

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Patrol Shift Roster Inspection September 2019

Inspection Report# BI2019-0135

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a monthly basis to determine if the rosters are in compliance with Office policy. The Daily Patrol Shift Rosters are uniformly inspected utilizing a matrix developed by AIU, in accordance with procedures outlined in Policy GB-2, *Command Responsibility*.

Matrix Procedures:

- A Daily Patrol Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2.
- Shift Supervisor positions are being filled by employees with the rank of Sergeant, Lieutenant, or above in accordance with MCSO Policy GB-2.
- Supervisors are assigned to, and work, the same days and hours as the deputies under their direct command, absent exceptional circumstances.
- Policy violations outside of the scope of this inspection are listed as non-compliance deficiencies.

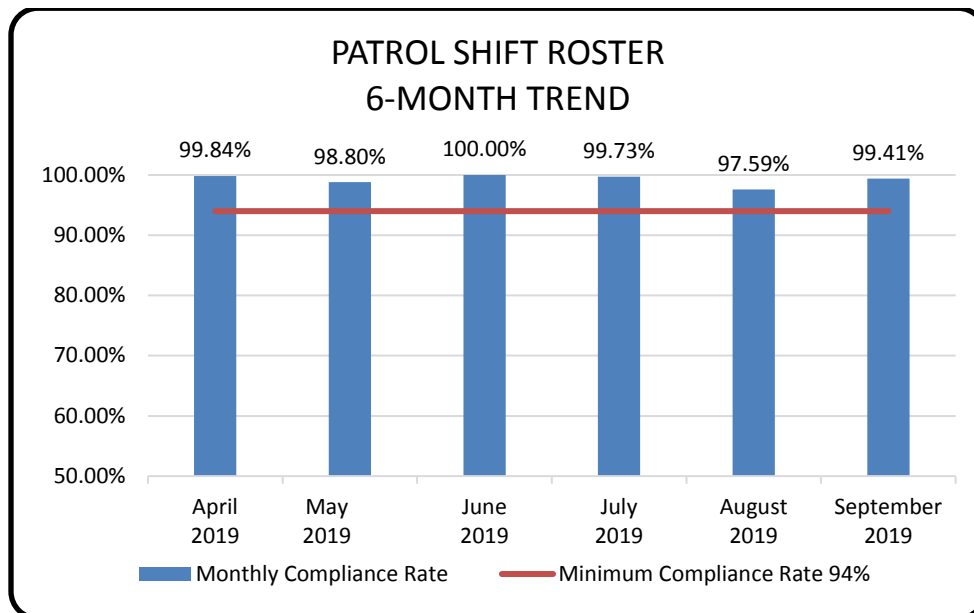
Criteria:

MCSO Policy GB-2, *Command Responsibility*

Conditions:

An inspection of all Daily Patrol Shift Rosters was completed for the month of September 2019. Due to possible specialty assignment squads and the variance of days in a month, the total number of shift rosters will vary each month. There were a total of 680 rosters in September available for inspection; 680 or 100% of the rosters were inspected.

MCSO achieved a compliance rate of **99.41% (total rosters in compliance / cumulative total rosters)** in the Patrol Shift Roster inspection of September 2019, as illustrated in the graph below:



Division	District 1	District 2	District 3	District 4	Lake Patrol	District 6	District 7
In Compliance:	96	74	84	67	159	97	70
Non-Comp. Def.	6	12	1	2	1	4	3
Comp. Def.	1	0	0	1	1	1	0
Total Rosters:	103	86	85	70	161	102	73
Compliance %:	99.03%	100%	100%	98.57%	99.38%	99.02%	100%

The following deficiencies were noted during the inspection period:

District I (3 BIO Action Forms):

Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	9/21/2019	Lieutenant	Captain
Deficiency				
Sergeant supervised 10 Deputies, no memo located. Policy GB-2.13.A.4				

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	9/13/2019	Lieutenant	Captain
Deficiency				
2 Deputies listed with same call sign but different vehicles. Policy GB-2.13.A.2.f				
Inspector Note: Praxis does not show them riding together.				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	9/18/2019	Lieutenant	Captain
Deficiency				
2 supervisors listed with same call sign in different vehicles. Policy GB-2.13.A.2.f				
Inspector Note: Praxis shows employee listed above as a different call sign.				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	9/25/2019	Lieutenant	Captain
Deficiency				
2 deputies in same vehicle (FTO & OIT) listed as singular Deputy call sign (C171). GI-1.17.B				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	9/28/2019	Lieutenant	Captain
Deficiency				
Squad 3 roster has wrong date for all listed personnel. Policy GB-2.13.A.2.a				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	9/28/2019	Lieutenant	Captain
Deficiency				
Wrong serial number listed for Deputy. Policy GB-2.13.A.2.d				

District II (4 BIO Action Forms):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	9/14/2019	Lieutenant	Lieutenant
Deficiency				
Roster missing trainee who was riding with Deputy. Policy GB-2.13.A.2.d				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	9/15/2019	Lieutenant	Lieutenant
Deficiency				
3 Deputies listed with same call sign, 2 different vehicles. Policy GB-2.13.A.2.f				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	9/21/2019	Lieutenant	Lieutenant
Deficiency				
Roster has wrong date for all listed personnel. Policy GB-2.13.A.2.a				
Inspector Note: BIO is unable to determine which of the above listed supervisors is the responsible employee.				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	9/21/2019	Lieutenant	Lieutenant
Deficiency				
Roster has wrong date for all listed personnel. Policy GB-2.13.A.2.a				
Inspector Note: BIO is unable to determine which of the above listed supervisors is the responsible employee. Inspector Note: Sgt Porter has one (1) prior Bio Action Form for shift roster inaccuracy within the last year. BAF2019-0142 – 5/25/19				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	See Below	Lieutenant	Lieutenant
Deficiency				
B280 listed as call sign for above employee but no other employee listed in vehicle. Policy GB-2.13.A.2.f				
Inspector Note: Praxis shows A280. Inspector Note: 7 occurrences for the following dates: 9/21, 9/23, 9/24, 9/25, 9/26, 9/27, 9/29				

