

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Detention Supervisor Note Inspection February 2021

Inspection Report# BI2021-0017

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspections monthly. 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 February 2021:

- 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

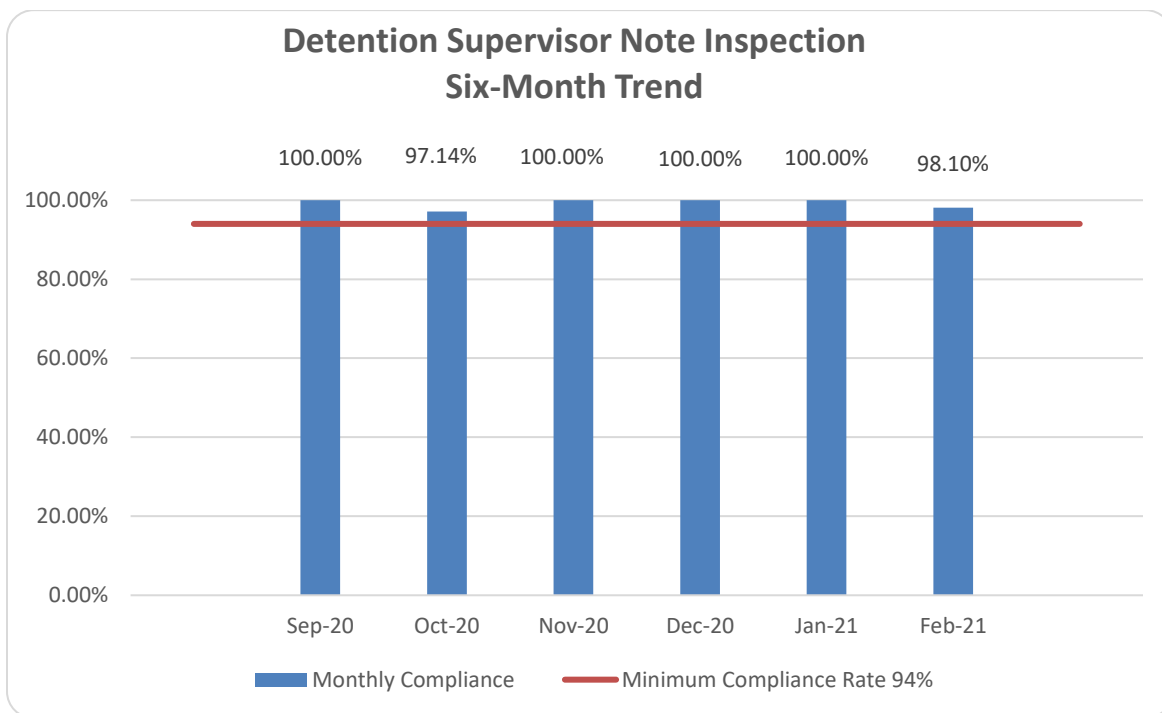
Criteria:

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 February, 33 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 **98.10%** in the Detention Supervisor Note inspection for February 2021, as illustrated in the graph below:



Results of the Review of Employee Supervisor Note entries:

Inspection Element	Not In Compliance	In Compliance	Total Inspected	Compliance Rate
Employee Received at least one Supervisor Note during the month	0	35	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	1	34	35	97.14%
Once per month, supervisors review non-sworn subordinates’ EIS information for the purpose of identifying and responding to any conduct patterns or concerns	1	34	35	97.14%
Overall Compliance with inspection requirements	2	103	105	98.10%

Towers Jail (1 BIO Action Form)

Division	Employee Notes Inspected	Current Supervisor	Current Commander
Towers Jail	Sergeant	Lieutenant	Captain
Deficiency			
Supervisor note lacks documentation of employee performance. Policy GB-2.7.B.1			

4th Ave Jail (1 BIO Action Form)

Division	Employee Notes Inspected	Current Supervisor	Current Commander
4 th Ave Jail	Officer	Sergeant	Captain
Deficiency			
Supervisor note lacks documentation that a review of employee’s EIS information was conducted. Policy GB-2.7.B.4 Inspector Note: Above listed supervisor wrote 2 notes on 3/2/21 but documented that they were for February. Alternate supervisor wrote a performance note in February.			

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

Action Required:

With the resulting **98.10%** compliance for *Inspection BI2021-0017*, a total of 2 BIO Action Forms are requested from the affected divisions. The form shall be completed utilizing Blue Team.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2021-0017* and contained within IA Pro.

Date Inspection Started: March 02, 2021
Date Completed: March 08, 2021
Timeframe Inspected: February 01-28, 2021
Assigned Inspector(s): Maria De La Cruz B4608

I have reviewed this inspection report.

Sgt. R. Levy S1881

On behalf of Lt. J. Halverson S1674

4/6/2021

Lt. Jonathan Halverson S1674
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

Date