

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Patrol Shift Roster Inspection 3<sup>rd</sup> Quarter 2023**

Inspection Report# BI2023-0146

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a quarterly basis to determine if the rosters are in compliance with Office policy. The Daily Patrol Shift Rosters are uniformly inspected utilizing a matrix developed by AIU, in accordance with procedures outlined in Policy GB-2, *Command Responsibility*.

**Matrix Procedures:**

- A Daily Patrol 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.
- Policy violations outside of the scope of this inspection are listed as non-compliance deficiencies.

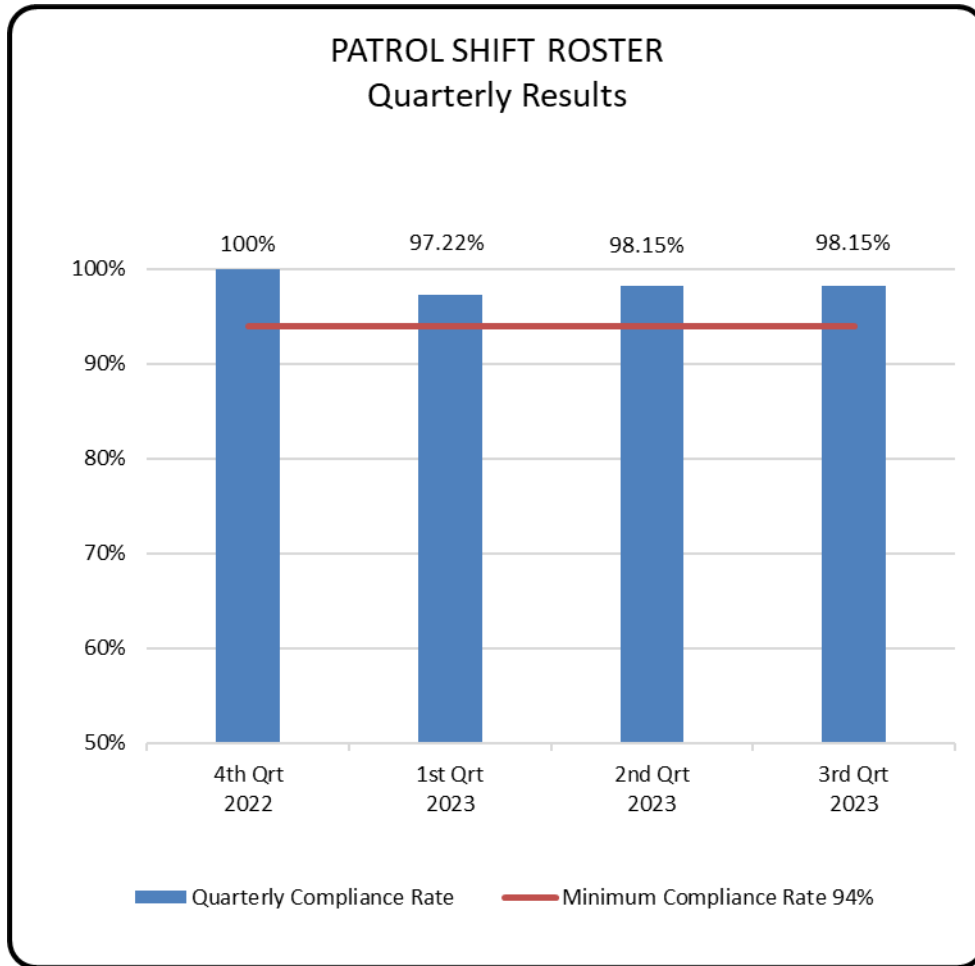
**Criteria:**

MCSO Policy GB-2, *Command Responsibility*

**Conditions:**

A random selection of one day (24-hour period) per week for the months of July, August and September was utilized. Due to possible specialty assignment squads and the variance of days in a month, the total number of shift rosters will vary each month. For the 3rd quarter of 2023 there were a total of 108 rosters randomly selected for inspection. 100% of the randomly selected rosters were inspected.