District III (1 BIO Action Form):

Non-Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	9/3/2019	Lieutenant	Captain
Deficiency				
Roster lists both A342 and B342. "Second car in beat" designator not used when required. Policy GI-1.17.B/l				
Inspector Note: Supervisor has one (1) prior Bio Action Form for the shift roster inspection within the last year.				
<ul style="list-style-type: none"> • BAF2019-0231 – 8/27/19 				

District IV (3 BIO Action Forms):

Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	9/8/19	Lieutenant	Captain
Deficiency				
Shift roster not complete, no vehicle listed for 5 Deputies. Policy GB-2.13.A.2.e				

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	9/13/2019	Lieutenant	Captain
Deficiency				
Two supervisors listed with same call sign in different vehicles. Policy GB-2.13.A.2.f				
Inspector Note: Praxis shows the above listed supervisor as G490				
Inspector Note: Supervisor has three (3) prior Bio Action Forms for shift roster inaccuracy within the last year.				
<ul style="list-style-type: none"> • BAF2018-0256 – 10/24/18 • BAF2019-0032 – 3/28/19 • BAF2019-0234 – 8/21/19 				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	9/21/19	Lieutenant	Captain
Deficiency				
Roster has wrong date for all listed personnel. Policy GB-2.13.A.2.a				
Inspector Note: Supervisor has one (1) prior Bio Action Form for shift roster inaccuracy within the last year.				
<ul style="list-style-type: none"> • BAF2019-0233 – 8/17/19 				

District VI (5 BIO Action Forms):

Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 6	Sergeant	9/21/2019	Lieutenant	Captain
Deficiency				
Shift Roster not complete, 3 Deputies listed with vehicles but without call signs. Policy GB-2.13.A.2.f				
Inspector Note: Praxis shows admin deputy call signs.				
Inspector Note: Supervisor has one (1) prior Bio Action Form for shift roster inaccuracy within the last year.				
<ul style="list-style-type: none"> • BAF2019-0237 – 8/22/19 				

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 6	Sergeant	9/1/2019	Lieutenant	Captain
Deficiency				
Only one serial number listed for a 2 Deputy unit. Policy GB-2.13.A.2.d/g				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 6	Sergeant	9/2/2019	Lieutenant	Captain
Deficiency				
Only one serial number listed for a 2 Deputy unit. Policy GB-2.13.A.2.d/g				
Inspector Note: Supervisor has one (1) prior Bio Action Form for shift roster inaccuracy within the last year.				
<ul style="list-style-type: none"> BAF2019-0236 – 8/10/19 				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 6	Sergeant	9/3/2019	Lieutenant	Captain
Deficiency				
3 Deputies listed as using the same vehicle, 2 different call signs. Policy GB-2.13.A.2.e				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 6	Lieutenant	9/11/2019	Captain	Captain
Deficiency				
Lt. using Sgt. call sign. Policy GI-1.17.B.2				

District VII (2 BIO Action Forms):

Non-Compliance Deficiencies

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 7	Sergeant	9/10/2019	Lieutenant	Captain
Deficiency				
Incorrect serial number for Sgt. Policy GB-2.13.A.2.c				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 7	Sergeant	9/19/2019	Lieutenant	Captain
Deficiency				
Wrong serial number listed for Deputy. Policy GB-2.13.A.2.d				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 7	Sergeant	9/22/2019	Lieutenant	Captain
Deficiency				
Wrong serial number listed for Deputy. Policy GB-2.13.A.2.d				

Lake Patrol (2 BIO Action Forms):

Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
Lake Patrol	Sergeant	9/12/2019	Lieutenant	Captain
Deficiency				
No supervisor listed as working on the roster. Policy GB-2.13.A				
Inspector Note: Praxis shows employee listed above as supervisor for the date listed.				

Non-Compliance Deficiency

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
Lake Patrol	Sergeant	9/22/2019	Lieutenant	Captain
Deficiency				
Deputy and Posse listed under same call sign but with different vehicles. Policy GB-2.13.A.2.e				

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

Recommendations:

It is recommended that supervisors continue mentoring staff in the proper completion of the Daily Patrol Shift Rosters, keeping in mind the importance of uploading the document to the U-Drive in a timely manner. In doing so, **all** Daily Patrol Shift Rosters will be made available for inspection. In addition, it is recommended Division Command periodically review the shift rosters for accuracy and completeness.

It is also recommended that divisions conduct routine inspections of their shift rosters for missing data and/or errors.

Action Required:

With the resulting **99.41%** compliance rate for Inspection #BI2019-0135, **20 BIO Action Forms** are requested. The forms shall be completed utilizing Blue Team.

Date Inspection Started:	10/18/2019
Date Completed:	10/29/2019
Timeframe Inspected:	September 1st – 30th, 2019
Assigned Inspector(s):	Sgt. Rob Levy S1881

I have reviewed this inspection report.

<u>Captain J. McFarland S1344</u>	<u>11-20-2019</u>
Captain James McFarland S1344 Bureau of Internal Oversight	Date