

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Civilian Supervisor Note Inspection September 2021

Inspection Report# BI2021-0114

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 September 2021:

- 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

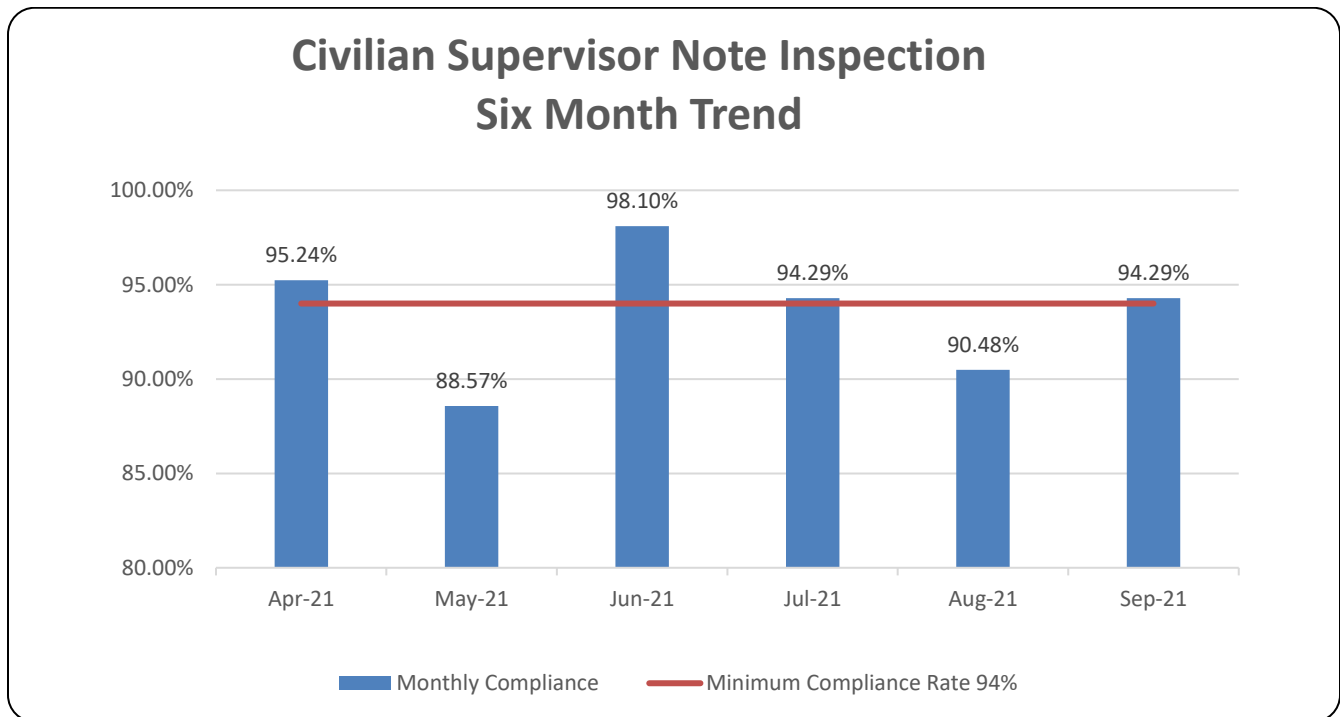
Criteria:

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 September, 31 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 September 2021, 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	4	31	35	88.57%
Overall Compliance with inspection requirements	6	99	105	94.29%

Communications Division (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Communications Division	Employee	Supervisor	Commander
Deficiency			
-Employee Performance not documented. Policy GB-2.7.B.1			
Inspector Note: The supervisor has one (1) prior BAF in the last 12 months from the Civilian Supervisor Note Inspection. BAF 2021-0026			

Custodial Services (2 BIO Action Forms)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Custodial Services	Employee	Supervisor	Manager
Deficiency			
-Employee Performance not documented. Policy GB-2.7.B.1			

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Custodial Services	Employee	Supervisor	Manager
Deficiency			
-Employee Performance not documented. Policy GB-2.7.B.1			

Central Services – Laundry (1BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Central Services – Laundry	Employee	Supervisor	Lieutenant
Deficiency			
-Supervisor note lacks documentation that a review of employee's EIS information was conducted. Policy GB-2.7.B.4 -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			

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 BI2021-0114*, a total of **4** BIO Action Forms are 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 *BI2021-0114* and contained within IA Pro

Date Inspection Started: October 4, 2021
 Date Completed: October 6, 2021
 Timeframe Inspected: September 01-31, 2021
 Assigned Inspector: Maria De La Cruz B4608

I have reviewed this inspection report.

Lt. Jonathan Halverson S1674 11/8/2021
 Lt. Jonathan Halverson S1674 Date
 Commander, Audits & Inspections Unit
 Bureau of Internal Oversight