

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Civilian Supervisor Note Inspection August 2020

Inspection Report# BI2020-0099

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:

Utilizing the Supervisor Note Inspection Matrix, review each selected employee’s EIS information to ensure they received the following during August 2020:

- Ensure the supervisor completed one Supervisor Note entry
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a review employee’s EIS information

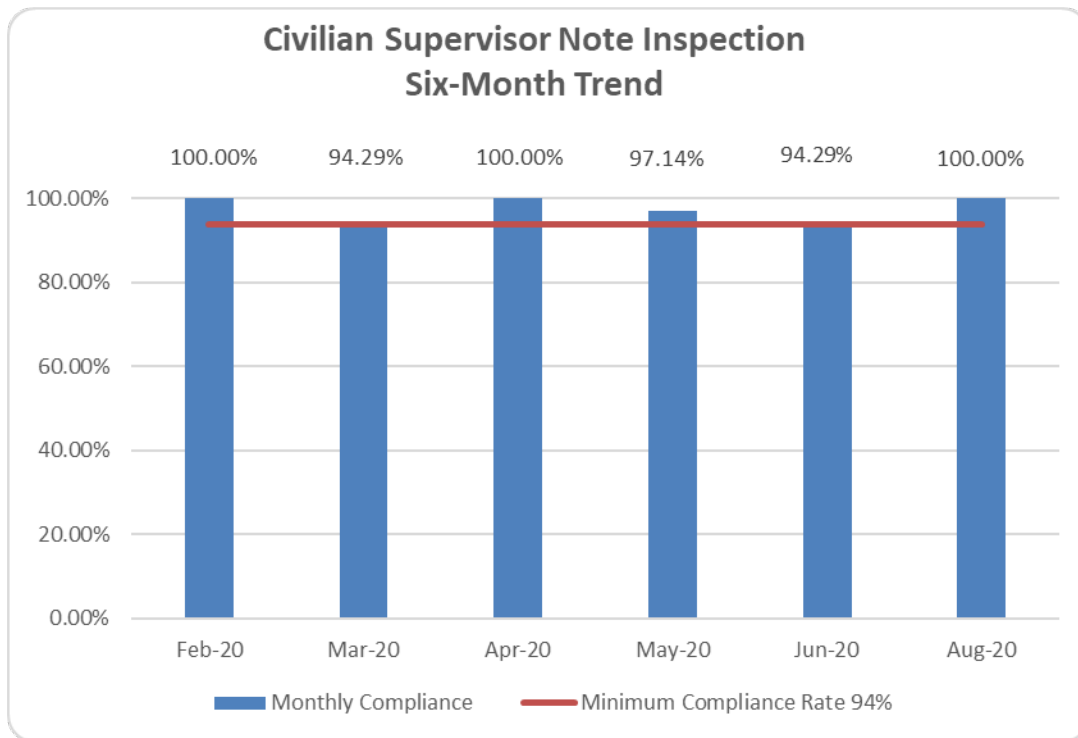
Criteria:

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, 35 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 100% in the Civilian Supervisor Note inspection for August 2020, 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
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%
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%
Overall Compliance with inspection requirements	0	105	105	100%

Action Required:

With the resulting **100%** compliance for *Inspection BI2020-0099*, no BIO Action Forms are required.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2020-0099* and contained within IA Pro.

Date Inspection Started: September 01, 2020
 Date Completed: September 10, 2020
 Timeframe Inspected: August 1-31, 2020
 Assigned Inspector: Ronda Jamieson B3178

I have reviewed this inspection report.

Lt. Todd Brice

9-14-20

Lt. Todd Brice S1767
 Commander, Audits & Inspections Unit
 Bureau of Internal Oversight

Date