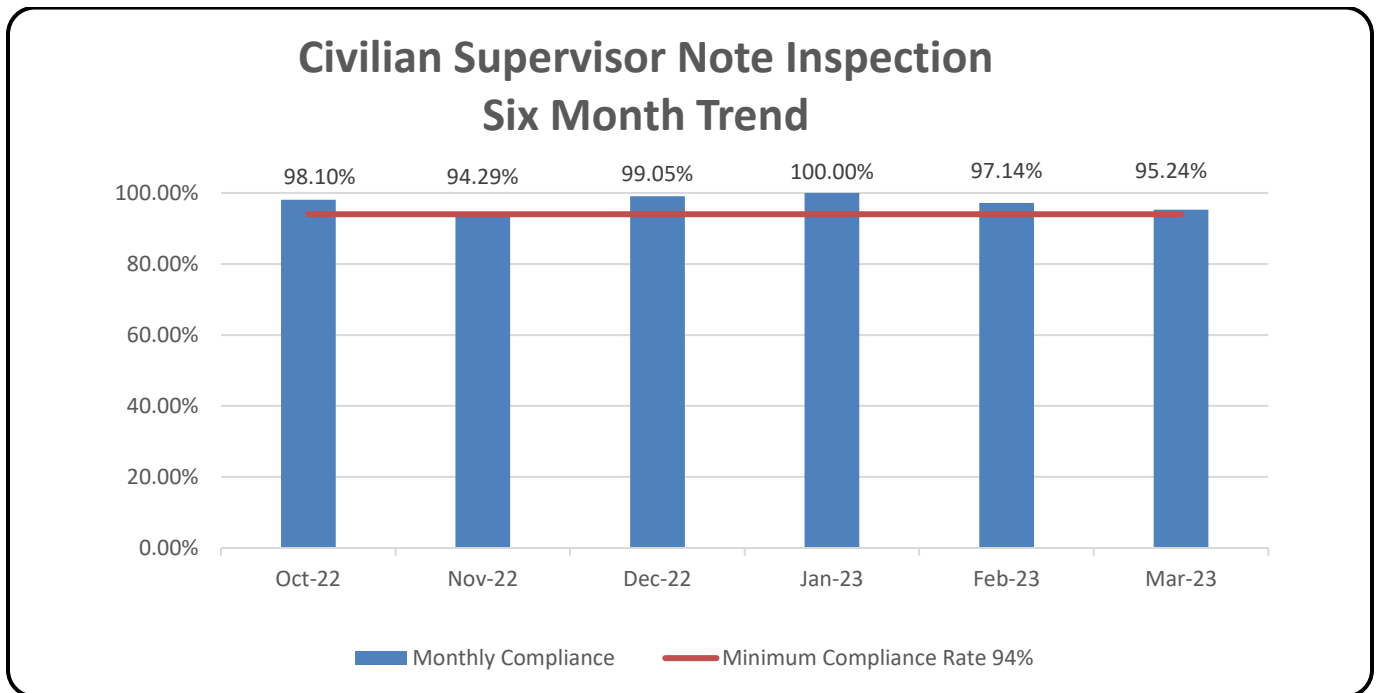
Criteria:

MCSO Policy GB-2, *Command Responsibility*

Conditions:

A review of the IAPro records revealed that, of the 35 employees’ records reviewed for Supervisor Note entries submitted during the month of March, 32 employees received entries that contained the required elements of this inspection and were in compliance with MCSO Policy GB-2, *Command Responsibility*.

MCSO achieved a compliance rate of 95.24% in the Civilian Supervisor Note inspection for March 2023, as illustrated in the graph below:



Results of the Review of Employee Supervisor Note entries:

Inspection Element	Not In Compliance	In Compliance	Total Inspected	Compliance Rate
Once per month, supervisors review non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns	1	34	35	97.14%
Employee Received at least one Supervisor Note during the month	1	34	35	97.14%
Supervisor Note entry is of sufficient quality to facilitate the preparation of an accurate and detailed performance review and reflects the employee's positive traits and accomplishments and any observed shortcomings	3	32	35	91.43%
Overall Compliance with inspection requirements	5	100	105	95.24%

Court Security (1 BIO Action Form):

Compliance Deficiencies

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Court Security	Employee	Lieutenant	Chief
Deficiency			
1. Employee Performance is not documented. Policy GB-2.7.B.1 Note: The deficiency occurred when the above-listed supervisor was assigned to Aviation.			

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Court Security	Employee	Lieutenant	Chief
Deficiency			
1. Employee Performance is not documented. Policy GB-2.7.B.1 Note: The deficiency occurred when the above-listed supervisor was assigned to Aviation.			

Communication Division (1 BIO Action Form):

Compliance Deficiency

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Communication Division	Employee	Supervisor	Chief
Deficiency			
1. Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1			
2. Employee Performance is not documented. Policy GB-2.7.B.1			
3. Review of Employee’s EIS information not documented. Policy GB-2.7.B.4			

Action Required:

With the resulting **95.24%** compliance for *Inspection BI2023-0031*, a total of 2 BIO Action forms are requested from the affected divisions. The form shall be completed utilizing Blue Team.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2023-0031* and contained within IA Pro.

Date Inspection Started: April 03, 2023
 Date Completed: April 19, 2023
 Timeframe Inspected: March 01-31, 2023
 Assigned Inspector: Maria De La Cruz B4608

I have reviewed this inspection report.

Capt. Dominick Reaulo 5/8/2023
 Captain Dominick Reaulo S1678 Date
 Division Commander
 Bureau of Internal Oversight