



DEPUTY SHERIFF

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift, a Deputy Sheriff assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work may also involve assignment to a specific school or campus to conduct prevention/education presentations, assist school personnel in conducting conflict resolution, and serve as liaison between the school and criminal justice system. The work is performed under the general supervision of a Deputy Sheriff Sergeant who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES

- Maintains law and order while patrolling assigned areas to enforce laws, investigate crimes, and arrest violators;
- Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents;
- Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Locates and takes persons into custody on arrest warrants;
- Maintains order in crowds, parades, fairs, funerals, and other public gatherings;
- Prepares a variety of records and reports associated with law enforcement activities;
- Attends court and presents evidence in connection with arrests made or cases investigated;
- Answers questions for, directs, and assists the public;
- May transport or escort prisoners between courtrooms, correction facilities, and medical facilities;
- May serve court orders and processes such as summonses, subpoenas, and income executions;
- May facilitate communications and foster positive relations between schools and the criminal justice system as a designated liaison;
- May conduct drug and alcohol abuse prevention/education presentations in a school district;
- May assist school district personnel in conducting conflict resolution;
- May perform marine patrol, operating boats in navigable waters of the County; and
- Other related duties and responsibilities as may be assigned.



DEPUTY SHERIFF

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Good knowledge of modern principles, practices, and techniques of law enforcement;
2. Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances;
3. Good knowledge of the geography of the County;
4. Good knowledge of the operation of radio equipment used in law enforcement activities;
5. Skill in the use of firearms;
6. Skill in the use of special law enforcement equipment including radar and breathalyzers;
7. Skill in the operation of a patrol car;
8. Ability to apply first aid in emergency situations;
9. Ability to deal firmly yet courteously with the public;
10. Ability to follow and communicate written and oral directions;
11. Excellent powers of observation;
12. Sound judgment;
13. Tact;
14. Courtesy;
15. Good address;
16. Neatness; and
17. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT(S)

- (1) Candidate must meet all current requirements of Section 58 of the Civil Service Law, including age, passing of a physical fitness test, the standards of which are promulgated by the Municipal Police Training Council, and a comprehensive medical examination.*
- (2) Possession of a currently valid New York State Class D driver license is required at time of appointment and must be maintained as a condition of continued employment.
- (3) Police Training Course as required by Section 209q of the New York State General Municipal Law must be completed before the end of the probationary period.*

* These requirements will be waived for persons having previously received permanent appointment as a Police Officer or State Trooper in New York State after competitive testing.

DEPUTY SHERIFF CORPORAL

Steuben County Civil Service



Competitive Class

In the Steuben County Sheriff's Office

Adopted by Steuben County on 01/01/2004

Previously revised on 04/03/2009; 06/25/2012

Revision authorized by Personnel Officer Nathan A. Alderman on 03/01/2018

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift a Deputy Sheriff Corporal assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a Deputy Sheriff Sergeant who gives specific instructions and assistance when special problems arise. An incumbent assists deputies in coping with difficult law enforcement situations. Does related work as required.

TYPICAL WORK ACTIVITIES

- Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
- Prepares and reviews a variety of records and reports associated with law enforcement work;
- May assign deputies to specific areas of patrol or investigation;
- May be assigned responsibility for supervision and maintenance of departmental equipment;
- Coordinates the transfer of prisoners between various locations;
- Receives complaints from public concerning crimes and emergencies;
- Patrols areas to enforce laws;
- Investigate crimes and arrest violators;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Serves court orders and processes such as summonses, subpoenas, and income executions;
- May be assigned to perform in specialized areas of investigation such as Juvenile, Narcotics, Vice, etc.;
- May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
- Maintains law and order while patrolling assigned areas to enforce laws, investigate crimes, and arrest violators;
- Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
- Assumes control at traffic accidents to maintain traffic flow, assist accident victims, and investigate causes of accidents;
- Locates and takes persons into custody on arrest warrants;



