

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections
BI2016-0021

Inspection focus: January 2016 Daily Shift Roster Inspection

Date Inspection Started: February 19, 2016

Date Completed: February 22, 2016

Timeframe Inspected: January 1 to January 31, 2016

Assigned Inspectors: Angela Lolli B2586

I have reviewed this inspection report.

A handwritten signature in black ink, appearing to be "D. Munley", with the number "#777" written to its right.

Captain Dave Munley
Division Commander
Audits and Inspections

02/23/2016
Date

A handwritten signature in black ink, appearing to be "Bill Knight", with the number "#1011" written to its right.

Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

02/24/2016
Date

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: January 2016, Patrol Daily Shift Roster
Inspection Summary
BI2016-0021

Date: February 22, 2016
Report Period:
January 1 – 31, 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 will be 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:

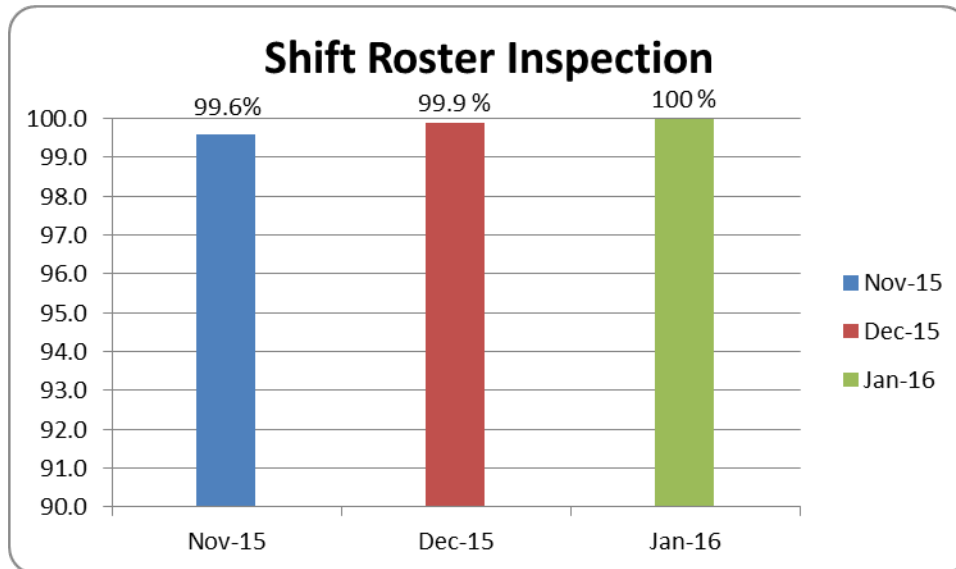
Melendres Order, Paragraphs 84 and 86
MCSO Policy GB-2, Command Responsibility
Briefing Board 14-48, Command Responsibility, as of May 19, 2014

Observations:

An inspection of all patrol Daily Shift Rosters was completed for the month of January 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 **557** rosters in January available for inspection; 557 or **100%** of the rosters were inspected.

Findings:

MCSO achieved a compliance rate of **100%** in the Daily Shift Roster inspection of January 2016, which is an increase of 0.1% from the December 2015 inspection, 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.