

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2017-0004



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 1/17/2017
Inspection #BI2017-0004



Sheriff Paul Penzone

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

From: Sgt. Reaulo #S1678
Inspections Sergeant
Audits and Inspections Unit

Subject: Patrol Daily Shift Roster Inspection Summary,
December 2016
BI2017-0004

Date: 1/17/2017
Report Period:
December 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.

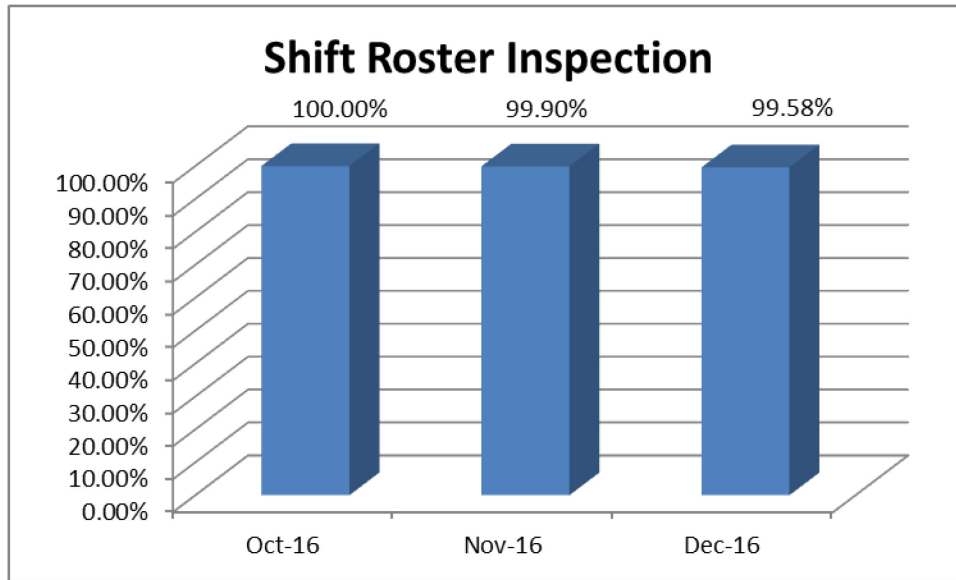
Criteria:

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

Conditions:

An inspection of all patrol Daily Shift Rosters was completed for the month of December 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 868 rosters in December available for inspection; 868 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **99.58%** in the Daily Shift Roster inspection of December 2016, as illustrated in the graph below:



Diivision:	<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>
Total Rosters:	124	124	155	123	193	65	84
Compliance %:	99.19%	99.19%	98.71%	100.00%	100.00%	100.00%	100.00%

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

The following deficiency was observed during the inspection period:

Dist/Div:	Sworn Employee Name:	Supervisor	Deficiency:
District One	Sergeant	Captain	A shift Roster for Squad 1 was not completed on 12/4/2016

Dist/Div:	Sworn Employee Name:	Supervisor	Deficiency:
District Two	Sergeant	Captain	A shift Roster for Squad 5 was not completed on 12/18/2016

Dist/Div:	Sworn Employee Name:	Division Commander	Deficiency:
District Three	Sergeant	Captain	A shift Roster for Squad 1 was not completed on 12/15/2016
District Three	Sergeant	Captain	A shift Roster for Squad 4 was not completed on 12/17/2016

Four BIO Action Forms are required addressing the listed deficiencies. One BIO Action Form is required from both District One and District Two and two Bio Action Forms are required from District Three.

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.

Date Inspection Started: 1/17/2017
Date Completed: 1/17/2017
Timeframe Inspected: December 1-31, 2016
Assigned Inspector(s): Sgt. D. Reaulo #S1678

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

1/17/2017
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

1/17/2017
Date