

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight  
Audits and Inspections Unit



**Civilian Supervisor Note Inspection April 2020**

Inspection Report# BI2020-0045

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 April 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

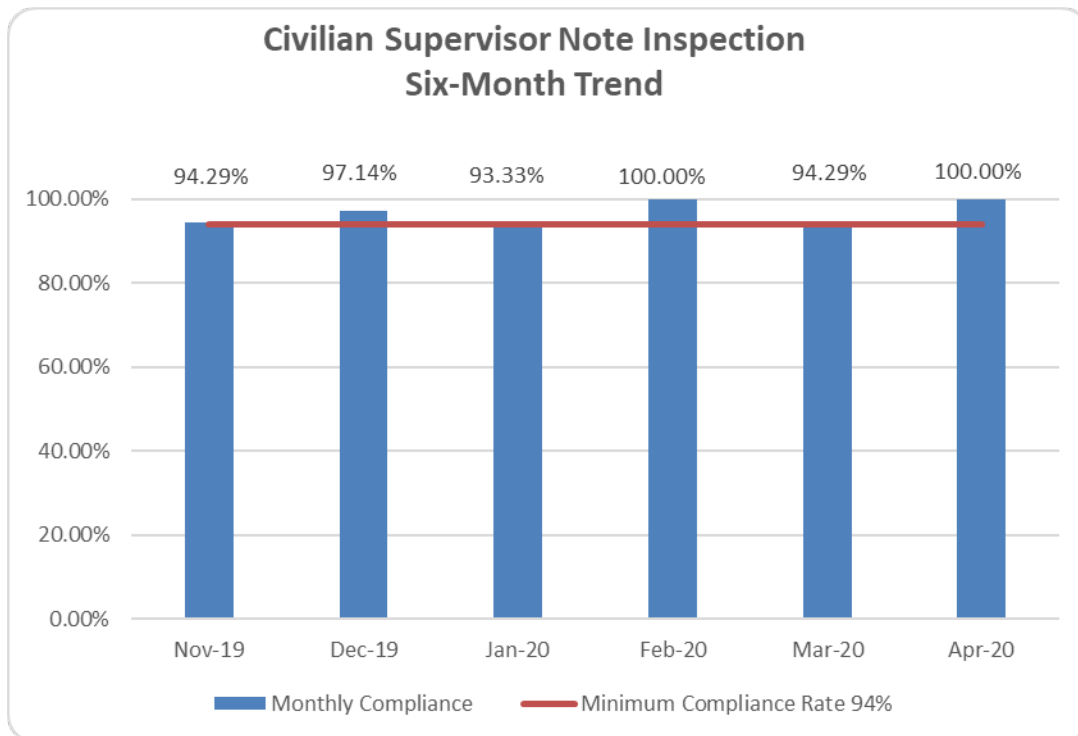
**Criteria:**

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 April, 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 April 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%
<b>Overall Compliance with inspection requirements</b>	<b>0</b>	<b>105</b>	<b>105</b>	<b>100%</b>

**Action Required:**

With the resulting 100% compliance for *Inspection BI2020-0045*, no BIO Action Forms are required.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2020-0045* and contained within IA Pro.

Date Inspection Started: May 05, 2020  
 Date Completed: May 12, 2020  
 Timeframe Inspected: April 1-30, 2020  
 Assigned Inspector: Ronda Jamieson B3178

I have reviewed this inspection report.

*Lt. Todd Brice*

5-18-20

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

Date