DEPUTY SHERIFF CORPORAL

- Maintains order in crowds, parades, fairs, funerals, and other public gatherings;
- Attends court and presents evidence in connection with arrests made or cases investigated;
- Answers questions for, directs, and assists the public;
- May transport or escort prisoners between courtrooms, correction facilities, and medical facilities;
- May perform marine patrol, operating boats in navigable waters of the County; and
- Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

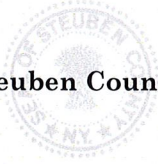
1. Good knowledge of modern principles, practices, and techniques of law enforcement;
2. Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances;
3. Good knowledge of the geography of the County;
4. Good knowledge of the operation of radio equipment used in law enforcement activities;
5. Skill in the use of firearms;
6. Skill in the use of special law enforcement equipment including radar and breathalyzers;
7. Skill in the operation of a patrol car;
8. Ability to apply first aid in emergency situations;
9. Ability to deal firmly yet courteously with the public;
10. Ability to follow and communicate written and oral directions;
11. Excellent powers of observation;
12. Sound judgment;
13. Tact;
14. Courtesy;
15. Good address;
16. Neatness; and
17. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

One year of full time experience as a Deputy Sheriff in the Steuben County Sheriff's Department.

SPECIAL REQUIREMENT(S)

1. Possession of a Class D New York State driver license is required for appointment.
 2. Police Training Course in Police Supervision as required by Section 209q of the General Municipal Law must be completed either prior to appointment or during the probationary period.
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DEPUTY SHERIFF SERGEANT

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for supervising the activities of Deputy Sheriffs on an assigned shift or in a certain geographical area of the county. An employee in this class assigns, inspects and schedules the work of Deputy Sheriffs. The work is performed under the general supervision of the Sheriff and/or Undersheriff. An incumbent supervises and assists deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises the activities of Deputy Sheriffs;
- Assigns deputies to specific areas of patrol or investigation;
- Receives complaints from public concerning crimes and emergencies;
- Patrols areas to enforce laws, investigate crimes and arrest violators;
- Investigates illegal or suspicious activities of persons and quells disturbances;
- Coordinates the transfer of prisoners between various locations;
- Serves court orders and processes such as summonses, subpoenas, and income executions;
- Prepares and reviews a variety of records and reports associated with law enforcement work;
- May be assigned to perform in specialized areas of investigation such as Juvenile, Narcotics, Vice, etc.;
- May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
- May be assigned responsibility for supervision and maintenance of departmental equipment; and
- Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Thorough knowledge of modern principles, practices, and techniques of law enforcement;
2. Thorough knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations and ordinances;
3. Good knowledge of the geography of the county;



DEPUTY SHERIFF SERGEANT

4. Good knowledge of the operation of radio equipment used in law enforcement activities;
5. Good knowledge of the principles and practices of supervision;
6. Skill in the use of firearms;
7. Skill in the use of special law enforcement equipment including police radar and breathalyzers;
8. Skill in the safe operation of a patrol car, at times at high speeds;
9. Ability to apply first aid in emergency situations;
10. Ability to deal firmly yet courteously with the public;
11. Ability to plan, direct, and supervise the work of subordinate employees;
12. Ability to follow and communicate written and oral directions;
13. Sound judgment;
14. Exceptional powers of observation;
15. Good address;
16. Neatness;
17. Tact; and
18. Physical condition commensurate with the demands of the position.

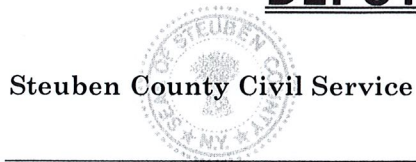
MINIMUM QUALIFICATIONS

Two years of full time experience as a Deputy Sheriff in the Steuben County Sheriff's Department.

