

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Civilian Supervisor Note Inspection March 2020

Inspection Report# BI2020-0029

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:

Utilize the Supervisor Note Inspection Matrix, review each selected employee’s EIS information to ensure they received the following during March 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

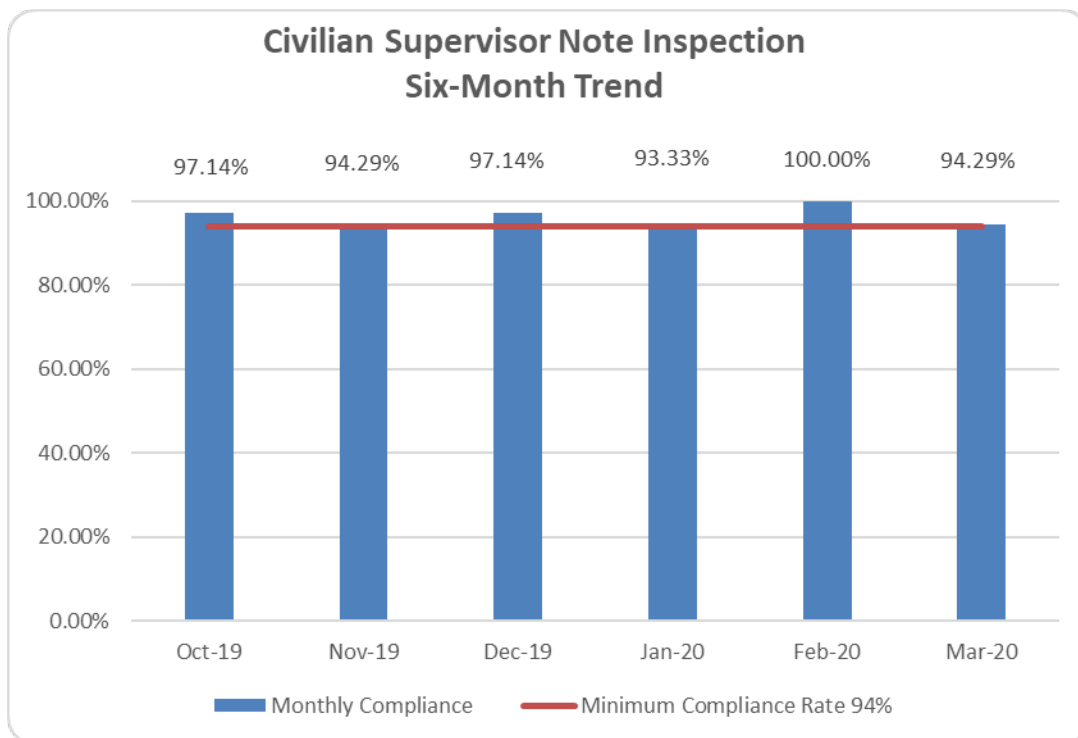
Criteria:

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 March, 33 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 94.29% in the Civilian Supervisor Note inspection for March 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	2	33	35	94.29%
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	2	33	35	94.29%
Once per month, supervisors review non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns	2	33	35	94.29%
Overall Compliance with inspection requirements	6	99	105	94.29%

The following deficiencies were identified during the inspection process.

Custody Bureau Intelligence Unit (1 BIO Action Form)

Division	Employee Notes Inspected	Current Supervisor	Current Commander
Custody Bureau Intelligence Unit	Civilian	Supervisor	Captain
Deficiency			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance not documented. Policy GB-2.7.B.1 -Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

Custodial Services (1 BIO Action Form)

Division	Employee Notes Inspected	Current Supervisor	Current Commander
Custodial Services	Civilian	Supervisor	Lieutenant
Deficiency			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance not documented. Policy GB-2.7.B.1 -Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

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

Action Required:

With the resulting **94.29%** compliance for *Inspection BI2020-0029*, a total of **2** BIO Action Forms are requested from the affected divisions. The forms shall be completed utilizing Blue Team.

Recommendations:

It is recommended that Management continue to provide on-site mentorship to supervisors regarding the importance of ensuring Supervisory Note entries are used to document a specific employee's performance and should be of sufficient quality as to give a true assessment of the employee's performance during a particular period, as required by MCSO Policy GB-2, *Command Responsibility*, Paragraph 7.B, and its subparagraphs. To accomplish this goal, the Supervisory Note entries need to specifically document the following requirements:

- The Employee's work performance during the last 30-day period.
- Once per month, supervisors review non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns.
- Maintain a written record of the performance of each employee in the EIS Blue Team Supervisor Notes application. The record shall reflect the employee's positive traits and accomplishments and any observed shortcomings.
- Supervisor Note entries shall be of sufficient quality and frequency to facilitate the preparation of an accurate and detailed performance review, but **at a minimum, one entry shall be completed every month.**

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2020-0029* and contained within IA Pro.

Date Inspection Started: April 01, 2020
 Date Completed: April 27, 2020
 Timeframe Inspected: March 01-31, 2020
 Assigned Inspector: Ronda Jamieson B3178

I have reviewed this inspection report.

Lt. Todd Brice

4-27-20

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

Date