

Employment Record

Name Grant, Lucas F. Empl # 15179 Computer # C022 Date of Hire 11/13/10 Transferred/Rehired _____

Date	Position	PCN	Department	Rate of Pay	Grade	Reason for Change
11/13/2010	Jailer 12.5 hr	SDJ0526076	5032	\$1,101.88	41	DATE OF HIRE
05/28/2011	Jailer			\$1,153.12	0	Jailer certification
01/21/2012				\$1,172.35	0	salary increase
03/31/2012	Deputy C	SDR0313218	5041	\$1,226.19	43	Graduated from Basic Mandate
03/30/2013	Deputy B			\$1,282.68	0	Anniversary promotion
03/29/2014	Deputy A			\$1,342.01	0	Anniversary promotion
11/08/2014	Deputy (Investigator Train	SC10313007	5051	\$1,342.01	43	placed in temporary PCN during 2 month trail period
01/03/2015	Deputy (Inv. Trainee)		5051	\$1,418.93	43	Tier Level Increase
02/14/2015	Investigator	SC10508037	5051	\$1,560.83	46	promotion
03/12/2016				\$1,592.05	0	Cost of Living
08/26/2017				\$38.46	0	Honor Guard Incentive
12/30/2017				\$1,615.93	0	Salary with 1.5% cola.
02/24/2018				\$1,672.50	0	2018 Cluster Increase
06/06/2018	INVESTIGATOR	SCI82DE038	5051	\$1,672.50	18	NEW PCN AND PAY GRADE
09/08/2018				\$1,744.42	0	SALARY ADJUSTMENT
01/22/2019				\$1,770.58	0	CLUSTER INCENTIVE PART II
03/23/2019				\$76.92	0	HOMICIDE INCENTIVE
02/08/2020				\$1,859.11	0	SENIOR INVESTIGATOR



The City of Augusta
Human Resources Department
Request for Personnel Action (RPA)

Employee Name: Lucas F. Grant EMP I.D.: 15179 DEPT #: 5051 Proposed Effective Date: 2/8/2020

PART 1: TYPE OF REQUEST --> #1: must fill out Part 2-A ONLY --> #2-12: must fill out Part 2-B & Part 3 --> #13: must fill out Part 2-C & Part 3 --> #14: fill out Part 2 & 3

- 1. Name/Phone/Add 2. Reclassification 3. Position Abolishment 4. Transfer 5. Promotion 6. Demotion 7. Interim Appointment
8. Suspension 9. New Position 10. Work Hours 11. Rate of Pay 12. Budget # 13. Separation 14. Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: Address: Employee Signature (required for personal information changes): Date: Home Phone #: Cell Phone #: Office Phone #:

B. POSITION INFORMATION

Table with columns: CHANGE FROM, CHANGE TO. Rows include Dept. #, Job Title, FLSA Status, Pay Class, Salary Grade, PCN, Daily Hours, Hourly Rate, Bi-Weekly Salary, Annual Salary, Supplemental Pay, Safety Sensitive, GL Account number.

C. SEPARATION INFORMATION

Table with columns: SEPARATION FROM SERVICE REASON: (VQ 01-07), Date Hired, Last Day Worked, Separation Date, Terminated 3 days ADM Given, Proper Notice Given, Eligible for Re-Hire, If Not Eligible for Re-Hire - Complete Part 3 and Review Eligibility Guidelines, VAC BAL, COMP BAL.

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? YES NO (if no, must give explanation for request)

Senior investigator. Employee is receiving a clothing (19.23) and honor guard (38.46) incentive that will be continued. Job description attached. The Sheriff's Office has the funding.

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Bonnie Hayes Contact Phone #: 706-821-1095 Date Of Request: 1/10/2020
Department Director Signature: Department Director Signature (2): Administrator Signature (only required for ineligibility for rehire): General Counsel Signature (only required for ineligibility for rehire):

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: PAYROLL BENEFITS Verified: Employee Information Position Information Separation Information

received on (date): Effective on the PP begin/end date of: Processed By/Date:

EMP MGR/Date: HR MGR/Date: HR Comp/Date: EMP RELATIONS/Date: HR DIR/Date: City ADM/Date:

Employment Record

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09/08/2018				\$1,744.42	0	SALARY ADJUSTMENT
03/23/2019				\$76.92	0	HOMICIDE INCENTIVE

Augusta, Georgia

Job Description

Approved Title: Investigator
 Working Job Title: Investigator/CID
 Department: Sheriff (5051)
 Reports To: Lieutenant

