

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2016-0106



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 9/20/2016
Inspection #BI2016-0106



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,
August 2016
BI2016-0106

Date: September 20, 2016
Report Period:
August 1-31, 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

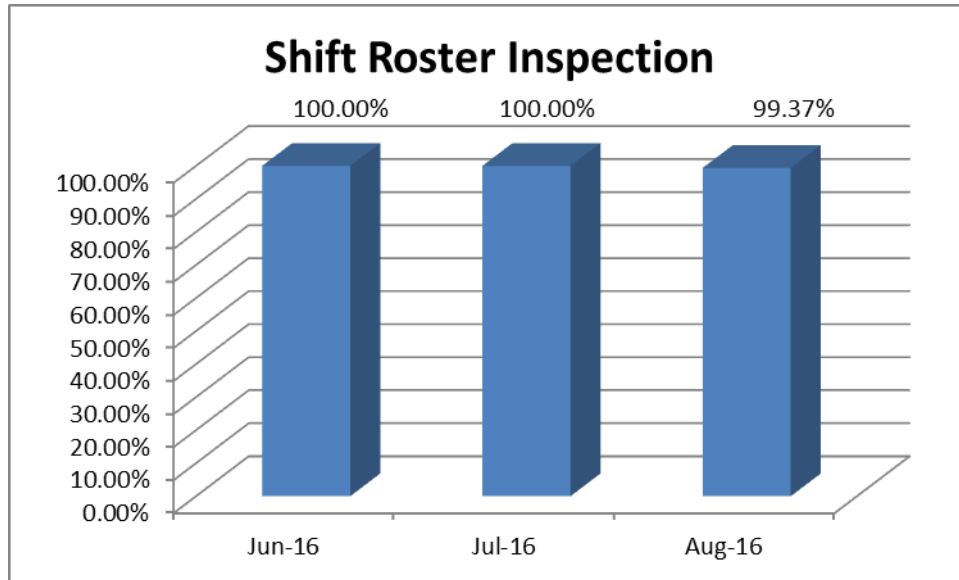
Note: Melendres Second Supplemental Order Paragraph 275 recorded on 7/20/2016 reduced the span of control in stating that in no event should a supervisor be responsible for more than ten persons.

Conditions:

An inspection of all patrol Daily Shift Rosters was completed for the month of August 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 **819** rosters in August available for inspection; 819 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **99.37%** in the Daily Shift Roster inspection of August 2016, as illustrated in the graph below:

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



The following deficiencies were observed during the inspection period:

<u>Dist/Div:</u>	<u>Date</u>	<u>Sworn Employee Name:</u>	<u>Supervisor</u>	<u>Deficiency:</u>
District One	8/30/2016	Sergeant	Captain	Missing Shift Roster for Squad 3

<u>Dist/Div:</u>	<u>Date</u>	<u>Sworn Employee Name:</u>	<u>Supervisor</u>	<u>Deficiency:</u>
District Two	8/8/2016	Sergeant	Captain	Missing Shift Roster for Squad 4

<u>Dist/Div:</u>	<u>Date</u>	<u>Sworn Employee Name:</u>	<u>Supervisor</u>	<u>Deficiency:</u>
District Three	8/22/2016	Sergeant	Captain	No Sergeant assigned to Shift

<u>Dist/Div:</u>	<u>Date</u>	<u>Sworn Employee Name:</u>	<u>Supervisor</u>	<u>Deficiency:</u>
District Four	8/28/2016	Sergeant	Captain	Missing Shift Roster for Squad 1

<u>Dist/Div:</u>	<u>Date</u>	<u>Sworn Employee Name:</u>	<u>Supervisor</u>	<u>Deficiency:</u>
District Seven	8/23/2016	Sergeant	Captain	No Sergeant assigned to Shift

One BIO Action Form is requested from each of the five 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.

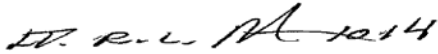
Recommendations:

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: September 15, 2016
Date Completed: September 20, 2016
Timeframe Inspected: August 1-31, 2016
Assigned Inspector(s): Sergeant D. Reaulo #S1678

I have reviewed this inspection report.



Lieutenant Rick Morris
 Division Commander
 Audits and Inspections

9/20/2016
 Date



Deputy Chief Bill Knight
 Bureau Commander
 Bureau of Internal Oversight

9/20/2016
 Date