

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Patrol Shift Roster Inspection June 2019

Inspection Report# BI2019-0088

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a monthly 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.

Criteria:

MCSO Policy GB-2 (Sections 4 & 13.A1), *Command Responsibility*:

4. Direct Control:

- A. First-line patrol supervisors shall be assigned as primary supervisor to no more persons than it is possible to effectively supervise. First-line patrol supervisors shall be assigned to supervise no more than a total of eight deputies, reserve deputies, and posse members, but in no event, should a patrol supervisor be responsible for more than ten deputies, reserve deputies, and posse members.
1. A Field Training Officer (FTO) and an Officer in Training (OIT) riding in the same patrol vehicle shall count as one deputy toward the ratio.
 2. An OIT driving solo in a patrol vehicle, on their limited solo phase, shall count as one deputy toward the ratio.
 3. Two patrol deputies riding in the same patrol vehicle shall count as two deputies toward the ratio.
 4. Civilian observers, academy recruit ride-alongs, and employee ride-alongs shall not count toward the ratio.
- B. If circumstances warrant an increase or decrease in the level of supervision for any unit, squad, or shift, the reason shall be documented in a memorandum. The memorandum documenting the request for an increase or decrease shall be forwarded through the chain of command. Upon review completion, a copy of the memorandum with command responses shall be forwarded to CID for distribution, and to the BIO for notification for any potential inspections that may be related. Supervisors establishing a span of control shall consider the following factors:
1. The complexity and nature of the supervisor's duties, and the complexity of the subordinate's duties;

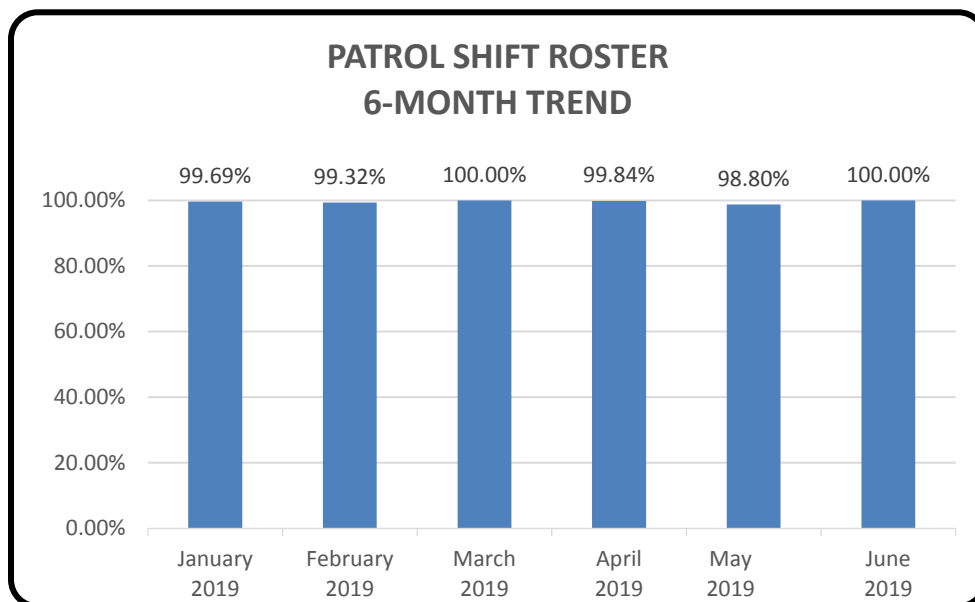
2. The capabilities and experience of the supervisor and their subordinates;
 3. The geographic size of the district; and
 4. The volume of calls for service.
13. **Sworn Supervisor Responsibilities:** In addition to other matters addressed in this Office Policy, sworn supervisors shall provide the effective supervision necessary to ensure that deputies are following Office policies or procedures, federal, state, or local criminal or applicable civil laws, administrative rules and regulations.
- A. Clearly Identified Supervisor: All deputies shall be assigned to a single, consistent, and clearly identified supervisor. Patrol supervisors shall be assigned to supervise no more than a total of eight deputies, reserve deputies, and posse members, but in no event should a supervisor be responsible for more than a total of ten deputies, reserve deputies and posse members.
 - B.
 1. The following considerations shall apply:
 - a. A Field Training Officer (FTO) and an Officer in Training (OIT) riding in the same patrol vehicle shall count as one deputy toward the ratio and documented on the shift roster.
 - b. An OIT driving solo in a patrol vehicle, on their limited solo phase, shall count as one deputy toward the ratio and documented on the shift roster.
 - c. Two patrol deputies riding in the same patrol vehicle shall count as two deputies toward the ratio and documented on the shift roster.
 - d. Civilian observers, academy recruit ride alongs and employee ride alongs shall not count toward the ratio and shall be noted on the shift roster.
 2. First-line patrol supervisors shall ensure that a Daily Shift Roster is completed for each shift in order to reflect the subordinates that are working under that supervisor for each day worked. The Daily Shift Roster shall be completed by the end of shift and include, but need not be limited to, the following:
 - a. The date, listed as DD/MM/YY;
 - b. The shift times;
 - c. The supervisor's name and serial number;
 - d. All employees supervised to include their serial numbers and letter designator:

- (1) "S" signifies deputy sheriff;
 - (2) "A" and "B" signifies either a detention officer or civilian employee;
 - (3) "R" signifies reserve deputy;
 - (4) "V" signifies a former compensated deputy who retires and is approved for reserve deputy status;
 - (5) "P" signifies posse member;
- e. The assigned vehicle number;
 - f. The employee's call sign; and
 - g. The names of any public observers, deputy in training, posse member, reserve deputy, or any other pertinent information.

Conditions:

An inspection of all Daily Patrol Shift Rosters was completed for the month of June 2019. Due to possible specialty assignment squads and the variance of days in a month, the total number of shift rosters will vary each month. There was a total of 632 rosters in June available for inspection; 632 or 100% of the rosters were inspected.

MCSO achieved a compliance rate of **100.00%** in the Patrol Shift Roster inspection of June 2019, as illustrated in the graph below:



Division	District 1	District 2	District 3	District 4	Lake Patrol	District 6	District 7
In Compliance	120	65	64	64	161	86	72
Total Rosters	120	65	64	64	161	86	72
Compliance %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

There were no deficiencies noted for the month of June 2019.

Recommendations:

It is recommended that supervisors continue mentoring staff in the proper completion of the Daily Patrol Shift Rosters, keeping in mind the importance of uploading the document to the U-Drive in a timely manner. In doing so, all Daily Patrol Shift Rosters will be made available for inspection. In addition, it is recommended Division Command periodically review the shift rosters for accuracy and completeness.

It is also recommended that divisions conduct routine inspections of their shift rosters for missing data and/or errors.

Action Required:

With the resulting 100.00% compliance rate for Inspection #BI2019-0088, no BIO Action Forms are requested.

Date Inspection Started: 07/09/2019
 Date Completed: 07/15/2019
 Timeframe Inspected: June 1st – 30th, 2019
 Assigned Inspector(s): Connie Phillips B3345

I have reviewed this inspection report.

Lt. D. Reaulo S1678

 Lieutenant Dominick Reaulo S1678
 Commander, Audits & Inspections Unit
 Bureau of Internal Oversight

7/17/2019

 Date