

MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight

Audits and Inspections Unit



Patrol Shift Roster Inspection 4th Quarter 2019

Inspection Report# BI2019-0179

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct inspections of Daily Patrol Shift Rosters on a quarterly 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.
- Policy violations outside of the scope of this inspection are listed as non-compliance deficiencies.

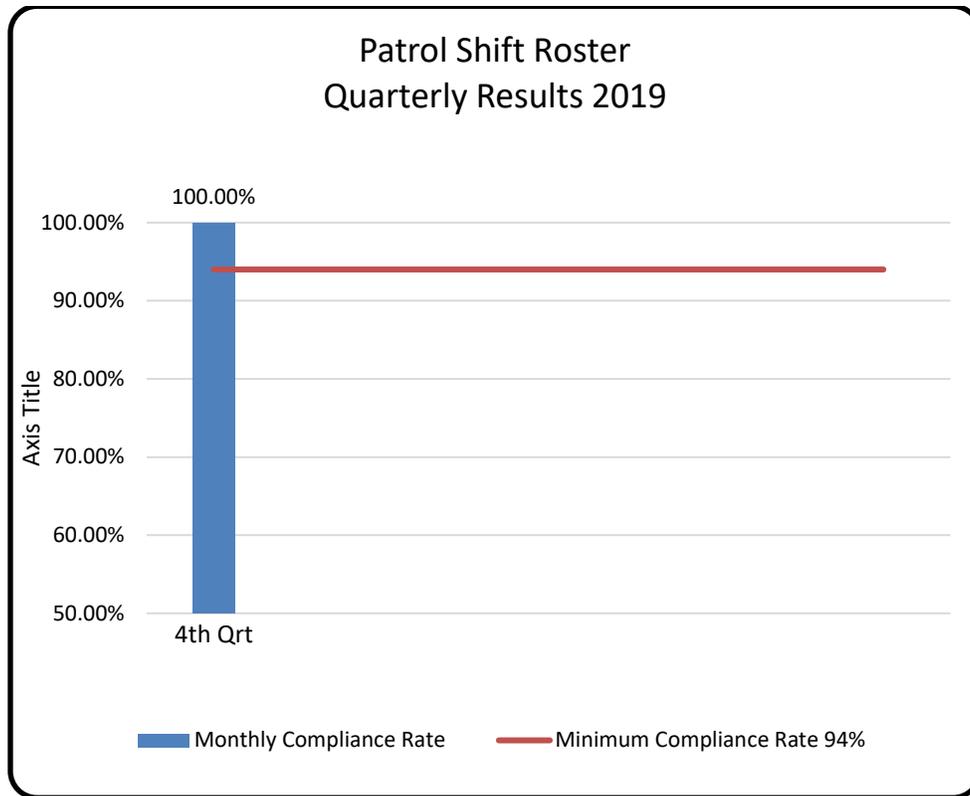
Criteria:

MCSO Policy GB-2, *Command Responsibility*

Conditions:

A random selection of one day (24-hour period) per week for the months of October, November and December, was utilized. 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 was a total of 120 rosters for the 4th quarter of 2019 available for inspection; or 100% of the rosters randomly selected were inspected.

MCSO achieved a compliance rate of **100% (total rosters in compliance / cumulative total rosters)** in the Patrol Shift Roster inspection for the 4th quarter of 2019, as illustrated in the graph below:



*The 4th Quarter of 2019 was the first quarter for the new quarterly Shift Roster Inspection, a twelve-month trend of compliance will be included as the data becomes available.

| Division | District 1 | District 2 | District 3 | District 4 | Lake Patrol | District 6 | District 7 |
|-----------------------|------------|------------|------------|------------|-------------|------------|------------|
| In Compliance: | 12 | 12 | 12 | 12 | 48 | 12 | 12 |
| Non-Comp. Def. | 5 | 1 | 5 | 1 | 23 | 4 | 3 |
| Comp. Def. | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Rosters: | 12 | 12 | 12 | 12 | 48 | 12 | 12 |
| Compliance %: | 100% | 100% | 100% | 100% | 100% | 100% | 100% |

The following deficiencies were noted during the inspection period:

District I (4 BIO Action Forms):

Non-Compliance Deficiencies

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 1 | Sergeant | 10/07/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Deputy has call sign on shift roster as G125; Praxis shows deputy's call sign as G124 (Policy GB-2.13.A.2.f) | | | | |

| District/Division | Employee | Shift Dates | Current Supervisor | Current Commander |
|--|----------|-------------|--------------------|-------------------|
| District 1 | Sergeant | Multiple | Lieutenant | Captain |
| Deficiency | | | | |
| 12/01/19 Sgt. has call sign on shift roster as L120; Praxis shows Sgt. call sign as l120 (Policy GB-2.13.A.2.f) 12/01/19 Shift roster documents vehicle 312854 for L122; Praxis show vehicle 321854 for L122 (Policy GB-2.13.A.2.e) 12/27/19 Shift roster documents vehicle 321921 for L120; Praxis shows vehicle 321912 for L120 (Policy GB-2.13.A.2.e) | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 1 | Sergeant | 12/13/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents serial number for C120 as S1734; Praxis shows serial number for C120 as S1743 (Policy GB-2.13.A.2.d). | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|---|----------|------------|--------------------|-------------------|
| District 1 | Sergeant | 12/01/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster did not document a call sign for the on-duty supervisor (Policy GB-2.13.A.2.f) Shift roster documents serial number for A650 as S1996; Praxis shows serial number for A650 as S1326 (Policy GB-2.13.A.2.c) Note: Employee has two BAF related to shift roster inspection: BAF2019-0237 & BAF2019-0280 **Employee is currently assigned to District 1, however, the deficiencies occurred in District 6** | | | | |

District II (1 BIO Action Form):

Non-Compliance Deficiency

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 2 | Sergeant | 12/27/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents call sign L223 for Dep. Godinez; Praxis shows call sign L231 for Dep. Godinez (Policy GB-2.13.A.2.f). | | | | |

District III (5 BIO Action Forms):

Non-Compliance Deficiency

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 3 | Sergeant | 10/07/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents serial number for A371 as S1948; Praxis shows serial number for A371 as S1848 (Policy GB-2.13.A.2.d). | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 3 | Sergeant | 11/14/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents vehicle 311643 for A346; Praxis show vehicle 311634 for A346 (Policy GB-2.13.A.2.e) | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 3 | Sergeant | 11/19/19 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents serial number for B371 as S2201; Praxis shows serial number for B371 as S2210 (Policy GB-2.13.A.2.d). | | | | |
| Note: Employee has two BAF related to shift roster inspection: BAF2019-0231 & BAF2019-0276 | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 3 | Sergeant | 11/19/19 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents call sign L350 for Sgt. Duong; Praxis shows call sign L340 for Sgt. Duong (Policy GB-2.13.A.2.f). Note: Employee has one BAF related to shift roster inspection: BAF2019-0230 | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 3 | Sergeant | 12/19/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents no call sign for Dep. Jodat; Praxis shows call sign L347 for Dep. Jodat (Policy GB-2.13.A.2.f). | | | | |

District IV (1 BIO Action Form):

Non-Compliance Deficiencies

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 4 | Sergeant | 11/19/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents vehicle 321427 for A436; Praxis show vehicle 321460 for A436 (Policy GB-2.13.A.2.e) Note: Employee has one BAF related to shift roster inspection: BAF2019-0235 | | | | |

District VI (1 BIO Action Form):

Non-Compliance Deficiency

| District/Division | Employee | Shift Dates | Current Supervisor | Current Commander |
|---|----------|-------------|--------------------|-------------------|
| District 6 | Sergeant | Multiple | Lieutenant | Captain |
| Deficiency | | | | |
| 10/07/19 Shift roster documents serial number for A654 as S1985; Praxis shows serial number for A654 as S2137 (Policy GB-2.13.A.2.d). | | | | |
| 10/14/19 Shift roster documents serial number for A654 as S1985; Praxis shows serial number for A654 as S2137 (Policy GB-2.13.A.2.d). | | | | |
| Note: Employee has one BAF related to shift roster inspection: BAF2019-0119 & BAF2019-0135 | | | | |

District VII (2 BIO Action Forms):

Non-Compliance Deficiencies

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| District 7 | Sergeant | 10/07/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents employees name of G740 as "FF"; Praxis shows employees name of G740 as Allmon (Policy GB-2.13.A.2.c). | | | | |
| | | | | |
| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
| District 7 | Sergeant | 11/29/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents vehicle 311791 for A740; Praxis show vehicle 311792 for A740 (Policy GB-2.13.A.2.e) | | | | |
| Note: Employee has 1 BAF related to shift roster inspection: BAF2019-0285 | | | | |

Lake Patrol (8 BIO Action Forms):

Non-Compliance Deficiency

| District/Division | Employee | Shift Dates | Current Supervisor | Current Commander |
|--|----------|-------------|--------------------|-------------------|
| Lake Patrol | Sergeant | Multiple | Lieutenant | Captain |
| Deficiency | | | | |
| 10/07/19 Shift roster documents vehicle 311491 for T541; Praxis shows vehicle 311655 for T541 (Policy GB-2.13.A.2.e) | | | | |
| 11/29/19 Shift roster documents vehicle 311642 for T845; Praxis shows vehicle 311458 for T845 (Policy GB-2.13.A.2.e) | | | | |
| 12/19/19 Shift roster documents vehicle 311221 for T847; Praxis shows vehicle 311528 for T847 (Policy GB-2.13.A.2.e) | | | | |
| 12/27/19 Shift roster documents vehicle 311488 for T848; Praxis shows vehicle 311528 for T848 (Policy GB-2.13.A.2.e) | | | | |
| Note: Employee has 1 BAF related to shift roster inspection: BAF2019-0287 | | | | |

| District/Division | Employee | Shift Dates | Current Supervisor | Current Commander |
|--|----------|-------------|--------------------|-------------------|
| Lake Patrol | Sergeant | Multiple | Lieutenant | Captain |
| Deficiency | | | | |
| 10/14/19 Shift roster documents vehicle 311491 for T541; Praxis shows vehicle 311655 for T541 (Policy GB-2.13.A.2.e) | | | | |
| 10/14/19 Shift roster documents vehicle 311655 for T542; Praxis shows vehicle 311626 for T542 (Policy GB-2.13.A.2.e) | | | | |
| 11/19/19 Shift roster documents vehicle 311789 for T541; Praxis shows vehicle 311655 for T541 (Policy GB-2.13.A.2.e) | | | | |
| 11/19/19 Shift roster documents vehicle 311655 for T542; Praxis shows vehicle 31943 for T542 (Policy GB-2.13.A.2.e) | | | | |
| 12/19/19 Shift roster documents vehicle 311789 for T854; Praxis shows vehicle 311483 for T854 (Policy GB-2.13.A.2.e) | | | | |

| District/Division | Employee | Shift Dates | Current Supervisor | Current Commander |
|--|----------|-------------|--------------------|-------------------|
| Lake Patrol | Sergeant | Multiple | Lieutenant | Captain |
| Deficiency | | | | |
| 10/05/19 Shift roster documents vehicle 311476 for T523; Praxis shows vehicle 311520 for T523 (Policy GB-2.13.A.2.e) | | | | |
| 10/05/19 Shift roster documents vehicle 311789 for T854; Praxis shows vehicle 311490 for T854 (Policy GB-2.13.A.2.e) | | | | |
| 11/09/19 Shift roster documents vehicle 311645 for T826; Praxis shows vehicle 311653 for T826 (Policy GB-2.13.A.2.e) | | | | |
| 11/14/19 Shift roster documents vehicle 311791 for T828; Praxis shows vehicle 311238 for T828 (Policy GB-2.13.A.2.e) | | | | |
| 11/14/19 Shift roster documents vehicle 321458 for T524; Praxis shows vehicle 311458 for T524 (Policy GB-2.13.A.2.e) | | | | |
| 11/19/19 Shift roster documents vehicle 311791 for T828; Praxis shows vehicle 311238 for T828 (Policy GB-2.13.A.2.e) | | | | |
| 11/29/19 Shift roster documents vehicle 311791 for T828; Praxis shows vehicle 311238 for T828 (Policy GB-2.13.A.2.e) | | | | |

| District/Division | Employee | Shift Dates | Current Supervisor | Current Commander |
|---|----------|-------------|--------------------|-------------------|
| Lake Patrol | Sergeant | Multiple | Lieutenant | Captain |
| Deficiency | | | | |
| 10/25/19 Shift roster documents vehicle 311789 for T854; Praxis show vehicle 311483 for T854 (Policy GB-2.13.A.2.e) | | | | |
| 11/14/19 Shift roster documents vehicle 311789 for T854; Praxis show vehicle 311483 for T854 (Policy GB-2.13.A.2.e) | | | | |
| 11/29/19 Shift roster documents vehicle 311789 for T854; Praxis show vehicle 311483 for T854 (Policy GB-2.13.A.2.e) | | | | |

| District/Division | Employee | Shift Dates | Current Supervisor | Current Commander |
|--|----------|-------------|--------------------|-------------------|
| Lake Patrol | Sergeant | Multiple | Lieutenant | Captain |
| Deficiency | | | | |
| 11/14/19 Shift roster documents vehicle 311491 for T835; Praxis shows vehicle 311651 for T835 (Policy GB-2.13.A.2.e) | | | | |
| 11/29/19 Shift roster documents vehicle 311491 for T835; Praxis shows vehicle 311651 for T835 (Policy GB-2.13.A.2.e) | | | | |
| 12/01/19 Shift roster documents vehicle 311476 for T523; Praxis shows vehicle 311653 for T523 (Policy GB-2.13.A.2.e) | | | | |
| 12/01/19 Shift roster documents vehicle 311520 for T525; Praxis shows vehicle 311490 for T525 (Policy GB-2.13.A.2.e) | | | | |
| 12/13/19 Shift roster documents vehicle 311868 for T834; Praxis shows vehicle 321868 for T834 (Policy GB-2.13.A.2.e) | | | | |
| 12/19/19 Shift roster documents vehicle 311868 for T834; Praxis shows vehicle 321868 for T834 (Policy GB-2.13.A.2.e) | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|---|----------|------------|--------------------|-------------------|
| Lake Patrol | Sergeant | 11/19/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents vehicle 311789 for T854; Praxis shows vehicle 311483 for T854 (Policy GB-2.13.A.2.e) | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|---|----------|------------|--------------------|-------------------|
| Lake Patrol | Sergeant | 12/01/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents vehicle 311868 for T834; Praxis shows vehicle 321868 for T834 (Policy GB-2.13.A.2.e) | | | | |
| Note: Employee has 1 BAF related to shift roster inspection: BAF2019-0071 & BAF2019-0135 | | | | |

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| Lake Patrol | Sergeant | 12/13/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| 12/13/19 Shift roster documents vehicle 311791 for T828; Praxis shows vehicle 311238 for T828 (Policy GB-2.13.A.2.e) 12/13/19 Shift roster documents vehicle 311789 for T854; Praxis shows vehicle 311483 for T854 (Policy GB-2.13.A.2.e) Note: Employee has 1 BAF related to shift roster inspection: BAF2019-0148 | | | | |

B.I.O. (1 BIO Action Form):

| District/Division | Employee | Shift Date | Current Supervisor | Current Commander |
|--|----------|------------|--------------------|-------------------|
| B.I.O | Sergeant | 11/14/2019 | Lieutenant | Captain |
| Deficiency | | | | |
| Shift roster documents serial number for A741 as S2152; Praxis shows serial number for A741 as S2074 (Policy GB-2.13.A.2.d). Note: Employee has 2 BAF related to shift roster inspection: BAF2019-0144 & BAF2019-0145 **Employee is currently assigned to BIO, however, the deficiency occurred in District 7** | | | | |

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 division command staff continue mentoring their first line supervisors 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 **100.0%** compliance rate for Inspection #BI2019-0179, **23 BIO Action Forms** are requested. The forms shall be completed utilizing Blue Team.

