

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight  
Audits and Inspections Unit



**Civilian Supervisor Note Inspection February 2023**

Inspection Report# BI2023-0017

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 February 2023:

- 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

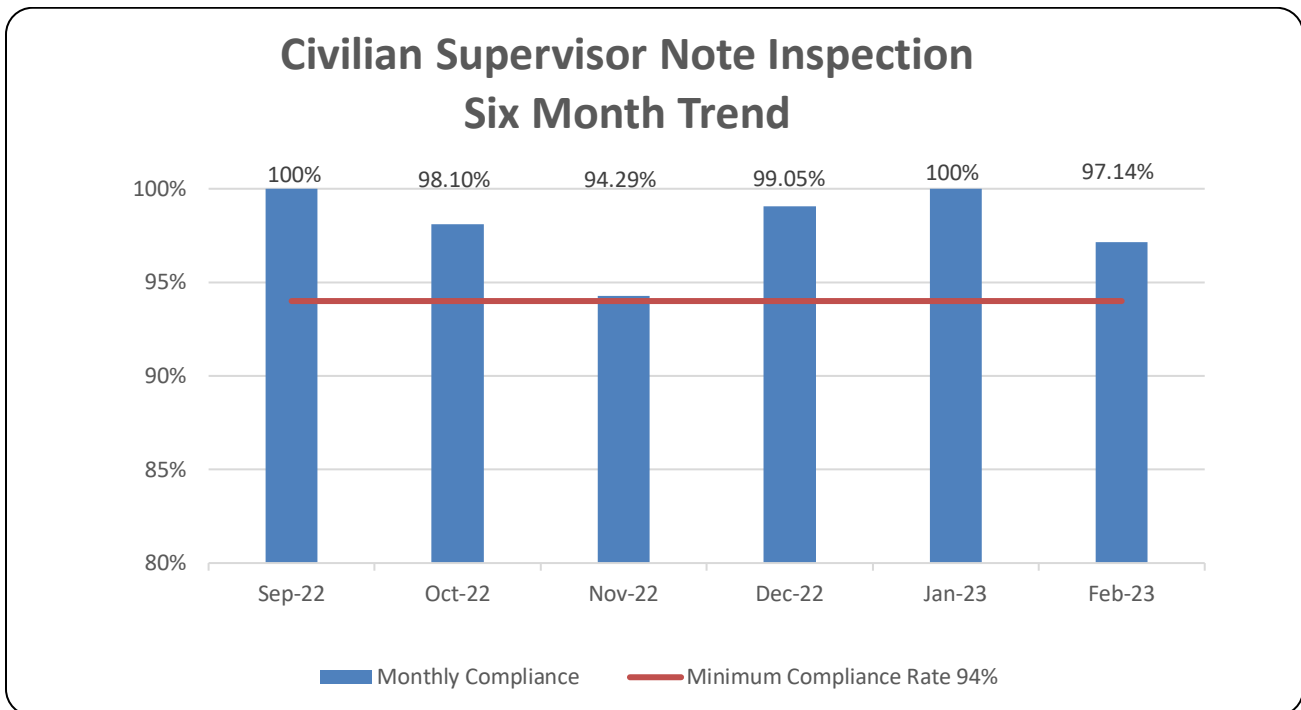
**Criteria:**

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 February, 34 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 **97.14%** in the Civilian Supervisor Note inspection for February 2023, 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	1	34	35	97.14%
Employee Received at least one Supervisor Note during the month	1	34	35	97.14%
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	1	34	35	97.14%
<b>Overall Compliance with inspection requirements</b>	<b>3</b>	<b>102</b>	<b>105</b>	<b>97.14%</b>

### Human Resources Services Div (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Human Resources Services Div	Employee	Supervisor	Commander
<b>Deficiency</b>			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance is not documented. Policy GB-2.7.B.1 -Review of Employee's EIS information not documented. Policy GB-2.7.B.4			
<b>Inspector Note:</b> The February Supervisor Note was entered on 3/08/2023 1215 hours			

**Action Required:**

With the resulting **97.14%** compliance for *Inspection BI2023-0017*, a total of 1 BIO Action form is requested from the affected divisions. The form shall be completed utilizing Blue Team.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2023-0017* and contained within IA Pro.

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Date Inspection Started: March 01, 2023  
Date Completed: March 15, 2023  
Timeframe Inspected: February 01-28, 2023  
Assigned Inspector: Maria De La Cruz B4608

I have reviewed this inspection report.

*Lt. Brian Arthur*

4/13/2023

Lt. T. Brian Arthur S1806  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date