

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight  
Audits and Inspections Unit



**Civilian Supervisor Note Inspection November 2024**

Inspection Report # BI2024-0165

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspection monthly. The purpose of this 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 civilian employees 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 November 2024:

- Ensure the supervisor completed one Supervisor Note entry
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a review of the employee’s EIS information

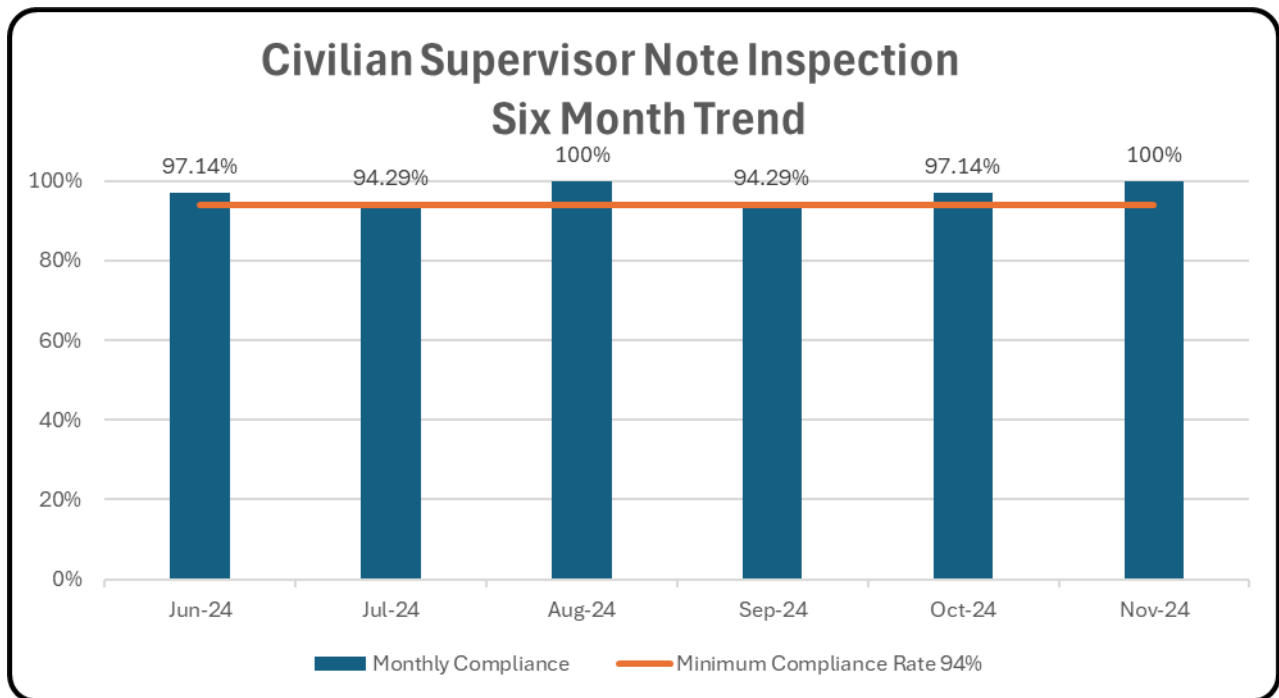
**Criteria:**

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 the month of November, all 35 employees received entries that contained the required elements of this inspection and were in compliance with MCSO Policy GB-2, *Command Responsibility*.

MCSO achieved a compliance rate of **100%** in the Civilian Supervisor Note inspection for November 2024, 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
Once per month, supervisors review non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns	0	35	35	100%
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	0	35	35	100%
<b>Overall Compliance with inspection requirements</b>	<b>0</b>	<b>105</b>	<b>105</b>	<b>100%</b>

There were no deficiencies noted during the inspection period.

**Action Required:**

With the resulting **100%** compliance for *Inspection BI2024-0165*; **no BIO Action Forms** are requested.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2024-0165* and contained within IAPro.

Date Inspection Started: December 09, 2024  
 Date Completed: December 12, 2024  
 Timeframe Inspected: November 01-30, 2024  
 Assigned Inspector: Sr. Internal Auditor Kateryna A. Ellis B4299

I have reviewed this inspection report.

*Lt Andrew Rankin S1839*      12/12/2024  
 Lieutenant A. Rankin S1839      Date  
 Commander, Audits and Inspections Unit  
 Bureau of Internal Oversight