

MARICOPA COUNTY SHERIFF'S OFFICE
Supervisor Note (Civilian) Inspection



Bureau of Internal Oversight
Inspection Report
June 22, 2016
Inspection #BI2016-0064

MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum



Joseph M. Arpaio, Sheriff

To: Lt. R. Morris S1014
Audits and Inspections Unit Commander
Bureau of Internal Oversight

From: Sgt. M. Rodriguez A9047
Audits and Inspections Unit
Bureau of Internal Oversight

Subject: Summary of Findings Report
Civilian Employees May 2016
Supervisor Note Inspection #BI2016-0064

Date: 6/22/16

The Bureau of Internal Oversight (BIO), Audits and Inspections Unit (AIU) will conduct Blue Team Supervisor Note entry inspections on an ongoing basis. The purpose for the inspections is compliance with Office Policies, promote proper supervision, and support compliance with the Melendres Order. 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 BIO will be utilized.

Matrix Procedures:

Utilize the *Supervisor Note Inspection Matrix* to ensure that each randomly selected employee received one Supervisor Note entry during the period being inspected and that the Supervisor Note was of sufficient quality to document the employee's work performance (reflects the employee's positive traits; accomplishments; any observed shortcomings; and can be used to facilitate the preparation of an accurate and detailed performance review).

Criteria:

MCSO Policy GB-2, *Command Responsibility*
Melendres Order (Paragraph 75.n)

Conditions:

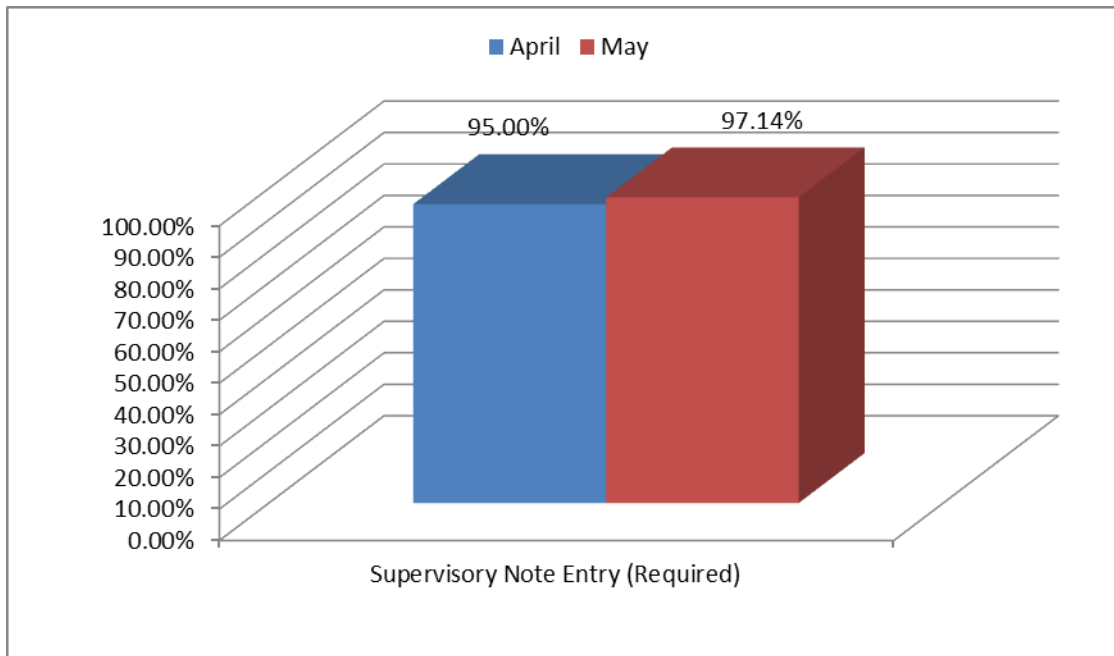
The inspection found that 34 of the 35 employees, or **97.14%**, had the required monthly Supervisor Note entry in compliance with MCSO Policy GB-2 and the Melendres Order.

The following issue was noted:

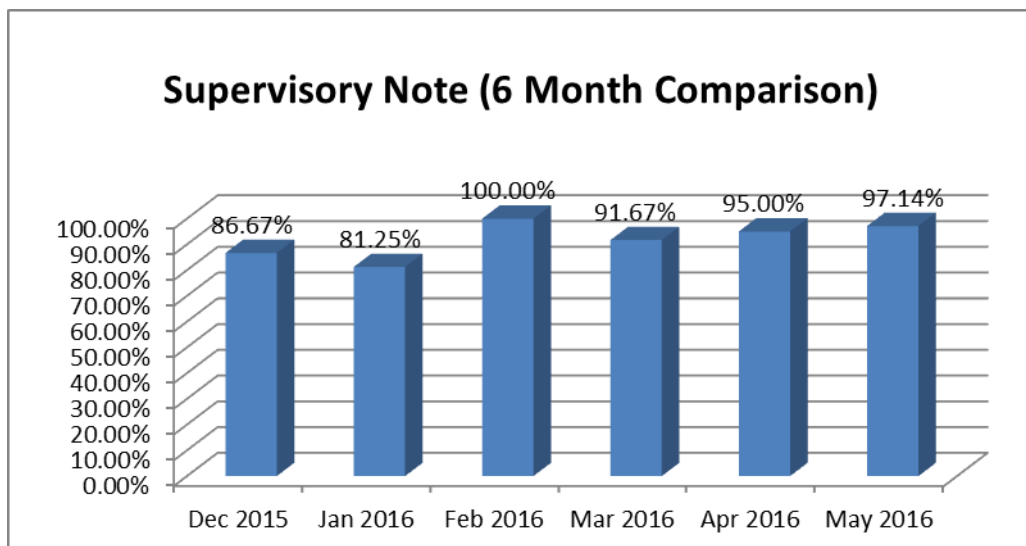
- Civilian Employee The May Supervisor Note entry consisted of a single sentence. Since September 2015, this employee has received a similarly worded single sentence, for seven of the eight Supervisor Note entries received.

PLEASE NOTE: *The Supervisory Note Inspections represents a monthly snapshot in time and any deficiencies noted are the responsibility of the Supervisor and the Chain of Command at the time the entry was made. Any inaccuracies in command structure due to transfers or other changes are outside the control of the Bureau of Internal Oversight.*

A comparative review of the last two months of Blue Team data indicates that the Supervisory Note compliance measurement increased 2.14% from the previous month:



A historical comparison of the last six months of Blue Team data indicates that the Supervisory Note compliance rate for Civilian Employees has improved over the last two months.



Recommendations:

It is recommended that Management continue to provide on-site mentorship to supervisors in the importance of ensuring that 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 entry needs be used to specifically document the following requirement:

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

Action Required:

With the resulting 97.14% compliance, *Inspection #BI2016-0064* will require submittal of one **BIO Action Form from the Detention Bureau.**

- The Action Forms will be assigned a return date of 30 days after this inspection is published to Sheriff's Office personnel.

Notes:

All supporting documentation (working papers) is included in the inspection file number **BI2016-0064** and contained in IA Pro.

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
#BI2016-0064

Inspection focus: Supervisor Note (Civilian)

Date Inspection Started: June 20, 2016

Date Completed: June 22, 2016

Timeframe Inspected: May 2016

Assigned Inspectors: Sgt. M. Rodriguez A9047

I have reviewed this inspection report.



Lieutenant Rick Morris
Audits and Inspections Unit Commander
Bureau of Internal Oversight

6/23/16
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

6/23/16
Date