SPECIAL REQUIREMENT(S)

1. Possession of a Class D New York State driver license is required for appointment.
 2. Police Training Course in Police Supervision as required by Section 209q of the General Municipal Law must be completed either prior to appointment or during the probationary period.
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DEPUTY SHERIFF LIEUTENANT



Competitive Class

In the Steuben County Sheriff's Office

Adopted by Steuben County on 12/06/2017

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility, as designated by the Sheriff and/or Undersheriff, for overseeing the activities of the supervisors of the Patrol, Special Services and Criminal Investigations Divisions of the Steuben County Sheriff's Office. The work is carried out in accordance with modern, standard, well-established and accepted policies and procedures as applied to a law enforcement environment, as well as the specific agency procedures as established by the Sheriff. Involves responsibility for directing the day-to-day operations of either the Patrol, Special Services or Criminal Investigations Division. Provides the proper scheduling, training and second line supervision of all subordinate personnel. Assists the Sheriff/Undersheriff with evaluation of the performance of subordinates in their duties and responsibilities, and any other work as assigned by the Sheriff/Undersheriff. The work is performed under the general supervision of the Sheriff/Undersheriff with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of assignments. Direct supervision is exercised over the work of the subordinate employees in the assigned division. Does related work as required.

TYPICAL WORK ACTIVITIES

- Directs and oversees the day to day operation of the assigned division, providing supervision, coaching and mentoring to the first line supervisors assigned to that division;
- Maintains duty rosters and is responsible for approval of all leave time requests to maintain sufficient staffing levels at all times for the assigned division;
- Coordinates assignment of personnel to special duties, facilitates their respective missions, and meets periodically with each assigned member for input regarding the effectiveness of program(s);
- Keeps abreast of current trends regarding training requirements and facilitates implementation thereof by the agency's training officers;
- Works cooperatively with other division leaders to ensure communication and cooperative effort throughout the agency;
- Act as a substitute division leader to other divisions when needed;
- As directed by the Sheriff/Undersheriff, appears at public speaking engagements on behalf of the Office or designates other more appropriate staff members to appear;
- In conjunction with the Sheriff/Undersheriff, maintains liaison with other public service agencies including police departments and the Emergency Management Office;
- Responds to emergencies and sensitive issues as directed by the Sheriff or Undersheriff; and
- Other related duties and responsibilities as may be assigned.



DEPUTY SHERIFF LIEUTENANT

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Thorough knowledge of modern principles, practices and techniques of law enforcement and criminal investigation;
2. Thorough knowledge of the New York State Criminal Procedure Law, Vehicle and Traffic Law, New York State Penal Law and local laws, ordinances and regulations pertaining to police activities;
3. Thorough knowledge of the forms and procedures applicable to the serving of legal processes;
4. Thorough knowledge of the uses of modern dispatching equipment and its effective and efficient operation;
5. Thorough knowledge of the geography of the county;
6. Thorough knowledge of the principles and techniques of supervision;
7. Good knowledge of public relations principles and practices; good knowledge of modern office management techniques;
8. Skill in the use of firearms and the full range of law enforcement equipment which is used in modern law enforcement and criminal investigation activities;
9. Ability to plan, direct and supervise the work of subordinates;
10. Ability to communicate ideas clearly and concisely, both orally and in writing;
11. Ability to read, understand and interpret complex written material including laws and regulations;
12. Ability to research material for and prepare complex correspondence and reports;
13. Ability to establish and maintain effective working relationships with a wide range of individuals including representatives of other law enforcement agencies, attorneys, and court officials;
14. Ability to deal courteously yet firmly with the public;
15. Ability to safely operate a police patrol car, oftentimes at high speeds;
16. Initiative and resourcefulness;
17. Good powers of observation;
18. Good address;
19. Neatness;
20. Tact;
21. Good judgment; and
22. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma and either:

- (a) Completion of sixty credit hours at a regionally accredited or New York State registered college or university indicating specialization in Police Science or Criminal Justice and three years of full time paid experience as a police officer, deputy sheriff or criminal investigator in New York State, one year of which must have been in a supervisory capacity; or



DEPUTY SHERIFF LIEUTENANT

- (b) Six years of full time paid experience as a police officer, deputy sheriff or criminal investigator in New York State, with two years being in a supervisory capacity; or
- (c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT(S)

