

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections
BI2016-0071



Bureau of Internal Oversight
Shift Roster Inspection Report
Date: 6/20/2016
Inspection #BI2016-0071



Joseph M. Arpaio, Sheriff

To: Lt. Morris #S1014
Division Commander
Bureau of Internal Oversight

From: Sgt. Reaulo #1678
Inspections Sergeant
Bureau of Internal Oversight

Subject: Patrol Daily Shift Roster Inspection Summary,
May 2016
BI2016-0071

Date: June 20, 2016
Report Period:
May 1-30, 2016

Background:

The Bureau of Internal Oversight (BIO) 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.
- 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.

Authorities:

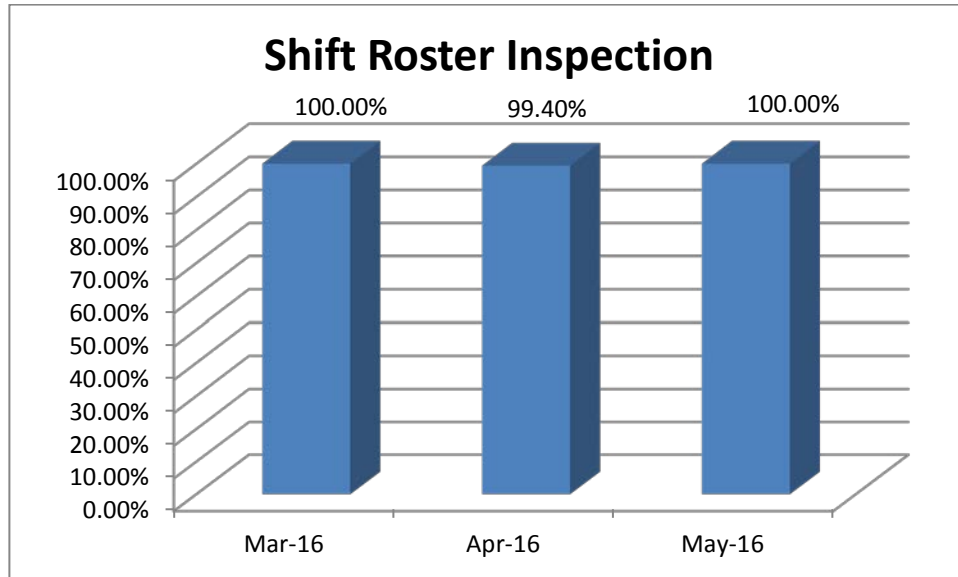
Melendres Order, Paragraphs 84 and 86
MCSO Policy GB-2, Command Responsibility

Observations:

An inspection of all patrol Daily Shift Rosters was completed for the month of May 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 **584** rosters in May available for inspection; 584 or **100%** of the rosters were inspected.

Findings:

MCSO achieved a compliance rate of **100%** in the Daily Shift Roster inspection of May 2016, as illustrated in the graph below:



Action Required:

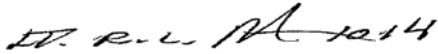
No further action is required.

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: June 15th, 2016
Date Completed: June 20th, 2016
Timeframe Inspected: May 1st, 2016 through May 31st, 2016
Assigned Inspector(s): Sergeant D. Reaulo #S1678

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

6/20/2016
Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

6/20/2016
Date