

MARICOPA COUNTY SHERIFF'S OFFICE
Bureau of Internal Oversight
Audits and Inspections
BI2016-0031



Bureau of Internal Oversight
Audits/Inspections Report
Date: 6/1/2016
Audit/Inspection #BI2016-0031



Joseph M. Arpaio, Sheriff

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

From: Sgt. Reaulo #1678
Audits and Inspections Unit
Bureau of Internal Oversight

Subject: Patrol Daily Shift Roster Inspection Summary,
April 2016
BI2016-0031

Date: June 1, 2016
Report Period:
April 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 April 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 **536** rosters in April available for inspection; 536 or **100%** of the rosters were inspected.

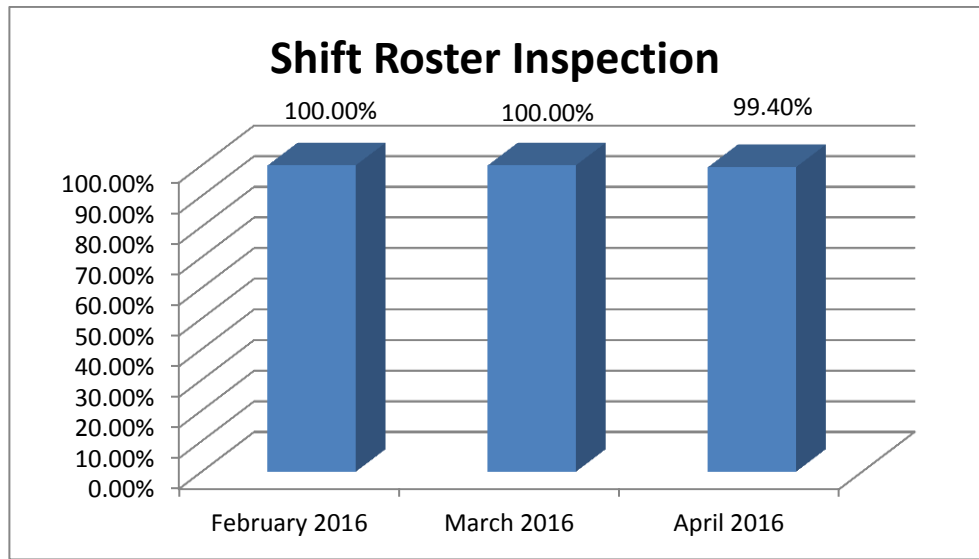
The inspector reviewed the Daily Shift Rosters and determined three (3) or 0.005% of the 536 rosters, contained an entry where there was not a supervisor assigned to supervise deputies.

The following deficiencies were observed during the inspection period:

Deficiencies			
<u>Dist./Div.</u>	<u>Employee:</u>	<u>Supervisor:</u>	<u>Comment</u>
Lakes	Sergeant	Captain	No Sergeant on Duty April 27, 28 & 29, 2016

Findings:

MCSO achieved a compliance rate of **99.4%** in the Daily Shift Roster inspection of April 2016, as illustrated in the graph below:



Action Required:

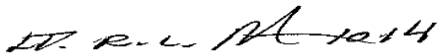
Three BIO Action Forms are requested from the affected District addressing the deficiency. Please email the BIO Action Form to BIO@mcs.maricopa.gov within 30 days from the date in which this report is disseminated to the Office.

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

I have reviewed this inspection report.



Lieutenant Rick Morris
Division Commander
Audits and Inspections

6/15/2016

Date



Deputy Chief Bill Knight
Bureau Commander
Bureau of Internal Oversight

6/15/2016

Date