- I. Possession of the appropriate level New York State driver's license is required for appointment.
 - II. Pursuant to Section 58.1-b of Civil Service Law, evidence of previous appointment as a Police Officer or Deputy Sheriff from an eligible list established according to merit and fitness as provided by section six of article five of the constitution of the State of New York, or evidence of appointment as a member of the New York State Police must be produced to establish eligibility for appointment.
 - III. Pursuant to Section 209q of the General Municipal Law, the Police Supervisor Course must be completed prior to appointment.
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Steuben County Sheriff's Office



Performance Appraisal Instrument

Name:	Date of Entry:
Rank:	Date of Rank:

Type of Rating:	Rating Period:

Job Related Technical Skills (E.g., K9, CIRT, Hostage Negotiator, etc.):

Professional Goals

Overall Rating Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>

First Line Rater's Signature / Date
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Second Line Rater's Signature / Date

Member's Signature / Date

I Wish to Appeal This Rating <input type="checkbox"/>

JOB TASKS AND STANDARDS OF PERFORMANCE

Name:

Date:

Teamwork		B	M	E	D
1	INTEGRITY (Mandatory Task) Possesses knowledge of organizational standards as set forth within Sheriff's Office Rules and Regulations. Adheres to laws and Sheriff's Office standards of ethical behavior. Does not allow personal friendships, prejudices or animosities to influence official decisions or law enforcement action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	OFFICER SAFETY (Mandatory Task) Minimizes hazards to self and others by following Sheriff's Office policies and procedures as they relate to the Member's current assignment. Recognizes dangerous and potentially dangerous situations and reacts to minimize them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	SHARE INFORMATION Exchanges ideas and information with other Members regarding criminal activity and community concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	ASSIST OTHERS Assists other Members when requested or required. Displays respect and courtesy toward others in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	NOTIFY SUPERVISOR Keeps the supervisor informed of all important matters within Member's assigned area and reports without delay any unusual conditions or occurrences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	RESPONSE Responds to scene or incident when required. Exercises common sense regarding response when not specifically required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administration		B	M	E	D
7	RULES, REGULATIONS AND INSTRUCTIONS (Mandatory Task) Maintains working knowledge of Sheriff's Office Rules, Regulations and Instructions, and applies them in a manner consistent with Member's current assignment and the Sheriff's Office Mission, Goals and Objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	EQUIPMENT / VEHICLE MAINTENANCE Maintains vehicles and equipment, including personally issued equipment and uniforms in compliance with standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	SHERIFF'S OFFICE ADMINISTRATION Completes Sheriff's Office administrative duties delegated by Member in charge. Participates in office maintenance to facilitate a clean and efficient work place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	TIME MANAGEMENT Regularly prioritizes tasks and manages time, allowing assignments to be completed in a timely fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	REPORTS / PAPERWORK Completes clear and accurate documents requiring minimal correction. Regularly submits in a timely fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	OFFICE OPERATIONS Takes responsibility for office operations, such as telephone and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	PERSONAL APPEARANCE Exercises proper care and attention to person, clothing, and equipment consistent with Sheriff's Office Rules and Regulations and current assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investigation		B	M	E	D
14	EVIDENCE PROCEDURES Follows the Sheriff's Office procedures in collecting evidence, examining and securing scenes. Documents all investigative steps taken and is able to account for steps not taken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	CRIMINAL / NON-CRIMINAL CASES Conducts thorough criminal and non-criminal investigations. Documents information received and investigative steps taken and can account for those steps not taken. Informs complainant of case status and/or refers complainant to appropriate resource.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	ACCIDENT INVESTIGATION Secures scene to ensure public safety, requests assistance as necessary, conducts interviews and documents information to determine cause. Clears scene in a timely manner. Takes appropriate corrective and/or enforcement action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	CRIME PREVENTION Conducts checks of commercial, residential, and/or remote areas, as well as high crime areas, in an effort to prevent and detect crime. Provides information to the public regarding crime prevention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B = Below Standard

M = Meets Standard

E = Exceeds Standard

D = Does Not Apply

JOB TASKS AND STANDARDS OF PERFORMANCE

Name:

Date:

