

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Civilian Supervisor Note Inspection May 2021

Inspection Report# BI2021-0058

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

- 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

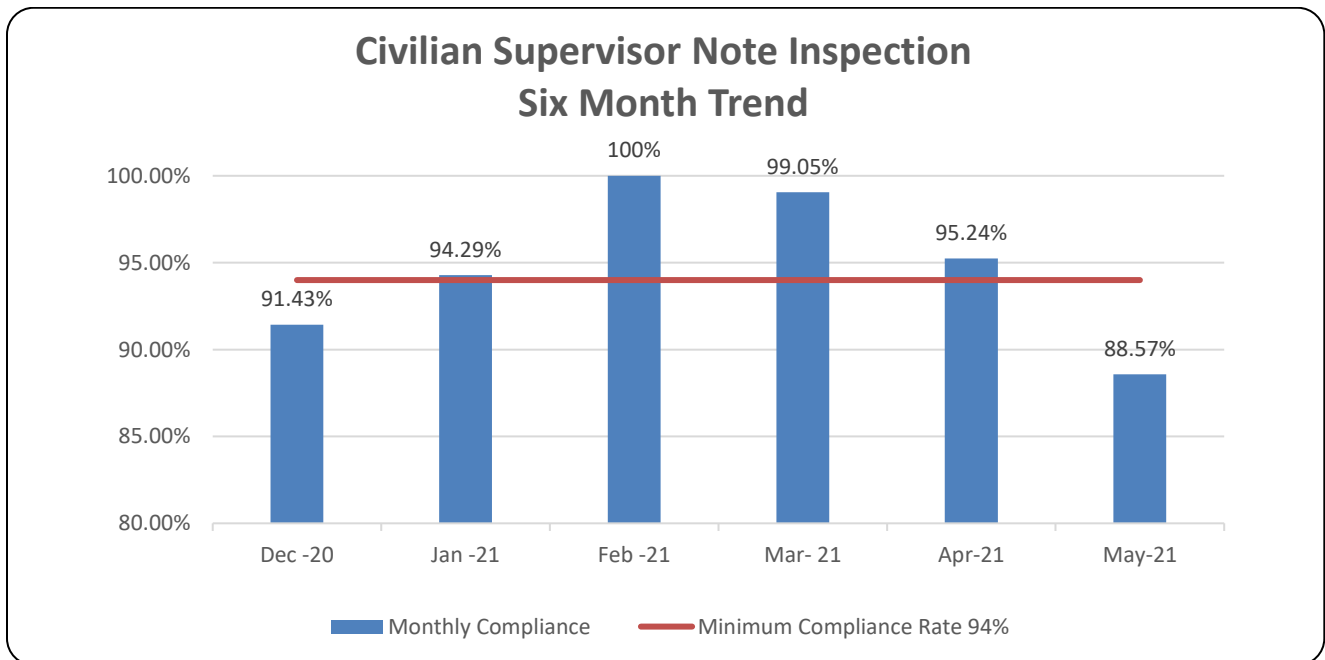
Criteria:

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 May, 28 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 **88.57%** in the Civilian Supervisor Note inspection for May 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	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	6	29	35	82.86%
Once per month, supervisors review non-sworn subordinates' EIS information for the purpose of identifying and responding to any conduct patterns or concerns	4	31	35	88.57%
Overall Compliance with inspection requirements	12	93	105	88.57%

Aviation (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Aviation	Civilian	Supervisor	Captain
Deficiency			
-Supervisor note lacks documentation that a review of employee's EIS information was conducted. Policy GB-2.7.B.4 -Employee Performance not documented. Policy GB-2.7.B.1			

Communications Division (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Communications	Civilian	Supervisor	Commander
Deficiency			
-Employee Performance not documented. Policy GB-2.7.B.1			

Criminal Intelligence (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Criminal Intelligence	Civilian	Lieutenant	Captain
Deficiency			
-Employee Performance not documented. Policy GB-2.7.B.1			

Administrative Services Division (0 BIO Action Forms)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Administrative Services	Civilian	Sergeant*	Commander
Deficiency			
-Supervisor note lacks documentation that a review of employee's EIS information was conducted. Policy GB-2.7.B.4 -Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance not documented. Policy GB-2.7.B.1 Inspector Note: The commander addressed the issue with the employee (SN2021-00026058). No BIO Action forms are required.			

Central Services – Food Services Division (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Central Services - Food Services	Civilian	Supervisor	Manager
Deficiency			
-Supervisor note lacks documentation that a review of employee's EIS information was conducted. Policy GB-2.7.B.4 -Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance not documented. Policy GB-2.7.B.1			

Central Services - Distribution (0 BIO Action Forms)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Central Service Distribution	Civilian	Supervisor*	Lieutenant
Deficiency			
-Employee Performance not documented. Policy GB-2.7.B.1 Inspector Note: Employee is no longer with the organization as of 6/03/2021. No BIO Action forms are required.			

Occupational Safety Division (1 BIO Action Form)

Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Occupational Safety	Civilian	Lieutenant	Deputy Chief
Deficiency			
- Review of Employee's EIS information not documented. Policy GB-2.7.B.4			

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 **88.57%** compliance for *Inspection BI2021-0058*, a total of **5** 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 *BI2021-0058* and contained within IA Pro

Date Inspection Started: June 2, 2021
Date Completed: June 15, 2021
Timeframe Inspected: May 01-31, 2021
Assigned Inspector: Maria De La Cruz B4608

I have reviewed this inspection report.

Lt. Jonathan Halverson S1674

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

7/7/2021

Date