MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit

Detention Supervisor Note Inspection November 2019

Inspection Report# BI2019-0161

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 the 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 Detention personnel 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 November 2019:

- Ensure the supervisor completed a minimum of one Supervisor Note entry
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a review of EIS data

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 November, 35 employees received all entries which contained the required elements of this inspection and were in compliance with MCSO Policy GB-2, *Command Responsibility*.

MCSO achieved a compliance rate of 100% in the Detention Supervisor Note inspection for November 2019, as illustrated in the graph below:
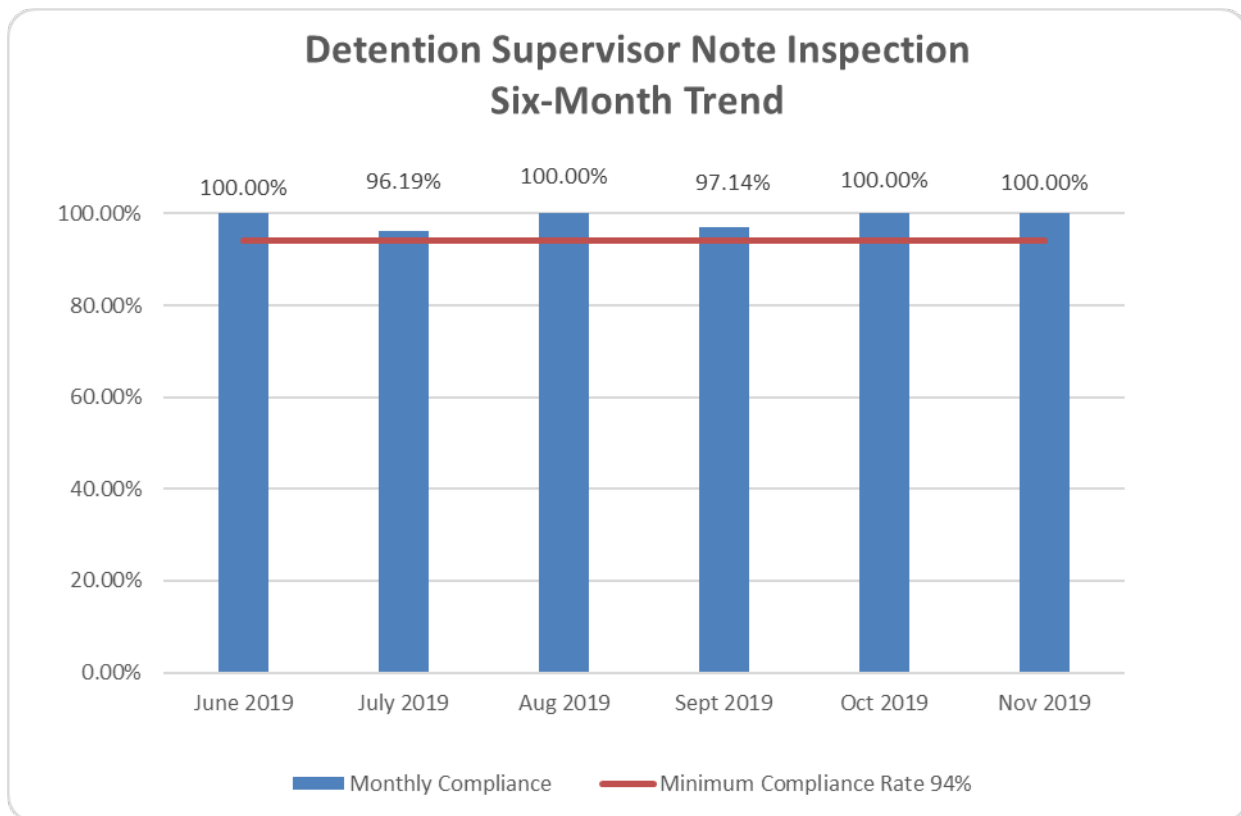
Results of the Review of Employee Supervisor Note entries:

Inspection Element	Not In Compliance	In Compliance	Compliance Rate
Employee Received at least one Supervisor Note during the month	0	35	100%
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	0	35	100%
Once per month, supervisors review non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns	0	35	100%
Overall Compliance with inspection requirements	0	105	100%

Action Required:

With the resulting **100%** compliance for *Inspection BI2019-0161*, no BIO Action Forms are required.

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:

o   The Employee's work performance during the last 30-day period.

o   Once per month, supervisor's review of non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns.

o   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.

o   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 *BI2019-0161* and contained within IA Pro.

Date Inspection Started: December 02, 2019

Date Completed: December 10, 2019

Timeframe Inspected: November 01-30, 2019

Assigned Inspector(s):   Ronda Jamieson B3178

I have reviewed this inspection report.

Lt. D. Reaulo S1678   12/12/2019

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