Enforcement		B	M	E	D
18	PENAL LAW Maintains working knowledge of the Penal Law and other criminal laws. Applies them in a manner consistent with Member's current assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	CRIMINAL PROCEDURE LAW Maintains working knowledge of the Criminal Procedure Law and applies it in a manner consistent with Member's current assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	VEHICLE AND TRAFFIC LAW Maintains working knowledge of the Vehicle & Traffic Law. Takes proper and appropriate enforcement action on both hazardous and non-hazardous violations consistent with Member's current assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	BASE INTEGRITY Complies with Sheriff's Office policy regarding discipline and actively patrols assigned zone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	KNOWLEDGE OF PATROL AREA Has working knowledge of roads and landmarks in assigned area. Is able to select direct routes of travel from one point to another. Is aware of unique geographical conditions and hazards in assigned area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	KNOWLEDGE OF COMMUNITY Interacts with community to address their concerns and crime problems. Identifies resources and develops lines of communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communication		B	M	E	D
24	MEDIA Utilizes the news media to insure dissemination of accurate information to the public or to assist in investigations with the least possible disruption of Sheriff's Office activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	CITIZENS Displays respect, courtesy and sensitivity in communication with citizens. Is open-minded and communicates without bias or prejudice. Readily conveys information and maintains open lines of communication with complainants, victims, witnesses and citizens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	PUBLIC SPEAKING Is knowledgeable about and prepared to present subject matter during speaking assignments. Speaks clearly so that information is readily understood. Listens well, interacts and gives appropriate responses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	OTHER AGENCIES Maintains working relationship with various agencies consistent with current assignment. Provides and requests assistance when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	COURT / DISTRICT ATTORNEY Prepares for court, confers with DA when applicable. Testifies in a clear and articulate manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	MEDIATE DISPUTES Mediates non-criminal disputes, offering possible avenues of resolution, in an effort to maintain order and prevent the commission of any criminal offense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervision		B	M	E	D
30	ASSUME LEADERSHIP ROLE (Mandatory Task – Supervisors) Sets example for others by regularly performing at or above all standards. Enables others to enhance performance by providing resources, advice, and support. Supports actions of Members with supervision when necessary. Is open to suggestions and credits others for their contributions. Identifies and properly uses the best attributes of others. Promotes fair treatment of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	DELEGATING / DECISION MAKING (Mandatory Task – Supervisors) Obtains sufficient information to exercise a decision making role. Displays willingness to make decisions when necessary and/or required and accepts responsibility for decisions made. Delegates tasks to ensure efficient operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	EVALUATING PERFORMANCE (Mandatory Task – Supervisors) Continuously and accurately documents subordinates' behavior and compares that with standards. Confers with subordinates and helps set professional goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	PLANNING Schedules and deploys personnel consistent with the routine needs of assigned area. Identifies and documents unusual events and concerns affecting assigned area and plans to deal with potential incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B = Below Standard

M = Meets Standard

E = Exceeds Standard

D = Does Not Apply

Name:

Date:

Narrative Comments

Letters of Commendation

Letters of Counseling

Rater's Comments (Describe the overall performance of the Member)

Second Line Rater's Comments (Describe the overall performance of the Member)

Performance Appraisal Conference

What is your opinion of your work performance? (Optional)

Specific Goals for Improving Performance

Rating Categories

Rating categories for each job task are as follows:

- “B” - Below Standard
- “M” - Meets Standard
- “E” - Exceeds Standard
- “D” - Does Not Apply

To complete the job task portion of the appraisal instrument, carefully review the expected standard of behavior for each task. Based on the available documentation, indicate whether the Member’s performance of that task is “**Below**,” “**Meets**” or “**Exceeds**” the standard. The Member’s performance should only be compared to the standard.

Absent any documentation, a Member must be rated as “**Meets**” the standard in an applicable task. Two (2) forms of documentation, indicating behavior that is well above or well below expectations, are REQUIRED within the rating period for a Member to be rated as either “**Exceeds**” or “**Below**” the standard.

