

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Detention Supervisor Note Inspection March 2025

Inspection Report# BI2025-0041

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspections monthly. The purpose of the 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 Detention personnel 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 March 2025:

- Ensure the supervisor completed a minimum of one Supervisor Note entry
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a review of EIS data

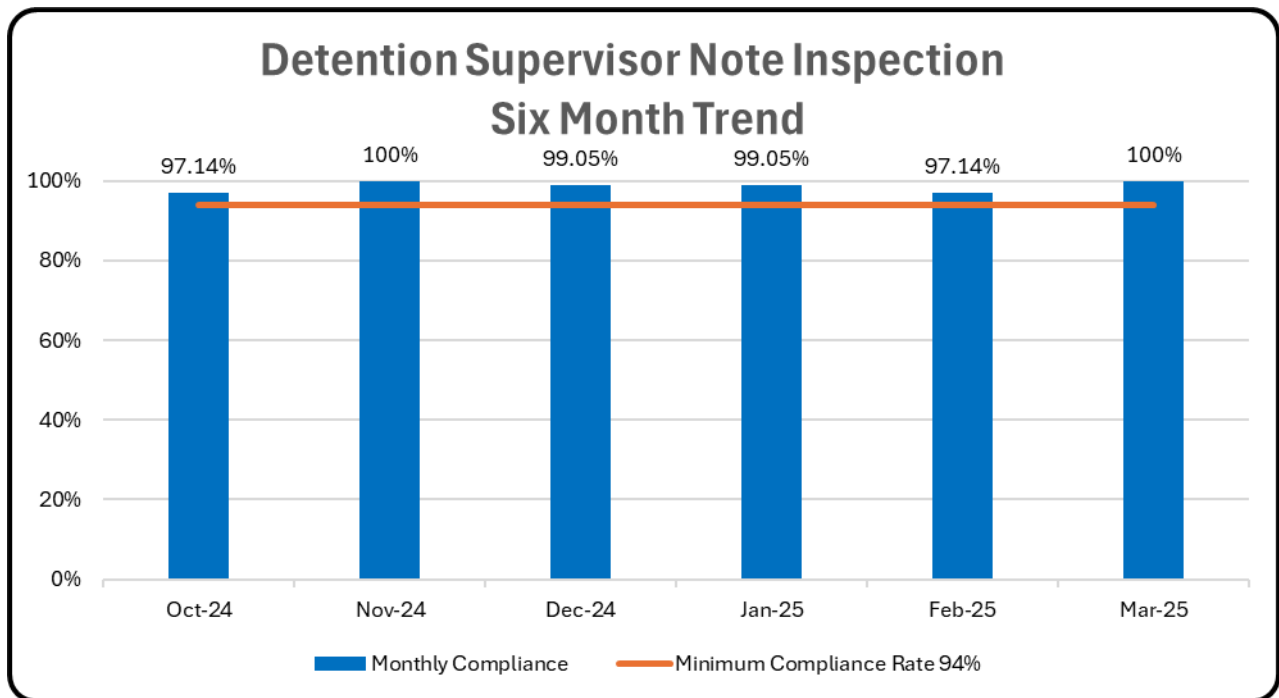
Criteria:

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 March, 35 employees received all entries which contained the required elements of this inspection and in compliance with MCSO Policy GB-2, *Command Responsibility*.

MCSO achieved a compliance rate of **100%** in the Detention Supervisor Note inspection for March 2025, 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 | 0 | 35 | 35 | 100% |
| 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 | 0 | 105 | 105 | 100% |

Action Required:

With the resulting **100%** compliance for Inspection BI2025-0041, no BIO Action Forms are required. The form shall be completed utilizing Blue Team.

Notes:

All supporting documentation (working papers) is included in the inspection file and contained within IA Pro.

Date Inspection Started: April 14, 2025
 Date Completed: April 17, 2025
 Timeframe Inspected: March 01-31, 2025
 Assigned Inspector(s): Sr. Internal Auditor Specialized Kateryna A. Ellis B4299

I have reviewed this inspection report.

Lt Andrew Rankin S1839 05/01/2025

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