

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



**July 2018 Patrol Shift Roster Inspection**

Inspection Report# BI2018-0091

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.

**Criteria:**

MCSO Policy GB-2 (Sections 4 & 13.A1), *Command Responsibility*:

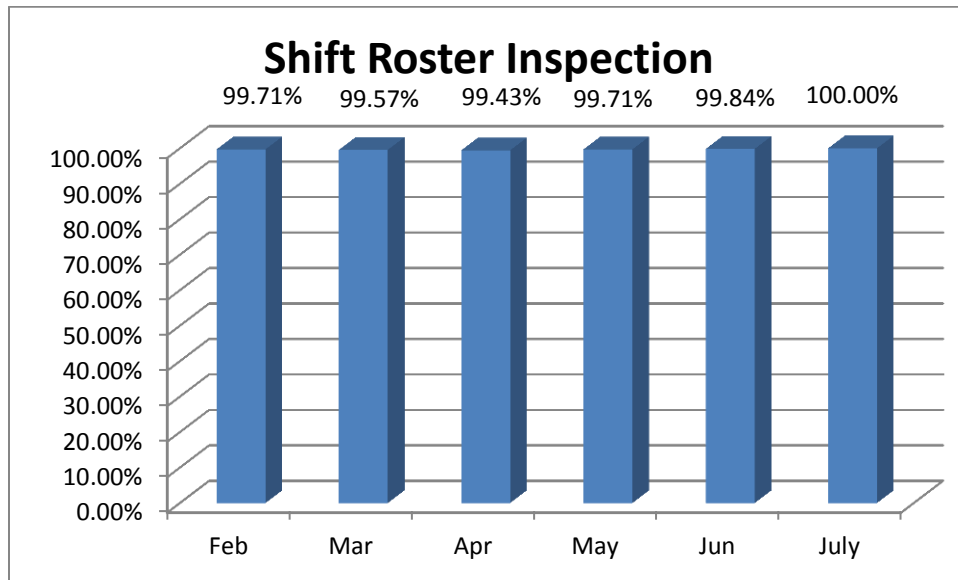
“First-line Patrol supervisors shall be assigned to supervise no more than eight deputies, but in no event, should a patrol supervisor be responsible for more than 10 deputies.”

“First-line patrol supervisors shall ensure that a Daily Shift Roster is completed for each shift in order to reflect the subordinates that are working under that supervisor for each day worked.”

**Conditions:**

An inspection of all Daily Patrol Shift Rosters was completed for the month of July 2018. 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 642 rosters in July available for inspection; 642 or 100% of the rosters were inspected.

MCSO achieved a compliance rate of 100% in the Daily Patrol Shift Roster inspection of July 2018, as illustrated in the graph below:



<b>Division:</b>	<u>District One</u>	<u>District Two</u>	<u>District Three</u>	<u>District Four</u>	<u>District Five</u>	<u>District Six</u>	<u>District Seven</u>
<b>Total Rosters:</b>	124	66	64	67	168	65	88
<b>Compliance %:</b>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

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

**Action Required:**

With the resulting **100%** compliance for *Inspection BI2018-0091*, **0** BIO Action Forms are required from the affected Districts addressing the 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.

Date Inspection Started: 08/06/2018  
Date Completed: 08/07/2018  
Timeframe Inspected: July 1st – 31st, 2018  
Assigned Inspector(s): Sgt. D. Gardner S1608

I have reviewed this inspection report.

Lt. Larry Kratzer S1520  
Lieutenant Larry Kratzer S1520  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

08/07/2018  
Date