

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight  
Audits and Inspections Unit



**Civilian Supervisor Note Inspection December 2024**

Inspection Report # BI2024-0181

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 December 2024:

- 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

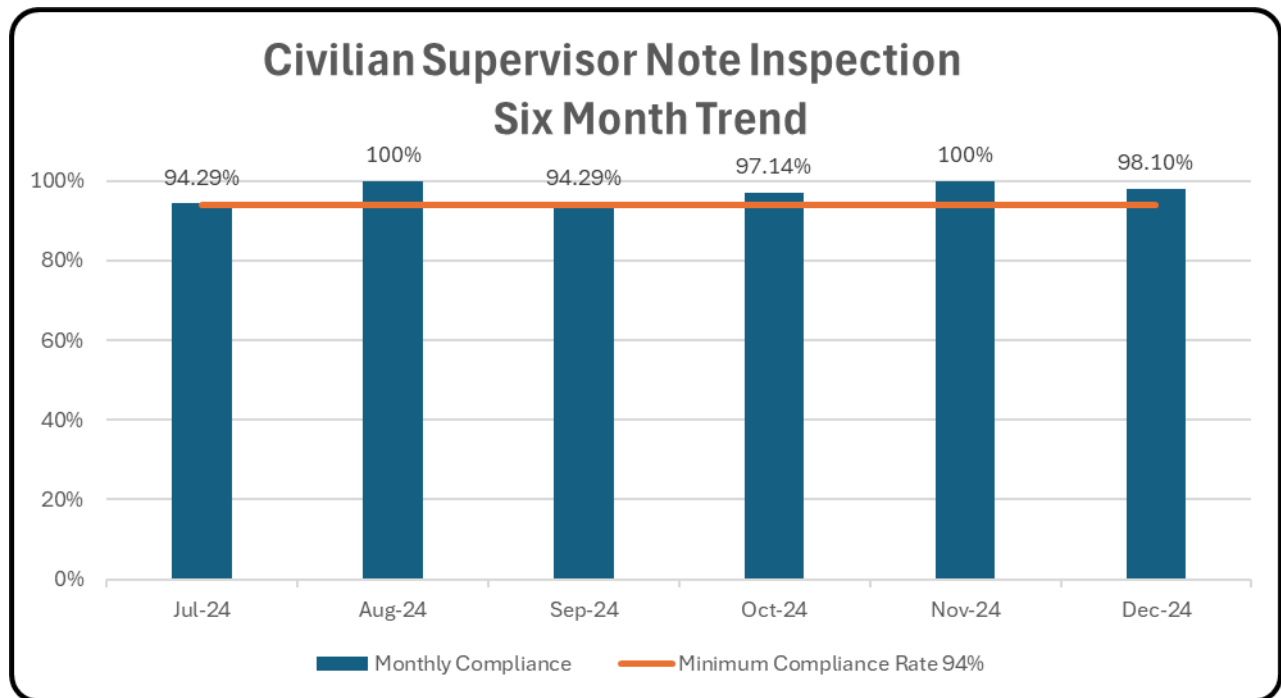
**Criteria:**

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 December, 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 December 2024, 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%
<b>Overall Compliance with inspection requirements</b>	<b>2</b>	<b>103</b>	<b>105</b>	<b>98.10%</b>

5082-Communications Division (1 BIO Action Form):

Compliance Deficiency

Division	Employee Notes Inspected	Employee Supervisor	Division Commander
5082-Communications Division	Call Taker	Asst Com Mgr	Comm Div Mgr
<b>Deficiency</b>			
1. Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

5081-Intelligence Information Division (1 BIO Action Form):

Compliance Deficiency

Division	Employee Notes Inspected	Employee Supervisor	Division Commander
5081-Intelligence Information Division	Intel Rs Spc	Silo Supervisor	Captain
<b>Deficiency</b>			
1. Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

**Action Required:**

With the resulting **98.10%** compliance for *Inspection BI2024-0181*, a total of 2 BIO Action Forms is 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 *BI2024-0181* and contained within IAPro.

Date Inspection Started: January 07, 2025  
Date Completed: January 09, 2025  
Timeframe Inspected: December 01-31, 2024  
Assigned Inspector: Sr. Internal Auditor Kateryna A. Ellis B4299

I have reviewed this inspection report.

*Lt Andrew Rankin S1839*

01/29/2025

Lieutenant A. Rankin S1839  
Commander, Audits and Inspections Unit  
Bureau of Internal Oversight

Date