

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE SEPTEMBER 1ST, 2020	EFFECTIVE DATE SEPTEMBER 1ST, 2020	NO. 049-20
SUBJECT: GENERAL ORDER Investigators Evaluation Process		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE:			RESCINDS 049-11

Purpose: To provide a formal evaluation process for probationary investigators for the purpose of monitoring performance during the period of probationary assignment.

Policy: It is the policy of the Monroe County Sheriff's Office (MCSO) to utilize a formal training/evaluation process for newly assigned investigators.

I. Organizational Structure

- A. The Criminal Investigation Section (CIS) Commanders and Supervisors are responsible for the line supervision of probationary investigators assigned to their units.
- B. The Staff Services Bureau shall be responsible for staff control and guidance of the evaluation process.

II. Duties and Responsibilities

- A. CIS Command officers shall:
 - 1. Monitor the progress of probationary investigators assigned to their respective units.
 - 2. Review biweekly evaluation reports submitted by the appropriate CIS Sergeant/Investigator Sergeant regarding probationary investigators. The CIS Lieutenant will forward copies to the Captain of CIS, who will forward copies to the Major of Operations.
- B. CIS Sergeants/Investigators Sergeants shall:
 - 1. Observe the performance of probationary investigators assigned to their units providing guidance and assistance when required.
 - 2. Explain and demonstrate, if appropriate, the item(s) listed in the investigator training manual and checklist.
 - 3. Complete a bi-weekly PB-194 Investigator Evaluation Report and forward to the CIS Lieutenant within three (3) business days.

III. Evaluation Period

- A. CIS Sergeants/Investigator Sergeants shall explain and demonstrate desired behaviors delineated in the evaluation guidelines and shall provide probationary investigators the opportunity to perform as many tasks as possible during the period of evaluation.

Note: This would include, but is not limited to job related training such as specialized schools, courses, etc.

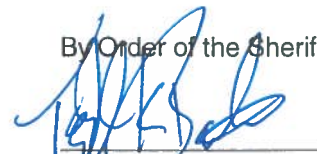
- B. The evaluation process for a probationary investigator shall continue throughout the course of their probationary assignment and will remain in effect until such time as the candidate achieves permanent status as an investigator.

IV. Review Process

- A. CIS Command officers shall review evaluation reports throughout the probationary period.
- B. Five Month Review Board: The review board will discuss each probationary investigator's progress and development based upon the biweekly evaluations that are completed by the CIS Supervisors. The review board will convene at the end of the fifth month of the probationary investigator's assignment and will be comprised of the following:
 - 1. Chief Deputy
 - 2. Major of Operations
 - 3. Commander of Staff Services
 - 4. CIS Captain
 - 5. Zone Commanders
 - 6. CIS Lieutenant
 - 7. CIS Sergeants
 - 8. CIS Investigator Sergeants
- C. Recommendations by the Review Board will indicate one of the following findings:
 - 1. Permanent Status
 - 2. Demotion
 - 3. Probationary period extended. A continuation of the probationary period will be considered only in cases of extenuating circumstances (i.e., injury, extended sick leave/light duty, maternity leave, military leave, etc.). The reason and length of the continuation will be stated. In accordance with the Monroe County Civil Service Commission, in no case shall the probationary period be less than twelve (12) weeks nor shall it exceed twenty-six (26) weeks.
- D. Continued probationary period – The review board, as in IV. B above will re-convene at the completion of the predetermined continuation period to review the probationary investigator's progress and again recommend 1, 2, or 3.
- E. The completed evaluation reports will be signed by the probationary Investigator, the supervisor and the CIS Commander, and forwarded to the Chief Deputy through the chain-of-command as noted in Section II A(2).

Note: In order for performance to be acceptable, it must meet or exceed performance guidelines of a rating of "4".

By Order of the Sheriff,



Todd K. Baxter