MCSO achieved a compliance rate of 98.15% (**total rosters in compliance / cumulative total rosters**) in the Patrol Shift Roster inspection for the 3rd quarter of 2023, as illustrated in the graph below:



Division	District 1	District 2	District 3	District 4	Lake Patrol	District 7
<b>In Compliance:</b>	12	11	12	11	48	12
<b>Non-Comp. Def.</b>	0	3	3	1	0	0
<b>Comp. Def.</b>	0	1	0	1	0	0
<b>Total Rosters:</b>	12	12	12	12	48	12
<b>Compliance %:</b>	100%	91.67%	100%	91.67%	100%	100%

The following deficiencies were noted during the inspection period:

District 2 (4 BIO Action Forms):

Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	07/02/2023	Lieutenant	Captain
<b>Deficiency</b>				
1. No Span of Control Memorandum was generated for exceeding the preferred 8:1 ratio. (Policy GB-2.13.A.4)				

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	07/26/2023	Lieutenant	Captain
<b>Deficiency</b>				

1. One deputy and one DSA (took service calls) are not listed on Shift Roster; Praxis shows deputies working patrol beats. (Policy GB-2.13.A.2)

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	08/30/2023	Lieutenant	Captain
<b>Deficiency</b>				

1. One deputy is not listed on Shift Roster; Praxis shows deputies working patrol beats. (Policy GB-2.13.A.2)

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	08/30/2023	Lieutenant	Captain
<b>Deficiency</b>				

1. Two deputies (working patrol beats) and (took service calls) are not listed on Shift Roster; Praxis shows deputy working patrol beats. (Policy GB-2.13.A.2)

### District 3 (3 BIO Action Forms):

#### Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	07/02/2023	Lieutenant	Captain
<b>Deficiency</b>				
1. One deputy is not listed on Shift Roster; Praxis shows deputy working patrol beats. (Policy GB-2.13.A.2) **Employee has one (1) previous BAF for Qrtly Shift Roster Inspection (BAF2023-0141)**				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	07/17/2023 07/26/2023 09/16/2023	Lieutenant	Captain
<b>Deficiency</b>				
1. 07/17/2023 - Three deputies and one DSA (took service calls) are not listed on Shift Roster; Praxis shows deputies working patrol beats. (Policy GB-2.13.A.2) 2. 07/26/2023 - One deputy is not listed on Shift Roster; Praxis shows deputies working patrol beats. (Policy GB-2.13.A.2) 3. 09/16/2023 - One deputy is not listed on Shift Roster; Praxis shows deputy working patrol beats. (Policy GB-2.13.A.2) **Employee has one (1) previous BAF for Qrtly Shift Roster Inspection (BAF2023-0142)**				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	07/26/2023	Lieutenant	Captain
<b>Deficiency</b>				
1. One deputy is not listed on Shift Roster; Praxis shows deputy working patrol beats. (Policy GB-2.13.A.2) **Employee has one (1) previous BAF for Qrtly Shift Roster Inspection (BAF2023-0069)**				

## District 4 (2 BIO Action Forms):

Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	07/02/2023	Lieutenant	Captain
Deficiency				
1. No shift roster for grave/night shift in the Praxis shift roster program. (Policy GB-2.13.A.2) <b>Note:</b> Employee currently assigned to District II, but was filling in as a shift supervisor in District IV.				

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	07/26/2023 08/30/2023	Lieutenant	Captain
Deficiency				
1. 07/26/2023 - Two deputies are not listed on Shift Roster; Praxis shows deputies working patrol beats. (Policy GB-2.13.A.2) 2. 08/30/2023 - One DSA (took service calls) is not listed on Shift Roster; Praxis shows deputy took call for service. (Policy GB-2.13.A.2)				

Unless noted above in the deficiency table, there were no prior BIO Action Forms similar in nature or supervisor notes addressing the perceived deficiencies.

**Action Required:**

With the resulting **98.15%** compliance rate for Inspection #BI2023-0146, **9 BIO Action Forms**, are requested. The forms shall be completed utilizing Blue Team.

Date Inspection Started: 07/10/2023  
Date Completed: 10/18/2023  
Timeframe Inspected: July 1<sup>st</sup>, 2023 thru September 30<sup>th</sup>, 2023  
Assigned Inspector(s): Kateryna A. Ellis B4299, Sr. Auditor

I have reviewed this inspection report.

*Lt. Brian Arthur S1806*

Lieutenant T. Brian Arthur S1806  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

12/5/23

Date