

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Detention Supervisor Note Inspection May 2021**

Inspection Report# BI2021-0059

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspections monthly. 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 35 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.

**Compliance Objectives:**

Utilize the Supervisor Note Inspection Matrix, review each selected employee’s EIS information to ensure they received the following during May 2021:

- Ensure the supervisor completed a minimum of one Supervisor Note entry
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a review of EIS data

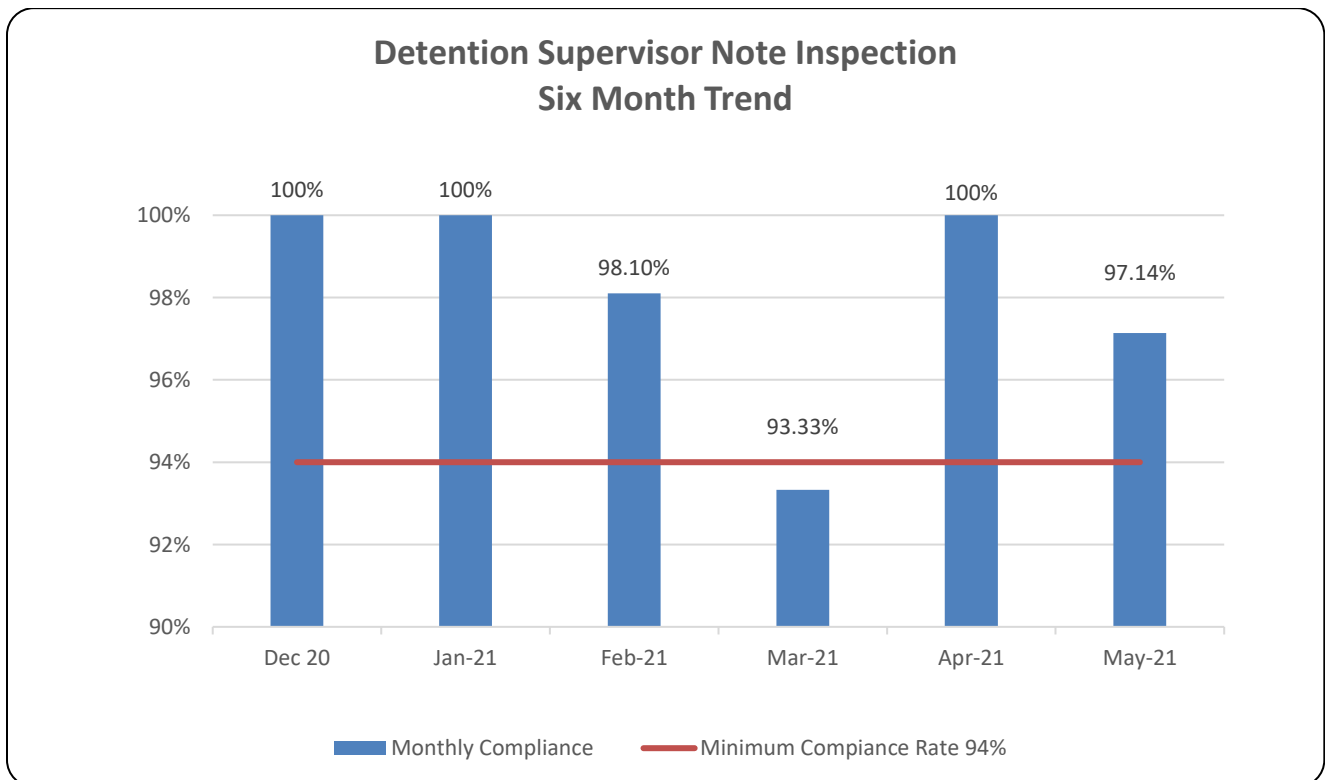
**Criteria:**

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 May, 34 employees received all entries which contained the required elements of this inspection and were in compliance with MCSO Policy GB-2, *Command Responsibility*.

MCSO achieved a compliance rate of **97.14%** in the Detention Supervisor Note inspection for May 2021, 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
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	1	34	35	97.14%
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%
<b>Overall Compliance with inspection requirements</b>	<b>3</b>	<b>102</b>	<b>105</b>	<b>97.14%</b>

4<sup>th</sup> Ave Jail (1 BIO Action Form)

Division	Employee Notes Inspected	Current Supervisor	Current Commander
4 <sup>th</sup> Ave Jail	Officer	Sergeant	Captain
Deficiency			
Supervisor note lacks documentation that a review of employee’s EIS information was conducted. Policy GB-2.7.B.4 Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 Employee Performance not documented. Policy GB-2.7.B.1			

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

**Action Required:**

With the resulting **97.14%** compliance for *Inspection BI2021-0059*, a total of **1** 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 *BI2021-0059* and contained within IA Pro.

---

Date Inspection Started: June 1, 2021  
Date Completed: June 15, 2021  
Timeframe Inspected: May 01-31, 2021  
Assigned Inspector(s): Maria De La Cruz B4608

I have reviewed this inspection report.

*Sgt. R. Levy S1881*

On behalf of Lt. J. Halverson S1674

6/29/2021

Lt. Jonathan Halverson S1674  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date