

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections Unit
BI2016-0080



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 7/13/2016
Inspection #BI2016-0080



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,
June 2016
BI2016-0080

Date: July 13, 2016
Report Period:
June 1-30, 2016

The Audits and Inspections (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 AIU, 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.
- 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.

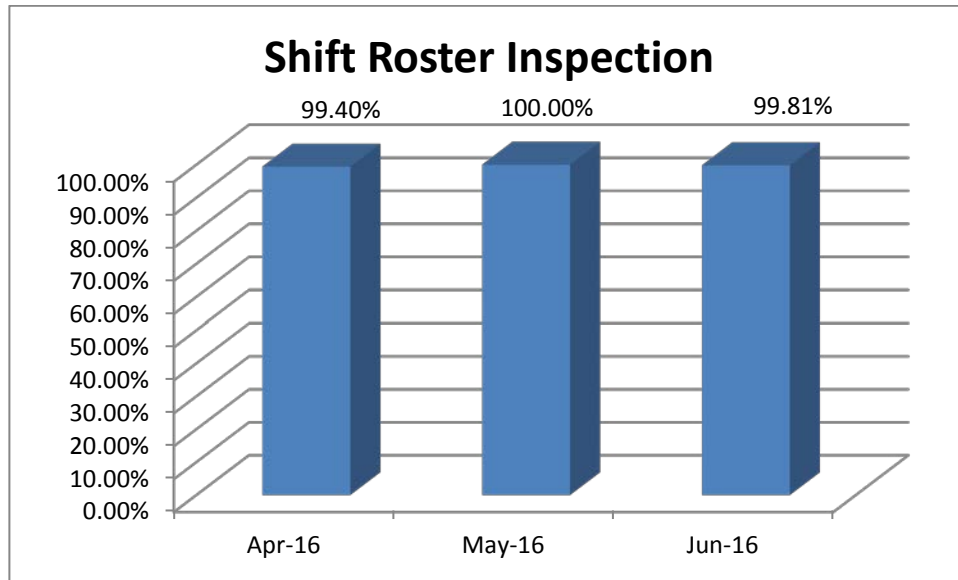
Criteria:

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

Conditions:

An inspection of all patrol Daily Shift Rosters was completed for the month of June 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 **529** rosters in June available for inspection; 529 or **100%** of the rosters were inspected.

MCSO achieved a compliance rate of **99.81%** in the Daily Shift Roster inspection of June 2016, as illustrated in the graph below:



The following deficiencies were observed during the inspection period:

Deficiencies			
<u>Dist./ Div.</u>	<u>Employee:</u>	<u>Commander:</u>	<u>Comment</u>
Lakes	Sergeant	Captain	No Sergeant on Duty June 1st, 2016

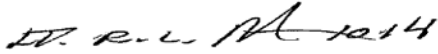
One BIO Action Form is requested from the affected District addressing the deficiency. Please email the BIO Action Form to BIO@mcs.maricopa.gov within 30 days from the date in which this report is disseminated to the Office.

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.

Date Inspection Started: July 5th, 2016
Date Completed: July 13th, 2016
Timeframe Inspected: June 1st, 2016 through June 30th, 2016
Assigned Inspector(s): Sergeant D. Reaulo #S1678

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

7/13/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

7/13/2016
Date