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

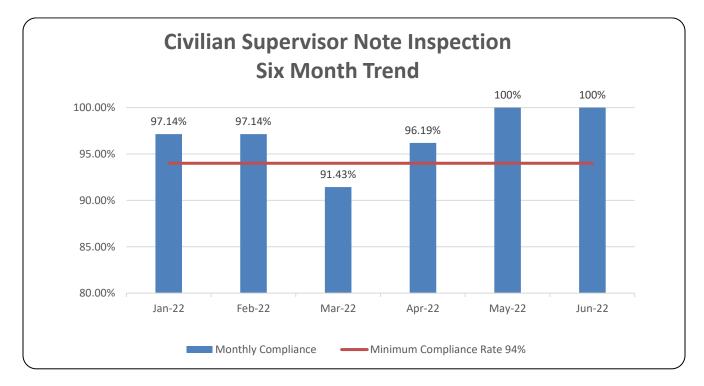
Criteria:

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 <u>100%</u> in the Civilian Supervisor Note inspection for June 2022, 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 BI2022-0080, no BIO Action form required.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2022-0080* and contained within IA Pro

Date Inspection Started:	July 5, 2022
Date Completed:	July 18, 2022
Timeframe Inspected:	June 01-30, 2022
Assigned Inspector:	Maria De La Cruz B4608

I have reviewed this inspection report.

Lt. Brian Arthur

Lt. Brian Arthur S1806 Commander, Audits & Inspections Unit Bureau of Internal Oversight 7/26/2022

Date