

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight
Audits and Inspections Unit



Civilian Supervisor Note Inspection May 2020

Inspection Report# BI2020-0058

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 May 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

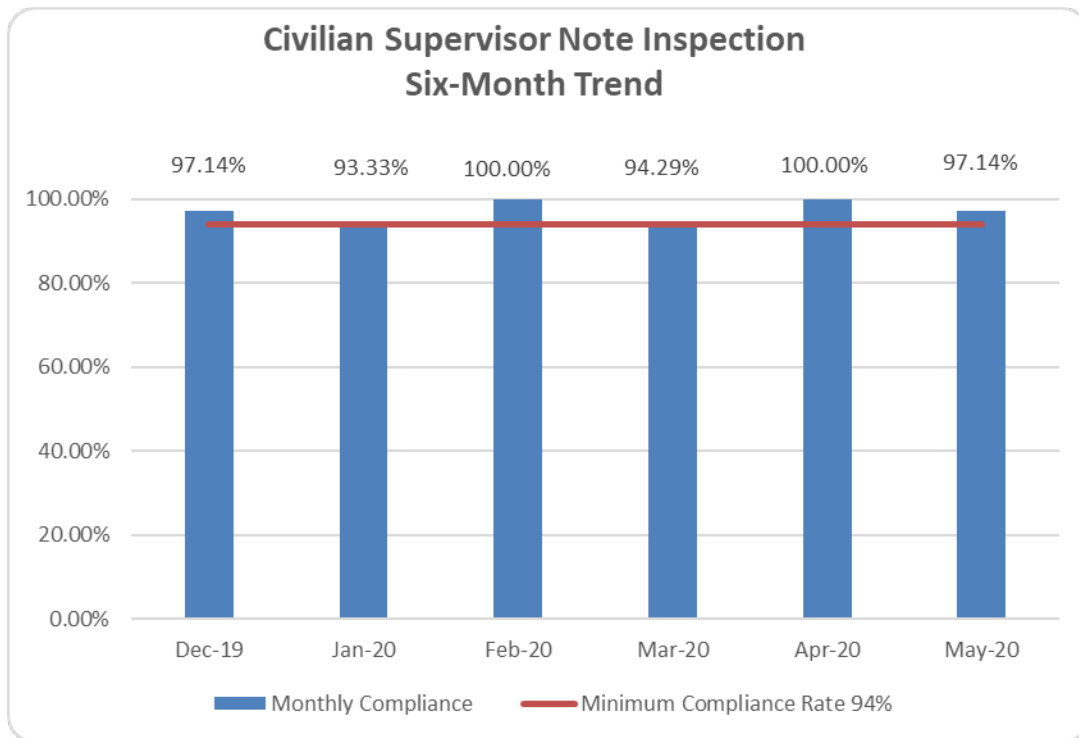
Criteria:

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 May, 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 May 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	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%
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%
Overall Compliance with inspection requirements	3	102	105	97.14%

The following deficiencies were identified during the inspection process.

Personnel Services (1 BIO Action Form)

Division	Employee Notes Inspected	Current Supervisor	Current Commander
Personnel Services	Civilian	Supervisor	Manager
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 - Inspectors Note BIO Action Form 2019-0220 issued for Oct 2019 Civilian Supervisor Note Inspection for the same deficiency.			

Action Required:

With the resulting 97.14% compliance for *Inspection BI2020-0058*, a total of 1 BIO Action Form is requested from the affected division. The form shall be completed utilizing Blue Team.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2020-0058* and contained within IA Pro.

Date Inspection Started: June 02, 2020
Date Completed: July 06, 2020
Timeframe Inspected: May 01-31, 2020
Assigned Inspector: Ronda Jamieson B3178

I have reviewed this inspection report.

Lt. Todd Brice

7-6-2020

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

Date