

**MARICOPA COUNTY SHERIFF'S OFFICE**  
**Supervisor Note (Civilian) Inspection**



**Audits and Inspections Unit**  
**Bureau of Internal Oversight**  
**Inspection Report**  
**September 19, 2016**  
**Inspection #BI2016-0104**

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# MARICOPA COUNTY SHERIFF'S OFFICE

Memorandum



Joseph M. Arpaio, Sheriff

**To:** Lt. R. Morris S1014  
Audits and Inspections Unit Commander  
Bureau of Internal Oversight

**From:** Sgt. M. Rodriguez A9047  
Audits and Inspections Unit  
Bureau of Internal Oversight

**Subject:** Summary of Findings Report  
Civilian Employees August 2016  
Supervisor Note Inspection #BI2016-0104

**Date:** 9/19/16

The Audits and Inspections Unit (AIU), of the Bureau of Internal Oversight (BIO), will conduct Blue Team Supervisor Note entry inspections on an ongoing basis. The purpose for the inspections is compliance with Office Policies, promote proper supervision, and support compliance with the Melendres Order. To achieve this, inspectors will select for review the Supervisor Note entries for 35 randomly selected Civilian Employees for the month being inspected. To ensure consistent inspections, the *Supervisor Note Inspection Matrix* developed by the AIU will be utilized.

### Matrix Procedures:

Utilize the *Supervisor Note Inspection Matrix* to ensure that each randomly selected employee received one Supervisor Note entry during the period being inspected and that the Supervisor Note was of sufficient quality to document the employee's work performance (reflects the employee's positive traits; accomplishments; any observed shortcomings; and can be used to facilitate the preparation of an accurate and detailed performance review).

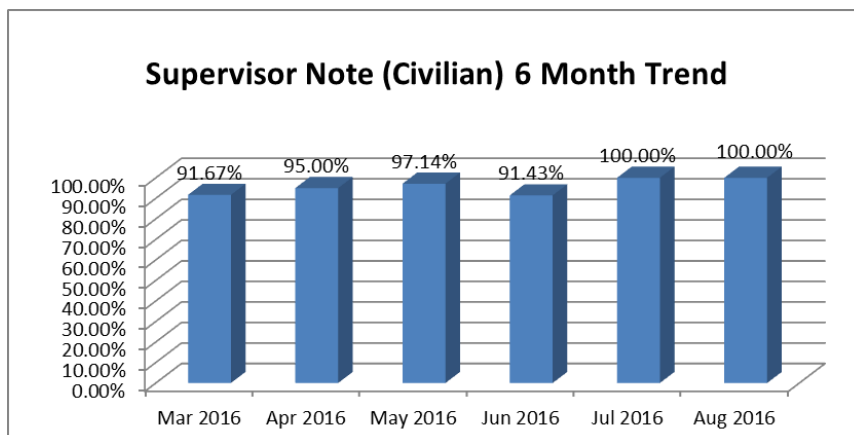
### Criteria:

MCSO Policy GB-2, *Command Responsibility*  
Melendres Order (Paragraph 75.n)

### Conditions:

The inspection found that 35 of the 35 employees, or **100%**, had the required monthly Supervisor Note entry in compliance with MCSO Policy GB-2 and in support of the Melendres Order.

A historical comparison of the last six months of Blue Team data indicates that the Supervisory Note compliance rate for Civilian Employees has maintained in the 90 percentile, or higher, over the last six months.



**Recommendations:**

It is recommended that Management continue to provide on-site mentorship to supervisors in the importance of ensuring that Supervisory Note entries are used to document a specific employee's performance and should be of sufficient quality as to give a true assessment of the employee's performance during a particular period as required by MCSO Policy GB-2, *Command Responsibility*, Paragraph 7.B and its subparagraphs. To accomplish this goal, the Supervisory Note entry needs be used to specifically document the following requirement:

- The Employee's work performance during the last 30 day period
- Maintain a written record of the performance of each employee in the EIS Blue Team Supervisor Notes application. The record shall reflect the employee's positive traits and accomplishments and any observed shortcomings.
- Supervisor Note entries shall be of sufficient quality and frequency to facilitate the preparation of an accurate and detailed performance review, but at a minimum, one entry shall be completed every month.

**Action Required:**

With the resulting 100% compliance, *Inspection BI2016-0104* will not require submittal of BIO Action Forms.

- The Action Forms will be assigned a return date of 30 days after this inspection is published to Sheriff's Office personnel.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2016-0104* and contained in IA Pro.

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**#BI2016-0104**

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**Inspection focus:** Supervisor Note (Civilian)

**Date Inspection Started:** September 1, 2016

**Date Completed:** September 19, 2016

**Timeframe Inspected:** August 2016

**Assigned Inspectors:** Sgt. M. Rodriguez A9047

I have reviewed this inspection report.



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Lieutenant Rick Morris  
Audits and Inspections Unit Commander  
Bureau of Internal Oversight

9/19/16  
Date



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Deputy Chief Bill Knight  
Bureau Commander  
Bureau of Internal Oversight

9/19/16  
Date

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