

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Patrol Shift Roster Inspection July 2019

Inspection Report# BI2019-0104

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a monthly basis to determine if the rosters are in compliance with Office policy. The Daily Patrol Shift Rosters are uniformly inspected utilizing a matrix developed by AIU, in accordance with procedures outlined in Policy GB-2, *Command Responsibility*.

Compliance Objectives:

- A Daily Patrol Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2.
- Shift Supervisor positions are being filled by employees with the rank of Sergeant, Lieutenant, or above in accordance with MCSO Policy GB-2.
- Supervisors are assigned to, and work, the same days and hours as the deputies under their direct command, absent exceptional circumstances.

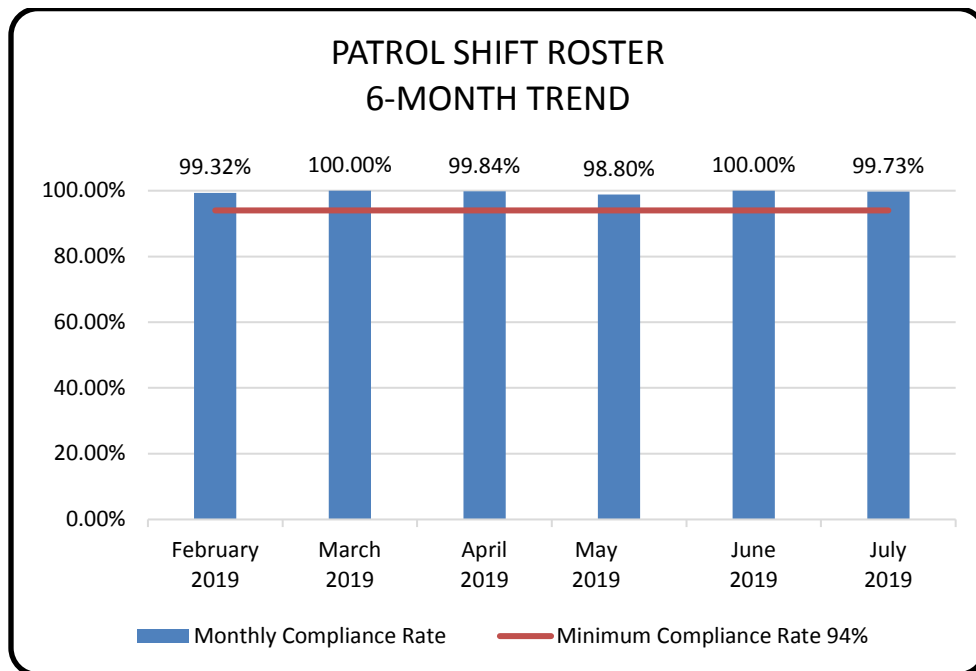
Criteria:

MCSO Policy GB-2, *Command Responsibility*

Conditions:

An inspection of all Daily Patrol Shift Rosters was completed for the month of July 2019. Due to possible specialty assignment squads and the variance of days in a month, the total number of shift rosters will vary each month. There was a total of 748 rosters in July available for inspection; 748 or 100% of the rosters were inspected.

MCSO achieved a compliance rate of **99.73%** in the Patrol Shift Roster inspection of July 2019, as illustrated in the graph below:



Division	District 1	District 2	District 3	District 4	Lake Patrol	District 6	District 7
In Compliance	123	77	66	65	246	93	76
Total Rosters	124	77	67	65	246	93	76
Compliance %	99.19%	100.00%	98.51%	100.00%	100.00%	100.00%	100.00%

The following perceived deficiencies were noted during the inspection period:

District 1

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	7/26/2019	Lieutenant	Captain
Perceived Deficiency				
Shift Roster for Squad 6R was not completed. The one listed is for a different date.				

District 3

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	7/27/2019	Lieutenant	Captain
Perceived Deficiency				
Shift Roster for Squad 1 was not completed.				

Unless noted above in the deficiency table, there were no prior BIO Action Forms similar in nature or supervisor notes addressing the perceived deficiencies.

Action Required:

With the resulting **99.73%** compliance rate for Inspection #BI2019-0104, **2 BIO Action Forms** are requested. The forms shall be completed utilizing Blue Team.

Recommendations:

It is recommended that supervisors continue mentoring staff in the proper completion of the Daily Patrol Shift Rosters, keeping in mind the importance of uploading the document to the U-Drive in a timely manner. In doing so, **all** Daily Patrol Shift Rosters will be made available for inspection. In addition, it is recommended Division Command periodically review the shift rosters for accuracy and completeness.

It is also recommended that divisions conduct routine inspections of their shift rosters for missing data and/or errors.

Date Inspection Started: 08/14/2019
Date Completed: 08/22/2019
Timeframe Inspected: July 1st – 31st, 2019
Assigned Inspector(s): Connie Phillips B3345

I have reviewed this inspection report.

Lt. D. Reaulo S1678
Lieutenant Dominick Reaulo S1678
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

9/10/2019
Date