Contradictory documentation regarding one task within a period will normally result in the Member receiving a rating of “**Meets Standard.**” For example: In one period Deputy Doe received two (2) forms of documentation indicating he exceeded the standard for personal appearance and one documentation indicating he was “**Below**” the standard. He will be rated as “**Meets Standard.**” In the case of a contradictory documentation, if sufficient documentation exists, a supervisor MAY rate a Member “**Exceeds Standard**” or “**Below Standard.**”

If the task does not apply to the Member’s current assignment, check the Box labeled “**D.**” Raters and second line supervisors will decide which tasks do not apply to a Member’s assignment and advise the Member prior to the start of the rating period.

The second line supervisor will review all of the appraisals with the first line supervisor, paying particular attention to the documentation and corresponding ratings. If there is no documentation to support a “**Below**” or “**Exceeds**” in a particular task, the second line supervisor will direct the corrections to be made. Both supervisors will sign the appraisal in the space provided.

Overall Rating Categories

The Performance Appraisal System is designed to focus on the full range of job tasks and responsibilities and determine how a Member performs these individual tasks throughout the course of a one year rating period. Certain tasks have been identified as “**Mandatory**,” meaning that Members must be rated on these tasks and that they must meet or exceed the standard for these tasks. There are two overall rating categories: “**Satisfactory**” and “**Unsatisfactory**.”

Members must meet both of the following two criteria to receive an overall rating of “**Satisfactory**”:

- 1) The Member must “**Meet**” or “**Exceed**” the standard for all “**Mandatory Tasks**,”
AND
- 2) The Member must “**Meet**” or “**Exceed**” the standard in at least eighty-five percent (85%) of the “**Remaining Applicable Tasks**.” It should be noted that most Members will be rated on between 23 and 29 tasks. [SEE : Chart Below]

“**Mandatory Tasks**” are as follows:

ALL MEMBERS: Integrity (Task # 1)
Officer Safety (Task # 2)
Rules, Regulations and Instructions (Task # 7)

SUPERVISORS: Assume Leadership Role (Task # 30)
Delegating and Decision Making (Task # 31)
Evaluating Performance (Task # 32)

Determining 85% of Remaining Applicable Tasks

Number of Remaining Applicable Tasks	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	16
Number Needed for Satisfactory Rating	26	26	25	24	23	22	21	20	20	19	18	17	16	15	14	14

Example:

Investigator Mary Williams is rated on 26 total tasks including the three Mandatory tasks. Investigator Williams has met the standard in the Mandatory tasks and has 23 Remaining Applicable Tasks. According to the chart, she must Meet or Exceed the standard in 20 of these tasks to receive a Satisfactory overall rating.

Narrative Comments

In this section, raters will list any official Letters of Commendation and Letters of Discipline that the Member received during the rating period. First and second line raters should fully describe the overall performance of the Member in the narrative comment boxes.

NARRATIVE COMMENTS
Letters of Commendation
Letters of Discipline
Rater's Comments (Describe the overall performance of the Member)
Second Line Rater's Comments (Describe the overall performance of the Member)

Performance Appraisal Conference

First line raters will schedule conferences seven (7) days in advance. At the beginning of the Conference, allow the Member to complete the optional narrative section for self evaluation. During the conference, discuss the Member's strengths and shortcomings and identify ways to improve performance. Include requests for specialized training. Make comments regarding each of these in the space provided for the rating period. This portion of the instrument will be completed during the rating conference. Additional pages may be attached if necessary. Time should be allotted to discuss organizational goals and objectives and the role the Member plays in reaching those priorities.

PERFORMANCE APPRAISAL CONFERENCE
What is your opinion of your work performance? (Optional)
Specific Goals for Improving Performance

Prior to concluding the conference the rater will apprise the Member of the job tasks, consistent with their current assignment, that they are expected to meet during the next rating period. A new appraisal form should be started at this time for the next rating period. The rater should also advise the Member that changes in their current assignment may result in changes in the standards they are expected to meet. Raters will discuss the Member's long range professional goals and note any changes on the next rating period's appraisal form.

At the conclusion of the conference, the Member has two (2) options:

1. Acknowledge the appraisal as accurate and sign the rating, or
2. Appeal the appraisal (check the box) and sign the rating.