

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Patrol Shift Roster Inspection 1st Quarter 2021

Inspection Report# BI2021-0034

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.

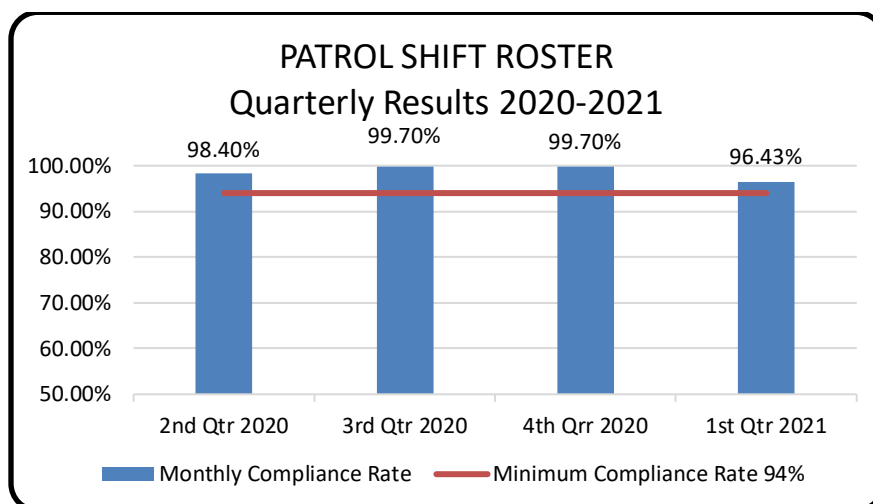
Criteria:

MCSO Policy GB-2, *Command Responsibility*

Conditions:

A random selection of one day (24-hour period) per week for the months of January, February, and March 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 first quarter of 2021, there was a total of 120 rosters randomly selected for inspection; 100% of the randomly selected rosters was inspected.

MCSO achieved a compliance rate of **96.43% (total rosters in compliance / cumulative total rosters)** in the Patrol Shift Roster inspection for the first quarter of 2021, as illustrated in the graph below:



Division	District 1	District 2	District 3	District 4	Lake Patrol	District 6	District 7
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In Compliance	9	12	12	12	48	12	12
Non-Comp. Def.	2	6	5	2	1	4	6
Comp. Def.	3	0	0	0	0	0	0
Total Rosters	12	12	12	12	48	12	12
Compliance %	75%	100%	100%	100%	100%	100%	100%

The following deficiencies were noted during the inspection period:

District I (3 BIO Action Forms):

Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District I	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
2/8/2021 and 3/1/2021 shift rosters document on-duty sergeant exceeded the 8:1 ratio of supervision without completing a span of control memorandums. (Policy GB-2.13.A.4)				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District I	Sergeant	2/17/2021	Lieutenant	Captain
Deficiency				
Shift roster documents on-duty sergeant exceeded the 8:1 ratio of supervision without completing a span of control memorandum. (Policy GB-2.13.A.4)				

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District I	Sergeant	3/8/2021	Lieutenant	Captain
Deficiencies				
<ol style="list-style-type: none"> Shift roster documents wrong serial and vehicle number (Policy GB-2.13.A.2.e and f) Shift roster documents wrong serial and vehicle number (Policy GB-2.13.A.2.e and f) 				

District II (3 BIO Action Forms):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District II	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 1/11/2021 Shift roster documents wrong serial and vehicle number (Policy GB-2.13.A.2.d and e) 2. 1/11/2021 Shift roster documents wrong serial and vehicle number (Policy GB-2.13.A.2.e) 3. 3/08/2021 Shift roster documents wrong serial and vehicle number (Policy GB-2.13.A.2.e)				
Employee has 2 previous BAFs for shift roster inspection (BAF2020-0140, BAF2020-0242)				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District II	Sergeant	3/1/2021	Lieutenant	Captain
Deficiency				
Shift roster documents wrong call sign (Policy GB-2.13.A.2.f) **Employee has 2 previous BAFs for shift roster inspection (BAF2020-0243, BAF2021-0037)**				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District II	Sergeant	3/25/2021	Lieutenant	Captain
Deficiencies				
1. Shift roster documents wrong call sign (Policy GB-2.13.A.2.f) 2. Shift roster documents wrong serial number (Policy GB-2.13.A.2.d)				

