

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**Patrol Shift Roster Inspection 1<sup>st</sup> Quarter 2020**

Inspection Report# BI2020-0034

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a quarterly basis to determine if the rosters are in compliance with Office policy. The Daily Patrol Shift Rosters are uniformly inspected utilizing a matrix developed by AIU, in accordance with procedures outlined in Policy GB-2, *Command Responsibility*.

**Matrix Procedures:**

- A Daily Patrol Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2.
- Shift Supervisor positions are being filled by employees with the rank of Sergeant, Lieutenant, or above in accordance with MCSO Policy GB-2.
- Supervisors are assigned to, and work, the same days and hours as the deputies under their direct command, absent exceptional circumstances.
- Policy violations outside of the scope of this inspection are listed as non-compliance deficiencies.

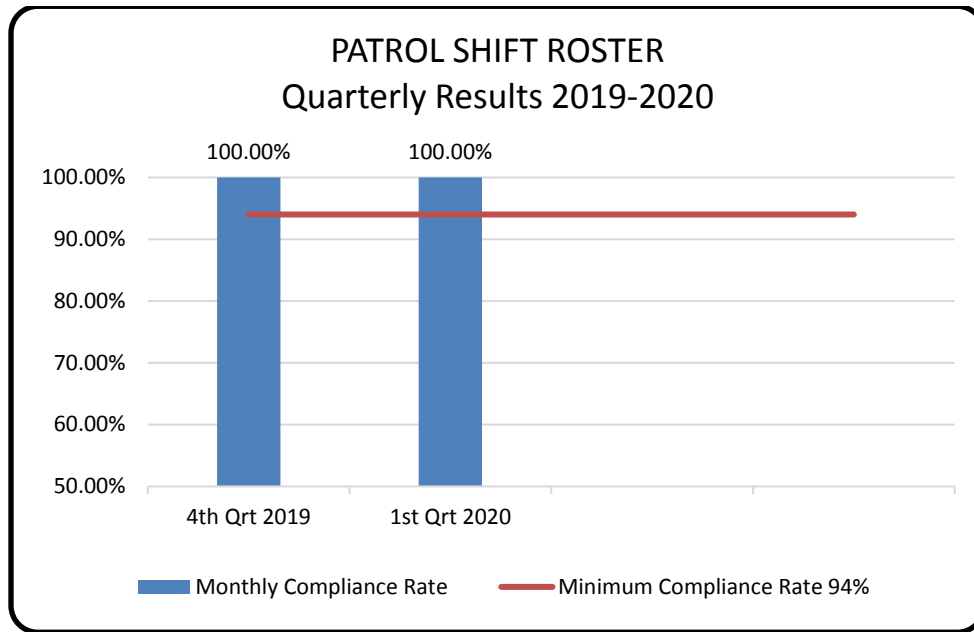
**Criteria:**

MCSO Policy GB-2, *Command Responsibility*

**Conditions:**

A random selection of one day (24-hour period) per week for the months of January, February, and March was utilized. Due to possible specialty assignment squads and the variance of days in a month, the total number of shift rosters will vary each month. For the 1<sup>st</sup> quarter of 2020; there was a total of 120 rosters randomly selected for inspection. 100% of the randomly selected rosters were inspected.

MCSO achieved a compliance rate of **100.00% (total rosters in compliance / cumulative total rosters)** in the Patrol Shift Roster inspection for the 1<sup>st</sup> quarter of 2020, as illustrated in the graph below:



\*The 4<sup>th</sup> Quarter of 2019 was the first quarter for the new quarterly Shift Roster Inspection, a twelve-month trend of compliance will be included as the data becomes available.

Division	District 1	District 2	District 3	District 4	Lake Patrol	District 6	District 7
<b>In Compliance:</b>	12	12	12	12	48	12	12
<b>Non-Comp. Def.</b>	17	12	7	0	1	1	1
<b>Comp. Def.</b>	0	0	0	0	0	0	0
<b>Total Rosters:</b>	12	12	12	12	48	12	12
<b>Compliance %:</b>	100%	100%	100%	100%	100%	100%	100%

The following deficiencies were noted during the inspection period:

