

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Civilian Supervisor Note Inspection August 2023

Inspection Report# BI2023-0125

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 August 2023:

- 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

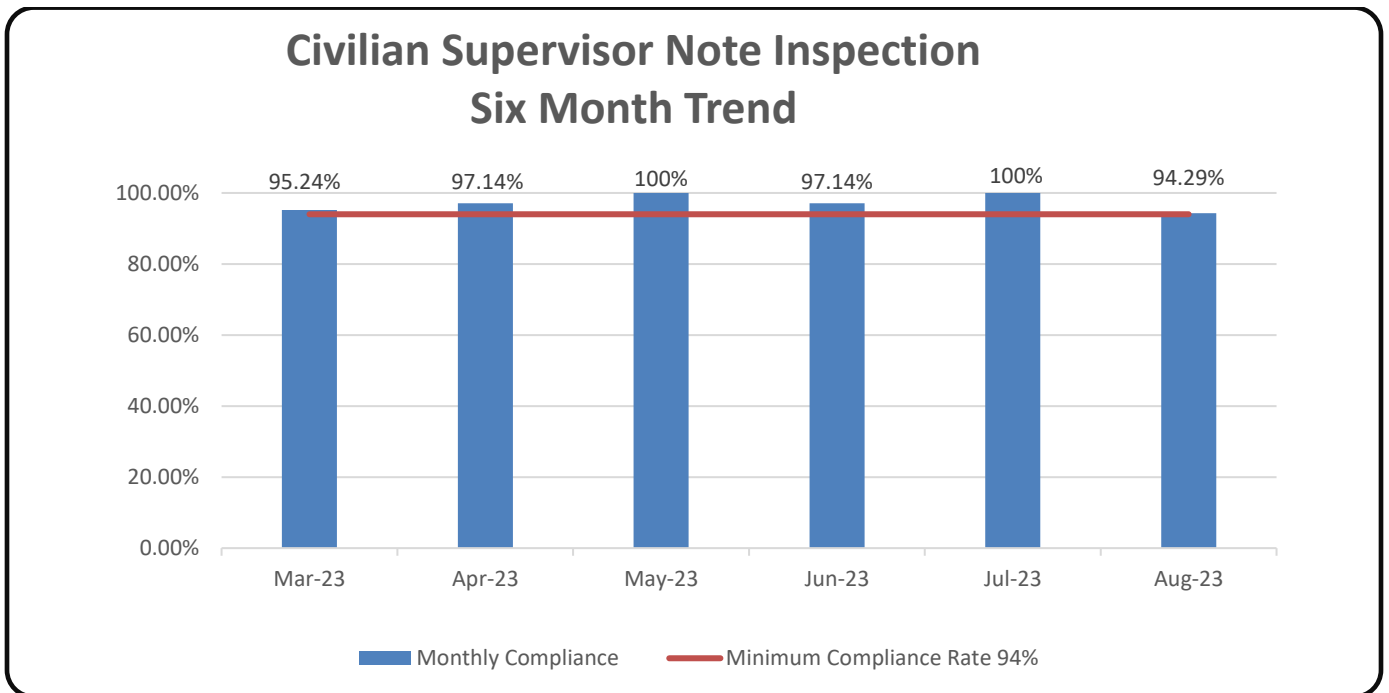
Criteria:

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 August, 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 **94.29%** in the Civilian Supervisor Note inspection for August 2023, 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	2	33	35	94.29%
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	2	33	35	94.29%
Overall Compliance with inspection requirements	6	99	105	94.29%

Business Systems Development (1 BIO Action Form):

Compliance Deficiency

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Business Systems Development	Employee	Supervisor	Commander
Deficiency			
1. Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 2. Employee Performance is not documented. Policy GB-2.7.B.1 3. Review of Employee's EIS information not documented. Policy GB-2.7.B.4 Note: The Supervisor Note was not completed until 09/01/2023 0909 hours			

Administrative Services Div (1 BIO Action Form):

Compliance Deficiency

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Administrative Services Div	Employee	Supervisor	Commander
Deficiency			
1. Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 2. Employee Performance is not documented. Policy GB-2.7.B.1 3. Review of Employee's EIS information not documented. Policy GB-2.7.B.4 Note: The Supervisor Note was not completed until 09/06/2023 0118 hours			

Action Required:

With the resulting **94.29%** compliance for *Inspection BI2023-0125*, 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 *BI2023-0125* and contained.

Date Inspection Started: September 05, 2023
Date Completed: September 14, 2023
Timeframe Inspected: August 01-31, 2023
Assigned Inspector: Maria De La Cruz B4608

I have reviewed this inspection report.

Lt. Brian Arthur S1806

Lieutenant T. Brian Arthur S1806
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

10/5/23

Date