District III (3 BIO Action Forms):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District III	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 1/20/2021 Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) 2. 2/17/2021 Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) 3. 2/25/2021 Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e)				
Employee has 1 previous BAF for shift roster inspection (BAF2020-0245)				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District III	Sergeant	1/20/2021	Lieutenant	Captain
Deficiency				
Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) **Employee has 2 previous BAFs for shift roster inspection (BAF2020-0144, BAF2020-0312)**				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District III	Sergeant	2/8/2021	Lieutenant	Captain
Deficiency				
Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) **Employee has 2 previous BAFs for shift roster inspection (BAF2020-0143, BAF2021-0041)**				

District IV (1 BIO Action Form):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District IV	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 3/1/2021 Shift roster documents Squads 3 and 2; Division Roster indicates Squads 1 and 2 (Policy GB-2.13.A.2.b) 2. 3/8/2021 Shift roster documents Squads 3 and 2; Division Roster indicates Squads 1 and 2 (Policy GB-2.13.A.2.b)				

District VI (3 BIO Action Forms):

Non-Compliance Deficiencies

District/Division	Employee	Shift Dates	Current Supervisor	Current Commander
District VI	Sergeant	2/8/2021	Lieutenant	Captain
Deficiency				
Shift roster documents Squad 2; Division Roster indicates Squad 3 (Policy GB-2.13.A.2.b)				
District/Division	Employee	Shift Dates	Current Supervisor	Current Commander
District VI	Sergeant	2/17/2021	Lieutenant	Captain
Deficiency				
Shift roster documents wrong call sign (Policy GB-2.13.A.2.f)				
District/Division	Employee	Shift Dates	Current Supervisor	Current Commander
District VI	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 3/1/2021 shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) 2. 3/17/2021 shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e)				
Employee has 2 previous BAFs for shift roster inspection (BAF2020-0247, BAF2021-0316)				

District VII (2 BIO Action Forms):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District VII	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 2/8/2021 and 3/8/2021 shift rosters document wrong call sign (Policy GB-2.13.A.2.f) 2. 3/8/2021 shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e)				
Employee has 1 previous BAF for shift roster inspection (BAF2021-0045)				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District VII	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 3/1/2021 shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) 2. 3/8/2021 shift roster documents wrong serial number (Policy GB-2.13.A.2.d) 3. 3/8/2021 shift roster documents wrong serial number (Policy GB-2.13.A.2.d)				

Lake Patrol (1 BIO Action Form):

Non-Compliance Deficiency

District/Division	Employee	Shift Dates	Current Supervisor	Current Commander
Lake Patrol	Sergeant	2/17/2021	Lieutenant	Captain
Deficiency				
Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) **Employee has 1 previous BAF for shift roster inspection (BAF2021-0049)**				

BIO (1 BIO Action Form):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
TSAU	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 3/1/2021 Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) 2. 3/17/2021 Shift roster documents wrong vehicle number (Policy GB-2.13.A.2.e) Note: These deficiencies occurred when the employee was assigned to District I. **Employee has 1 previous BAF for shift roster inspection (BAF2021-0048)**				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
TSAU	Sergeant	Multiple	Lieutenant	Captain
Deficiencies				
1. 1/20/2021 and 1/28/2021 shift rosters document wrong vehicle number (Policy GB-2.13.A.2.e) 2. 1/20/2021 and 1/28/2021 shift rosters document wrong vehicle number (Policy GB-2.13.A.2.e) Note: These deficiencies occurred when the employee was assigned to Lake Patrol. **Employee has 1 previous BAF for shift roster inspection (BAF2021-0048)**				

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

Action Required:

With the resulting **96.43%** compliance rate for Inspection #BI2021-0034, **16 BIO Action Forms** are requested. The forms shall be completed utilizing BlueTeam.

Date Inspection Started: April 13, 2021
 Date Completed: April 30, 2021
 Timeframe Inspected: January 1st to March 31st, 2021
 Assigned Inspector(s): Connie Phillips B3345

I have reviewed this inspection report.

Lt. Jonathan Halverson S1674

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

5/18/2021

Date