**District I (5 BIO Action Forms):**

**Non-Compliance Deficiencies**

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	Multiple	Lieutenant	Captain
<b>Deficiency</b>				
1/15/20 Shift roster documents serial number for L123 as S1724; Praxis shows serial number for L123 as S1742 (Policy GB-2.13.A.2.d). Shift roster documents vehicle 321921 for L120; Praxis shows vehicle 321912 for L120 (Policy GB-2.13.A.2.e)				
2/13/20 Shift roster documents vehicle 321910 for L126; Praxis shows vehicle 321854 for L126 (Policy GB-2.13.A.2.e) Shift roster documents serial number for L123 as S1724; Praxis shows serial number for L123 as S1742 (Policy GB-2.13.A.2.d)				
3/12/20 Shift roster documents serial number for M123 as S1724; Praxis shows serial number for M123 as S1742 (Policy GB-2.13.A.2.d)				
3/18/20 Shift roster documents Dep. Suniga as L122; Praxis shows Dep. Suniga as L124 (Policy GB-2.13.A.2.f) Shift roster does not document Dep. Sterns as working; Praxis shows Dep. Sterns as L122 (Policy GB-2.13.A.2.f) Shift roster documents serial number for M123 as S1724; Praxis shows serial number for M123 as S1742 (Policy GB-2.13.A.2.d)				
<b>**Employee has 1 previous BAF for shift roster inspection BAF2020-0038**</b>				

District/Division	Employee	Shift Dates	Current Supervisor	Current Commander
District 1	Sergeant	Multiple	Lieutenant	Captain
<b>Deficiency</b>				
2/13/20 Shift roster documents serial number for A171 as S1996; Praxis shows serial number for A171 as S1966 (Policy GB-2.13.A.2.d) Shift roster documents vehicle 321912 for A171; Praxis shows vehicle 321921 for A171 (Policy GB-2.13.A.2.e)				
2/19/20 Shift roster documents serial number for A171 as S1996; Praxis shows serial number for A171 as S1966 (Policy GB-2.13.A.2.d) Shift roster documents vehicle 321912 for A171; Praxis shows vehicle 321921 for A171 (Policy GB-2.13.A.2.e)				
3/18/20 Shift roster documents vehicle 321817 for A121; Praxis shows vehicle 321509 for A121 (Policy GB-2.13.A.2.e)				
<b>**Employee has 2 previous BAF's for shift roster inspection BAF2019-0227 &amp; BAF2020-0037**</b>				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	Multiple	Lieutenant	Captain
<b>Deficiency</b>				
2/19/20 Shift roster documents vehicle 312517 for G124; Praxis shows vehicle 321517 for G124 (Policy GB-2.13.A.2.e) 3/18/20 Shift roster documents vehicle 312910 for G126; Praxis shows vehicle 321910 for G126 (Policy GB-2.13.A.2.e) <b>**Employee has 1 previous BAF for shift roster inspection BAF2019-0268**</b>				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	02/08/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents serial number S1897 for A121; Praxis shows serial number S1987 for A121 (Policy GB-2.13.A.2.d)				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	02/08/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents serial number S1990 as N120; Praxis shows serial number S1990 as L120 (Policy GB-2.13.A.2.f) <b>**Employee has 1 previous BAF for shift roster inspection BAF2020-0039**</b>				

## District II (4 BIO Action Forms):

### Non-Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	Multiple	Lieutenant	Captain
<b>Deficiency</b>				
1/15/20 Shift roster documents 9 deputies working during the shift and no Span of Control memo was received at BIO (Policy GB-2.13.A.4) Shift roster documents vehicle 321508 for L221; Praxis shows vehicle 321844 for L221 (Policy GB-2.13.A.2.e) 2/19/20 Shift roster documents vehicle 321851 for L221; Praxis shows vehicle 321933 for L221 (Policy GB-2.13.A.2.e)				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	01/04/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents vehicle 321827 for M222; Praxis shows vehicle 321537 for M222 (Policy GB-2.13.A.2.e) Shift roster documents vehicle 321537 for N225; Praxis shows vehicles 321533/321835 for N225 (Policy GB-2.13.A.2.e)				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	02/13/20	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents vehicle 321508 for L233; Praxis shows vehicle 321827 for L233 (Policy GB-2.13.A.2.e) <b>**Employee has 1 previous BAF for shift roster inspection BAF2020-0041**</b>				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	03/12/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents serial number S2227 as B221; Praxis shows serial number S2227 as B222 (Policy GB-2.13.A.2.f) Shift roster documents serial number S2233 as B222; Praxis shows serial number S2233 as B221 (Policy GB-2.13.A.2.f) Shift roster documents vehicle 321933 for S2227; Praxis shows vehicle 311643 for S2227 (Policy GB-2.13.A.2.e) Shift roster documents vehicle 311643 for S2233; Praxis shows vehicle 321933 for S2233 (Policy GB-2.13.A.2.e) Shift roster documents serial number B4491 as E282; Praxis shows serial number B4491 as E281 (Policy GB-2.13.A.2.f) Shift roster documents vehicle 321822 for B282; Praxis shows vehicle 321922 for B282 (Policy GB-2.13.A.2.e) <b>**Employee has 1 previous BAF for shift roster inspection BAF2019-0271**</b>				

