

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Civilian Supervisor Note Inspection June 2022

Inspection Report# BI2022-0080

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 June 2022:

- 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 June, 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 June 2022, as illustrated in the graph below:



