

# MARICOPA COUNTY SHERIFF'S OFFICE

Bureau of Internal Oversight  
Audits and Inspections Unit



**Civilian Supervisor Note Inspection September 2020**

Inspection Report# BI2020-0111

The Audits and Inspections Unit (AIU) of the Bureau of Internal Oversight (BIO) will conduct Blue Team Supervisor Note entry inspections on a monthly basis. The purpose of this inspection is to ensure compliance with Office Policies and to promote proper supervision. To achieve this, inspectors will select for review the Supervisor Note entries for 35 randomly selected civilian employees for the month being inspected. To ensure consistent inspections, the Supervisor Note Inspection Matrix developed by the AIU will be utilized.

**Compliance Objectives:**

Utilize the Supervisor Note Inspection Matrix, review each selected employee’s EIS information to ensure they received the following during September 2020:

- Ensure the supervisor completed one Supervisor Note entry
- Ensure the supervisor completed one performance-based entry
- Ensure the supervisor conducted a review of the employee’s EIS information

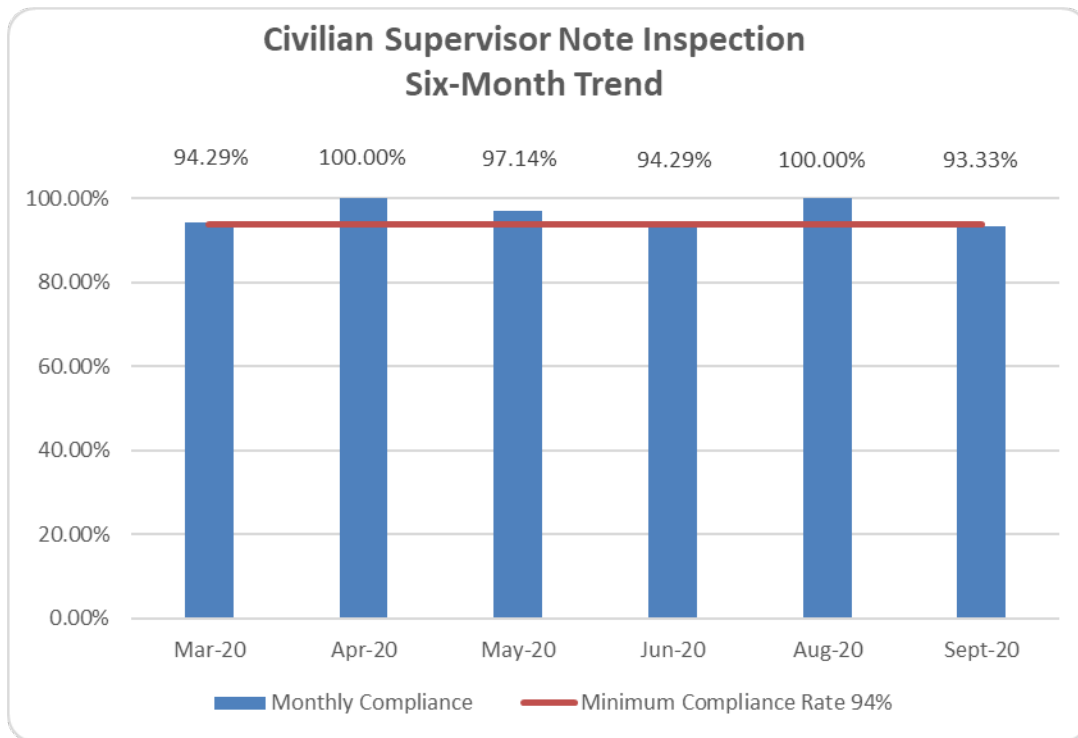
**Criteria:**

MCSO Policy GB-2, *Command Responsibility*

**Conditions:**

A review of the IAPro records revealed that, of the 35 employees’ records reviewed for Supervisor Note entries submitted during the month of September, 32 employees received entries that contained the required elements of this inspection and were in compliance with MCSO Policy GB-2, *Command Responsibility*.

MCSO achieved a compliance rate of 93.33% in the Civilian Supervisor Note inspection for September 2020, as illustrated in the graph below:



Results of the Review of Employee Supervisor Note entries:

Inspection Element	Not In Compliance	In Compliance	Total Inspected	Compliance Rate
Employee Received at least one Supervisor Note during the month	2	33	35	94.29%
Supervisor Note entry is of sufficient quality to facilitate the preparation of an accurate and detailed performance review and reflects the employee’s positive traits and accomplishments and any observed shortcomings	2	33	35	94.29%
Once per month, supervisors review non-sworn subordinates’ EIS information for the purpose of identifying and responding to any conduct patterns or concerns	3	32	35	91.43%
<b>Overall Compliance with inspection requirements</b>	<b>7</b>	<b>98</b>	<b>105</b>	<b>93.33%</b>

The following deficiencies were identified during the inspection process.

### District VI (1 BIO Action Form)

District/Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
District VI	Civilian	Sergeant	Captain
<b>Deficiency</b>			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance is not documented. Policy GB-2.7.B.1 -Review of Employee’s EIS information not documented. Policy GB-2.7.B.4			

### Communications Division (1 BIO Action Form)

District/Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Communications	Civilian	Supervisor	Manager
<b>Deficiency</b>			
-Minimum requirement for one Supervisor Note entry not met. Policy GB-2.7.B.1 -Employee Performance is not documented. Policy GB-2.7.B.1 -Review of Employee’s EIS information not documented. Policy GB-2.7.B.4 Inspectors Note: <ul style="list-style-type: none"> <li>• The supervisor has one (1) prior BAF in the last 12 months from the Civilian Supervisor Note Inspection.                             <ul style="list-style-type: none"> <li>• BAF 2020-0003</li> </ul> </li> </ul>			

### Central Services – Food Service (1 BIO Action Form)

District/Division	Employee Notes Inspected	Responsible Supervisor	Current Commander
Central Services-Food Service	Civilian	Supervisor	Asst. Manager
<b>Deficiency</b>			
-Review of Employee’s EIS information not documented. Policy GB-2.7.B.4			

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

**Action Required:**

With the resulting **93.33%** compliance for *Inspection BI2020-0111*, a total of **3** BIO Action Forms are requested from the affected divisions. The form shall be completed utilizing Blue Team.

**Notes:**

All supporting documentation (working papers) is included in the inspection file number *BI2020-0111* and contained within IA Pro.

Date Inspection Started:      October 01, 2020  
Date Completed:                October 26, 2020  
Timeframe Inspected:         September 01-30, 2020  
Assigned Inspector:           Ronda Jamieson B3178

I have reviewed this inspection report.

*Lt. Todd Brice*

11-5-2020

Lt. Todd Brice S1767  
Commander, Audits & Inspections Unit  
Bureau of Internal Oversight

Date