

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Patrol Shift Roster Inspection August 2019

Inspection Report# BI2019-0119

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a monthly basis to determine if the rosters are in compliance with Office policy. The Daily Patrol Shift Rosters are uniformly inspected utilizing a matrix developed by AIU, in accordance with procedures outlined in Policy GB-2, *Command Responsibility*.

Matrix Procedures:

- A Daily Patrol 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.

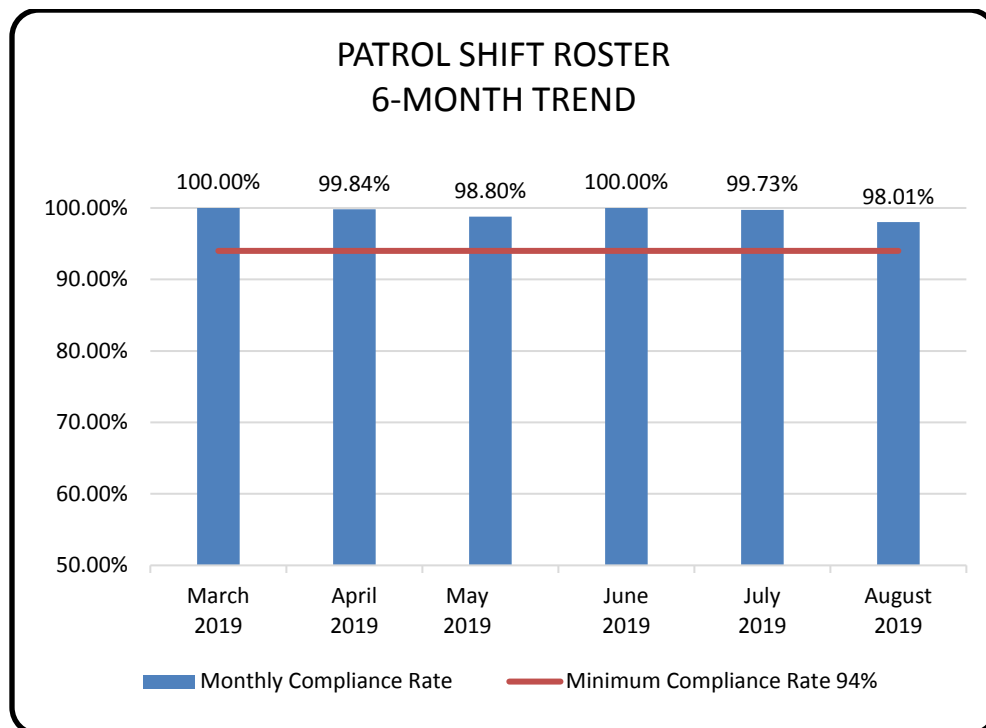
Criteria:

MCSO Policy GB-2, *Command Responsibility*

Conditions:

An inspection of all Daily Patrol Shift Rosters was completed for the month of August 2019. 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 705 rosters in August available for inspection; 705 or 100% of the rosters were inspected.

MCSO achieved a compliance rate of **98.01% (total rosters in compliance / cumulative total rosters)** in the Patrol Shift Roster inspection of August 2019, as illustrated in the graph below:



Division	District 1	District 2	District 3	District 4	Lake Patrol	District 6	District 7
In Compliance	122	88	74	62	169	100	76
Total Rosters	124	90	76	68	169	102	76
Compliance %	98.39%	97.78%	97.37%	91.18%	100.00%	98.04%	100.00%

The following perceived deficiencies were noted during the inspection period:

District I (1 BIO Action Form):

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	Redacted	Lieutenant	Captain
Deficiency				
Sergeant supervised 9 Deputies, no memorandum. Policy GB-2.13.A				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 1	Sergeant	Redacted	Lieutenant	Captain
Deficiency				
Sergeant supervised 10 Deputies, no memorandum. Policy GB-2.13.A				

District II (2 BIO Action Forms):

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	Redacted	Lieutenant	Lieutenant
Deficiency				
Sergeant's serial number is incorrect. Policy GB-2.13.A.2.c				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 2	Sergeant	Redacted	Lieutenant	Lieutenant
Deficiency				
Vehicle numbers missing for Sergeant and Deputy. Policy GB-2.13.A.2.e				

District III (2 BIO Action Forms):

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Incorrect vehicle number for Sergeant. Policy GB-2.13.A.2.e				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 3	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Incorrect vehicle number for Sergeant. Policy GB-2.13.A.2.e				

District IV (4 BIO Action Forms):

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
No vehicle listed for 1 Deputy. Policy GB-2.13.A.2.e				
Inspector Note: Supervisor has one (1) prior Bio Action Form for the shift roster inaccuracy within last year.				
<ul style="list-style-type: none"> • BAF2019-0110 – 5/28/19 				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Incorrect serial number for Deputy. Policy GB-2.13.A.2.d				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Incorrect serial number for Deputy. Policy GB-2.13.A.2.d				
Inspector Note: Supervisor has two (2) prior Bio Action Forms for the shift roster inaccuracy within last year.				
<ul style="list-style-type: none"> • BAF2018-0256 – 10/24/18 • BAF2019-0032 – 3/28/19 				

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Incorrect serial number for Deputy. Policy GB-2.13.A.2.d				
Inspector Note: Supervisor has two (2) prior Bio Action Forms for the shift roster inaccuracy within last year.				
<ul style="list-style-type: none"> • BAF2018-0256 – 10/24/18 • BAF2019-0032 – 3/28/19 				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Shift roster has different date from the day worked. Policy GB-2.13.A.2.a				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 4	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Deputy assigned to two different squads. GB-2.13.A.2				
Inspector Note: Unable to determine which supervisor is responsible.				

District VI (2 BIO Action Forms):

District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 6	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Call signs are not accurate. Policy GB-2.13.A.2.f				
District/Division	Employee	Shift Date	Current Supervisor	Current Commander
District 6	Sergeant	Redacted	Lieutenant	Captain
Perceived Deficiency				
Shift roster has different date from the day worked for one Deputy. Policy GB-2.13.A.2.a				

Unless noted above in the deficiency table, there were no prior BIO Action Forms similar in nature or supervisor notes addressing the perceived deficiencies.

Recommendations:

It is recommended that supervisors continue mentoring staff in the proper completion of the Daily Patrol Shift Rosters, keeping in mind the importance of uploading the document to the U-Drive in a timely manner. In doing so, **all** Daily Patrol Shift Rosters will be made available for inspection. In addition, it is recommended Division Command periodically review the shift rosters for accuracy and completeness.

It is also recommended that divisions conduct routine inspections of their shift rosters for missing data and/or errors.

Action Required:

With the resulting **98.01%** compliance rate for Inspection #BI2019-0119, **11 BIO Action Forms** are requested. The forms shall be completed utilizing Blue Team.

Date Inspection Started: 09/18/2019
Date Completed: 10/04/2019
Timeframe Inspected: August 1st – 31st, 2019
Assigned Inspector(s): Sgt. Rob Levy S1881

I have reviewed this inspection report.

Lt. D. Reaulo S1678

Lieutenant Dominick Reaulo S1678
Commander, Audits & Inspections Unit
Bureau of Internal Oversight

10/30/2019

Date