

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2016-0117



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 10/25/2016
Inspection #BI2016-0117



Joseph M. Arpaio, Sheriff

To: Lt. Morris #S1014
Commander
Audits and Inspections Unit

From: Sgt. Reaulo #1678
Inspections Sergeant
Audits and Inspections Unit

Subject: Patrol Daily Shift Roster Inspection Summary,
September 2016
BI2016-0117

Date: October 25, 2016
Report Period:
September 1-30, 2016

The Audits and Inspections Unit (AIU) will conduct inspections of daily shift 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. The daily shift rosters are uniformly inspected utilizing a matrix developed by the BIO, in accordance with procedures outlined in Policy GB-2.

Matrix Procedures:

- A Daily Shift Roster is completed for each work shift.
- Supervisor span of control is in accordance with MCSO Policy GB-2 and the Melendres Order.
- 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.

Criteria:

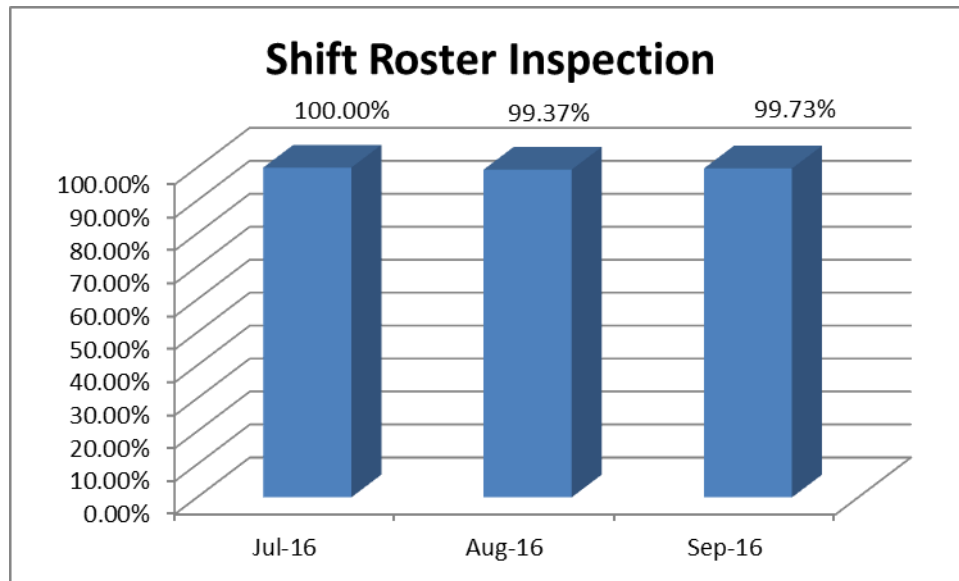
MCSO Policy GB-2, Command Responsibility
Melendres Order, Paragraphs 84, 86 and 275

Conditions:

An inspection of all patrol Daily Shift Rosters was completed for the month of September 2016. 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 **859** rosters in September available for inspection; 859 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **99.73%** in the Daily Shift Roster inspection of September 2016, as illustrated in the graph below:

Note – The overall compliance rate is an average of the compliance scores from each division inspected.



Division:	District One	District Two	District Three	District Four	District Five	District Six	District Seven
Total Rosters:	120	120	146	120	203	66	84
Compliance %:	100.00%	100.00%	99.31%	100.00%	100.00%	100.00%	98.81%

The following deficiencies were observed during the inspection period:

<u>Dist/Div:</u>	<u>Sworn Employee Name:</u>	<u>Division Commander</u>	<u>Deficiency:</u>
District Three	Sergeant	Captain	On 9/14/16 one supervisor covered Squads 1 and 9 which exceeded the span of control

<u>Dist/Div:</u>	<u>Sworn Employee Name:</u>	<u>Division Commander</u>	<u>Deficiency:</u>
District Seven	Sergeant	Captain	No Supervisor assigned to Squad 3 on 9/4/2016

One BIO Action Form is requested from each of the two affected Districts addressing the deficiency. Please email the BIO Action Form to BIO@mcs.maricopa.gov within 30 days from the date in which this report is disseminated to the Office.

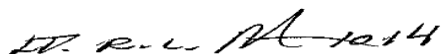
Recommendations:

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.

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

Date Inspection Started: **October 1, 2016**
Date Completed: **October 25, 2016**
Timeframe Inspected: **September 1-30, 2016**
Assigned Inspector(s): **Sergeant D. Reaulo #S1678**

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

10/25/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

10/25/2016
Date