

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Civilian Supervisor Note Inspection October 2022

Inspection Report# BI2022-0143

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspection monthly. 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 October 2022:

- 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

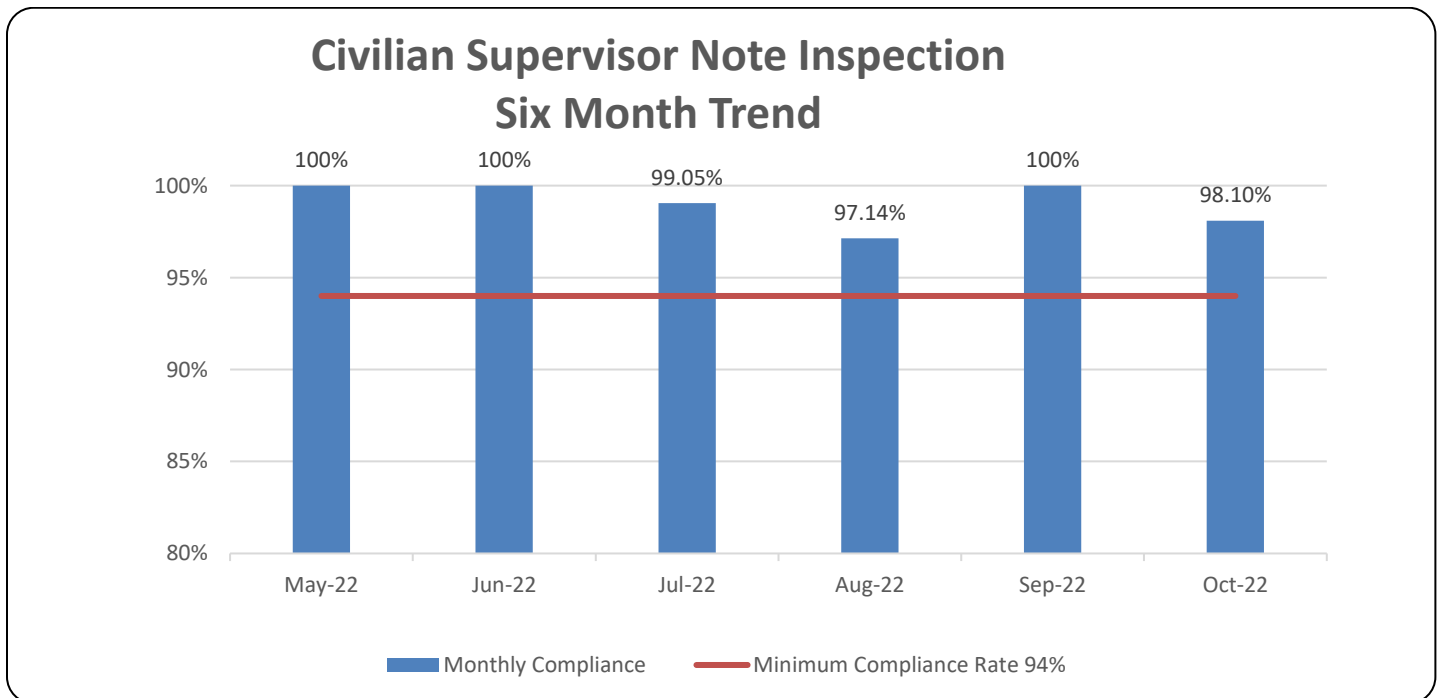
Criteria:

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 October, 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 **98.10%** in the Civilian Supervisor Note inspection for October 2022, 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	33	35	94.29%
Employee Received at least one Supervisor Note during the month	0	35	35	100%
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	0	35	35	100%
Overall Compliance with inspection requirements	2	103	105	98.10%

Community Outreach (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Community Outreach	Employee	Supervisor	Commander
Deficiency			
-Review of Employee's EIS information not documented. Policy GB-2.7.B.4			
Inspector Note: The Supervisor has (1) prior BAF in the last 12 months from the Civilian Supervisor Note Inspection.			
<ul style="list-style-type: none"> • BAF2022-0057 			

Central Svcs- Food Svcs (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Central Svcs – Food Svcs	Employee	Supervisor	Commander
Deficiency			
-Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

Action Required:

With the resulting **98.10%** compliance for *Inspection BI2022-0143*, a total of **2** BIO Action Forms are 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 *BI2022-0143* and contained within IA Pro.

Date Inspection Started: November 07, 2022
Date Completed: November 15, 2022
Timeframe Inspected: October 01-31, 2022
Assigned Inspector: Maria De La Cruz B4608

I have reviewed this inspection report.

Lt. Brian Arthur 12/16/2022
Lt. Brian Arthur S1806 Date
Commander, Audits & Inspections Unit
Bureau of Internal Oversight