

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight  
Audits and Inspections Unit



**Sworn Supervisor Note Inspection October 2022**

Inspection Report# BI2022-0145

The Audits and Inspections Unit (AIU) of the Sheriff's Office Bureau of Internal Oversight (BIO) will conduct monthly inspections of Supervisory Note entries to determine if these entries are in compliance with Office policies and to help promote proper supervision. To achieve this, inspectors will utilize the IPro System and a sample of employees selected by the monitors from each district/division for review. These entries will be uniformly inspected utilizing a matrix developed by the Audits and Inspections Unit in accordance with the procedures outlined in policies, EA-11, GB-2, GH-5, and GJ-35.

**Compliance Objectives:**

Utilizing the Supervisor Note Inspection Matrix, review each selected employee's EIS information to ensure they received the following during October 2022:

- Ensure the supervisor completed a minimum of two Supervisor Note entries
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted two reviews of EIS data
- Ensure the supervisor conducted a monthly review of Body-Worn Camera footage of two traffic stops if Deputy made any stops during the review period

**Criteria:**

MCSO Policy EA-11, *Arrest Procedures*

MCSO Policy GB-2, *Command Responsibility*

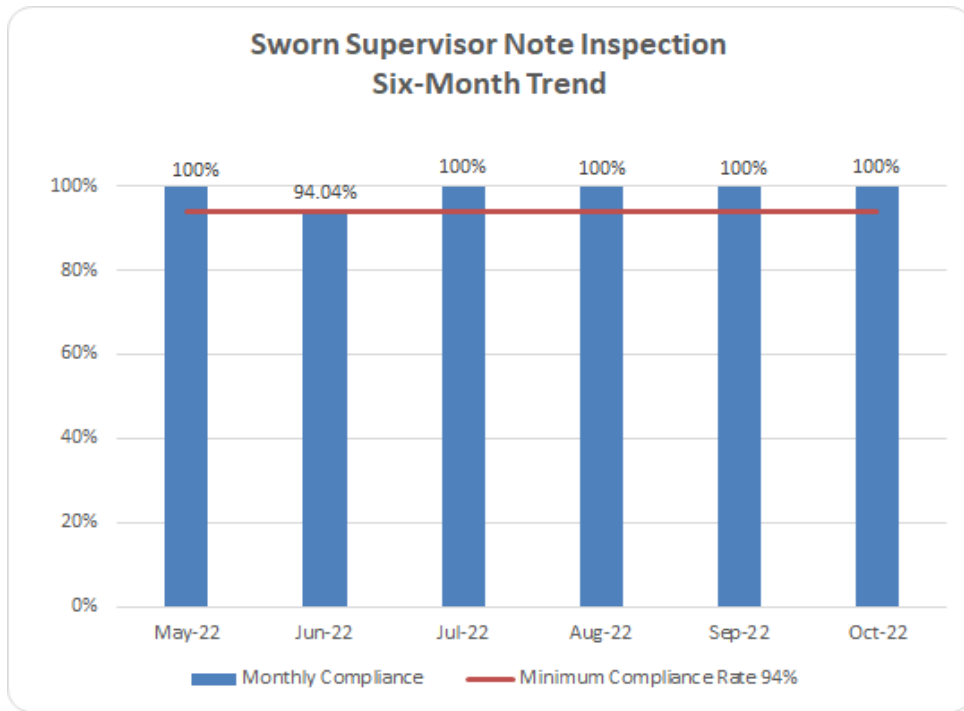
MCSO Policy GH-5, *Early Identification System*

MCSO Policy GJ-35, *Body-Worn Cameras*

**Conditions:**

MCSO's assigned Court Monitors provided a sample of one patrol squad from each Patrol Division for the month of October 2022 Supervisory Note Review. The Supervisor Notes of the assigned patrol roster are reviewed, including the selected sworn employee's chain of command. AIU reviewed the completed Supervisor Notes of 27 deputies, 6 sergeants, 6 lieutenants, and 6 captains. (Note: completion of a Supervisory Note inspection is dependent on when the AIU receives the sample from the Court Monitors). A review of the IPro records revealed that, of the 45 sworn employees' records reviewed for Supervisor Note entries submitted during the month of October, 45 sworn employees received entries in full compliance with MCSO Policies.

MCSO achieved a compliance rate of 100% in the Sworn Supervisor Note inspection for October 2022, as illustrated in the graph below:



Results of the Review of the Supervisor Note entries:

Inspection Element	Not In Compliance	In Compliance	Total Inspected	Compliance Rate
Sworn Employee received at least two Supervisor Notes during the month	0	45	45	100%
At least one Supervisor Note entry is of sufficient quality to facilitate the preparation of an accurate and detailed performance review and reflects the sworn employee’s positive traits and accomplishments and any observed shortcomings	0	45	45	100%
Twice per month, supervisors review Sworn subordinates’ EIS information for the purpose of identifying and responding to any conduct patterns or concerns	0	45	45	100%
Supervisor Note lacks documentation of review of two Body-Cam videos <b>(NOTE: Not all sworn employees will make traffic stops during the review period)</b>	0	24	24	100%
<b>Overall Compliance with inspection requirements</b>	<b>0</b>	<b>159</b>	<b>159</b>	<b>100%</b>

**Action Required:**

With the resulting **100%** compliance for *Inspection BI2022-0145*, no BIO Action Forms are required.

**Notes:**

All supporting documentation (working papers are included in the inspection file number BI2022-0145 and contained within IAPro.

Date Inspection Started: November 12, 2022  
Date Completed: November 15, 2022  
Timeframe Inspected: October 01-31, 2022  
Assigned Inspector: Kateryna A. Ellis B4299

I have reviewed this inspection report.

*Lt. Brian Arthur*

11/22/2022

Lt. T. Brian Arthur S1806  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date