

MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum



Joseph M. Arpaio, Sheriff

To: Capt. D. Munley #777
Division Commander
Bureau of Internal Oversight

From: Angela Lolli
Audits and Inspections Unit
Bureau of Internal Oversight

Subject: February 2016, Patrol Daily Shift Roster
Inspection Summary
BI2016-0023

Date: March 24, 2016
Report Period:
February 1 – 29, 2016

Background:

The Bureau of Internal Oversight (BIO) began conducting monthly inspections of all Patrol Daily Shift Rosters in November of 2014. The BIO will continue conducting inspections of these rosters on an on-going monthly basis to determine if the rosters are in compliance with Office Policy and in support of the Melendres Order.

Matrix Procedures:

The Daily Shift Rosters are uniformly inspected utilizing a matrix developed by the BIO, in accordance with procedures outlined in Policy GB-2, and Briefing Board 14-48, to determine the following:

- A Daily Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2 and Briefing Board 14-48.
- Shift Supervisor positions are being filled by employees with the rank of Sergeant, Lieutenant, or above in accordance with MCSO Policy GB-2 and Briefing Board 14-48.
- Supervisors are assigned to and work the same days and hours as the deputies under their direct command, absent exceptional circumstances.

Authorities:

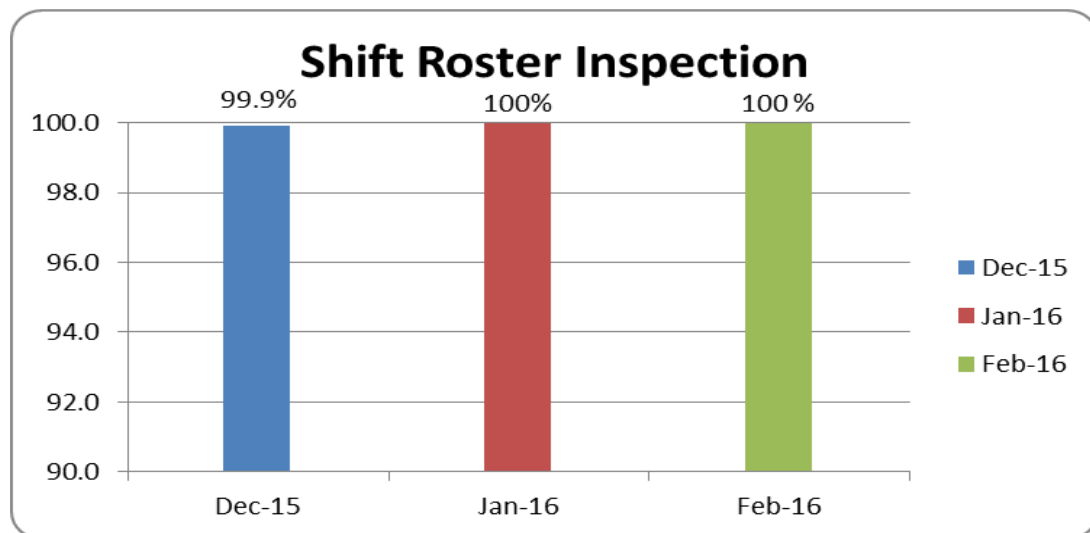
Melendres Order, Paragraphs 84 and 86
MCSO Policy GB-2, Command Responsibility
Briefing Board 14-48, Command Responsibility, as of May 19, 2014

Observations:

An inspection of all patrol Daily Shift Rosters was completed for the month of February 2016. Due to possible special assignment squads, the total number of shift rosters will vary each month. The inspector reviewed the Daily Shift Rosters and determined there were a total of **529** rosters in February available for inspection; 529 or **100%** of the rosters were inspected.

Findings:

MCSO achieved a compliance rate of **100%** in the Daily Shift Roster inspection for February 2016, as illustrated in the graph below:



Action Required:

No further action is required.

Recommendations:

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

Date Inspection Started: March 18th, 2016
Date Completed: March 24th, 2016
Timeframe Inspected: February 1st through 29th, 2016
Assigned Inspector(s): Angela Lolli B2586

I have reviewed this inspection report.



Captain Dave Munley
Division Commander
Audits and Inspections

03/25/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

03/28/2016
Date