## District III (4 BIO Action Forms):

Non-Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	01/15/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents vehicle 331402 for B4171; Praxis shows vehicle 321930 for B4171 (Policy GB-2.13.A.2.e)				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	01/15/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents serial number S2117 as L351; Praxis shows serial number S2116 as L351 (Policy GB-2.13.A.2.d) <b>**Employee has 1 previous BAF for shift roster inspection BAF2020-0046**</b>				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	Multiple	Lieutenant	Captain
<b>Deficiency</b>				
1/26/20 Shift roster documents serial number S1948 as A341; Praxis shows serial number S1984 as A341 (Policy GB-2.13.A.2.d) 3/29/20 Shift roster documents vehicle 321407 for A343; Praxis shows vehicle 321409 for A343 (Policy GB-2.13.A.2.e) <b>**Employee has 1 previous BAF for shift roster inspection BAF2020-0042**</b>				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	Multiple	Lieutenant	Captain
<b>Deficiency</b>				
2/08/20 Shift roster documents vehicle 321820 for A342; Praxis shows vehicle 321821 for A342 (Policy GB-2.13.A.2.e) Shift roster documents vehicle 321821 for A346; Praxis shows vehicle 321820 for A346 (Policy GB-2.13.A.2.e) 2/13/20 Shift roster documents vehicle 321843 for A351; Praxis shows vehicle 321873 for A351 (Policy GB-2.13.A.2.e) <b>**Employee has 1 previous BAF for shift roster inspection BAF2019-0192**</b>				

## District VI (1 BIO Action Form):

Non-Compliance Deficiency

District/Division	Employee	Shift Dates	Current Supervisor	Current Commander
District 6	Sergeant	02/19/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents vehicle 321459 for A656; Praxis shows vehicle 311646 for A656 (Policy GB-2.13.A.2.e)				

## District VII (1 BIO Action Form):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 7	Sergeant	02/13/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents vehicle 311403 for A741; Praxis shows vehicle 311792 for A741 (Policy GB-2.13.A.2.e)				

## Lake Patrol (1 BIO Action Form):

Non-Compliance Deficiency

District/Division	Employee	Shift Dates	Current Supervisor	Current Commander
Lake Patrol	Sergeant	01/04/2020	Lieutenant	Captain
<b>Deficiency</b>				
Shift roster documents S1005 (T835) as working on above date but he was not logged in on CAD or had Praxis data (Policy GB-2.13.A.2) <b>**Employee has 1 previous BAF for shift roster inspection BAF2020-0055**</b>				



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

**Recommendations:**

It is recommended division command staff continue mentoring their first line supervisors in the accurate completion of the Daily Patrol Shift Rosters, keeping in mind the importance of uploading the document to the U-Drive in a timely manner. In doing so, **all** Daily Patrol Shift Rosters will be made available for inspection. In addition, it is recommended Division Command periodically review the shift rosters for accuracy and completeness.

It is also recommended that divisions conduct routine inspections of their shift rosters for missing data and/or errors.

**Action Required:**

With the resulting **100.0%** compliance rate for Inspection #BI2020-0034, **16 BIO Action Forms**, all non-compliance deficiencies, are requested. The forms shall be completed utilizing Blue Team.

Date Inspection Started:	02/11/2020
Date Completed:	04/15/2020
Timeframe Inspected:	January 1 <sup>st</sup> , 2020 thru March 31 <sup>st</sup> , 2020
Assigned Inspector(s):	Sgt. Roger T. Bierwalter S1263

I have reviewed this inspection report.

*Lt. Todd Brice*

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Lieutenant Todd Brice S1767  
Deputy Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

4-27-20

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Date