MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit

Civilian Supervisor Note Inspection November 2021

Inspection Report# BI2021-0143

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspections on a monthly basis. 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 November 2021:

- 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

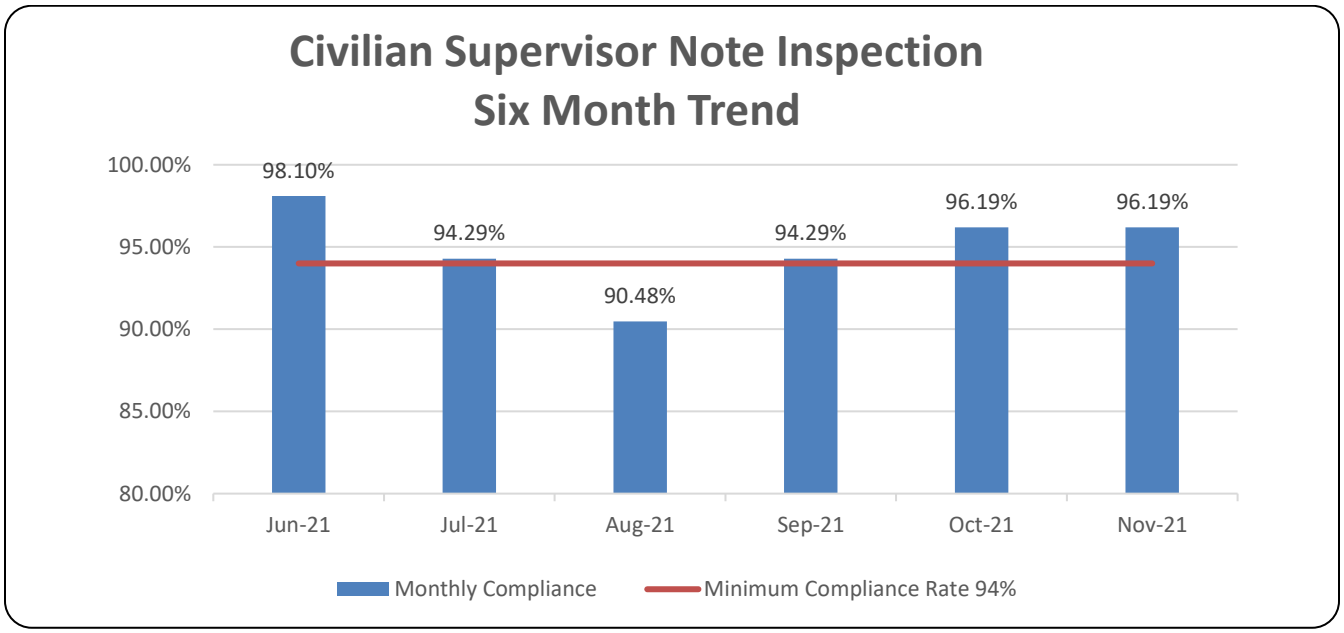
Criteria:

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 November, 33 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 **96.19%** in the Civilian Supervisor Note inspection for November 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
Once per month, supervisors review non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns	2	34	35	94.29%
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	35	35	97.14%
Overall Compliance with inspection requirements	**4**	**101**	**105**	**96.19%**

Aviation (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Aviation	Civilian	Supervisor	Captain
Deficiency			
-Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

Business Systems Development (1BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Business Systems Development	Civilian	Supervisor	Chief
Deficiency			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance is not documented. Policy GB-2.7.B.1 -Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

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 **96.19%** compliance for *Inspection BI2021-0143*, 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 *BI2021-0143* and contained within IA Pro

Date Inspection Started:	December 1, 2021
Date Completed:	December 9, 2021
Timeframe Inspected:	November 01-30, 2021
Assigned Inspector:	Maria De La Cruz B4608

I have reviewed this inspection report.

Lt. Jonathan Halverson S1674 01/03/2022

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