

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Civilian Supervisor Note Inspection November 2022

Inspection Report# BI2022-0159

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 2022:

- 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

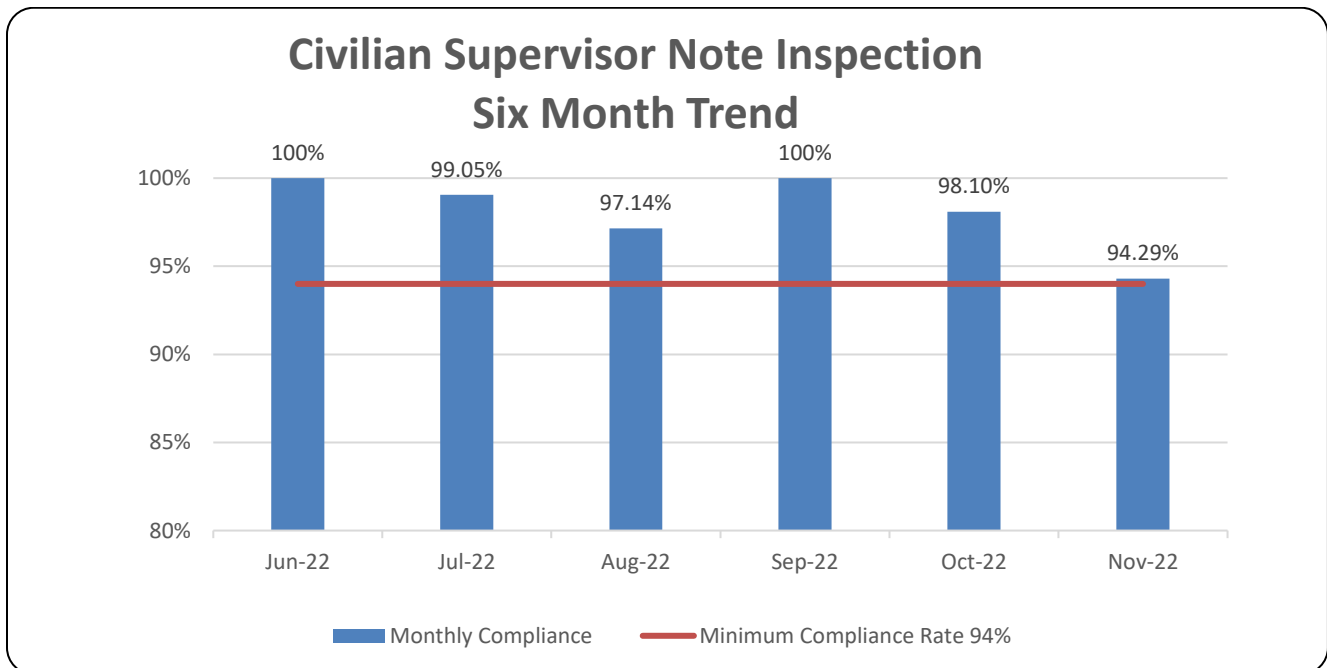
Criteria:

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, 33 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 **94.29%** in the Civilian Supervisor Note inspection for November 2022, 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	2	33	35	94.29%
Employee Received at least one Supervisor Note during the month	2	33	35	94.29%
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	2	33	35	94.29%
Overall Compliance with inspection requirements	6	99	105	94.29%

Bureau Hearing Unit (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Bureau Hearing Unit	Employee	Sergeant	Lieutenant
Deficiency			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance is not documented. Policy GB-2.7.B.1 -Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

Central Svcs- Food Svcs (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Central Svcs – Food Svcs	Employee	Supervisor	Commander
Deficiency			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance is not documented. Policy GB-2.7.B.1 -Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

Action Required:

With the resulting **94.29%** compliance for *Inspection BI2022-0159*, a total of **2** BIO Action Forms are requested from the affected division. The form shall be completed utilizing Blue Team.

Notes:

All supporting documentation (working papers) is included in the inspection file number *BI2022-0159* and contained within IA Pro.

Date Inspection Started: December 01, 2022
Date Completed: December 12, 2022
Timeframe Inspected: November 01-30, 2022
Assigned Inspector: Maria De La Cruz B4608

I have reviewed this inspection report.

Lt. Brian Arthur

1/27/2023

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

Date