Job Code: 82DE
 Pay Grade: 18
 Original Date Prepared: August 25, 1997

FLSA Classification: Non-exempt
 Date Revised: June 26, 2018

Does the Position Have Direct Reports? Yes No
 If Yes, What is the Title of the Position that Reports to this Position:
 Is the Position Safety Sensitive? Yes No

GENERAL SUMMARY: Implements the criminal investigation of assigned cases that may assist courts with judicial proceedings within the guidelines of the Criminal Code of Georgia, federal statutory law, procedural laws, department directives, standard operating procedures, and county ordinances. Reports to Lieutenant or other designated person and works with general public, business representatives, judges, attorneys, health care representatives, co-workers, suspects, persons involved in and convicted of criminal acts, and law enforcement representatives from federal, state, and local agencies to provide law enforcement support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	TYPICAL CLASS ESSENTIAL DUTIES:
30 %	Implements the criminal investigation of assigned cases and develops informant sources.
20 %	Investigates assigned cases to determine the circumstances of criminal activities.
15 %	Determines the chain of events leading to the commission of crimes by interviewing complainants, witnesses, victims, suspects, and informants and obtains written and/or signed statements.
15 %	Apprehends and arrests suspects.
10 %	Processes and preserves evidence from crime scenes.
5 %	Assists other law enforcement agencies with investigations by providing information on criminal activities.
5 %	Cooperates with prosecuting attorneys to present evidence and information during judicial proceedings.
As Required	Performs other duties of a similar nature or level.

100% Total: 100 (This section's percentage must total 100%).

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Investigate assigned cases in a timely and through manner.
- Accurately document investigative activity.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School Diploma, Trade School or G.E.D.
Experience: 2+ years of experience in a similar certified position, or sufficient experience to perform the principal duties and responsibilities.

Knowledge/Skills/Abilities:

- Considerable knowledge of federal and state laws, penal codes, constitutional guidelines, local ordinances, and departmental rules and regulations, county geographical area, criminal investigation methods, judicial processes and proceedings, and crime scene processing methods used to collect and preserve evidence.
- Familiarity with using photography and surveillance equipment, audio and video equipment, radios, and various emergency equipment, and operating motor vehicles.

- Proficiency in using firearms, self-defense techniques, interviewing techniques, and processing, recording, and filing evidence.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Skills:

- Possess or have ability to obtain meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act and the Peace Officer's Standards and Training Act.
- Possess or have ability to obtain a valid State of Georgia operator/driver's license for the type vehicle or equipment operated.
- Interview Techniques.
- Possess or have the ability to meet the standards of training to be Certified in the carrying and deployment of the Taser.

Certification: Georgia Post Mandate Peace Officer Certification; GCIC Certification

Some positions may require:

- May supervise and/or train designated subordinate personnel.

OTHER:

Does this position require staff call up in an emergency situation? Yes No
 Is travel from office to other locations required of this position? Yes No
 If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:
 Positions in this class typically require: walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, restraining persons and repetitive motions. Work is performed in an office setting, an automobile, and field sites with exposure to noise, diseases, cold and inclement weather that may require the use of protective devices.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No
 If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ 0

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None
 One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Lucas F. Grant
 Employee (Print Name) Date 1/10/2020

[Signature]
 Line or Staff Management Date 1/10/2020

[Signature]
 Department Director Date 1/10/2020

 Compensation Administration Staff Date _____

 HR Director Date _____

RCSO

PERFORMANCE

APPRAISAL



Inv. Lucas Grant

121919, Thursday

In 2017, the Richmond County Sheriff's Office declared in our Strategic Plan that our core values were Respect, Integrity, Teamwork and Excellence. Our overall mission is the reduction of gun violence in our community, to build trust and relationships in the community, invest in our human capital, to integrate, expand, and harness the use of technology for maximum effectiveness and efficiency, and to use SMART policing with Educational and Cyber Communities to maximize effectiveness and efficiency.

Although every division of the Sheriff's Office may have individual plans for accomplishing the strategic goals, every member of this agency is charged to embody our values to reach our goals.

Page 1: Specific Values. This page is to be completed for every employee.

Respect; is defined as a relation or reference to a particular thing or situation; an act of giving particular attention; high or special regard; the quality or state of being esteemed. Other words for respect are admiration, appreciation, esteem, estimation, favor, or regard. Respect is a noun or a verb so an individual can show respect or be respected.

Integrity; is a firm adherence to a code of especially moral or artistic values. Incorruptibility; soundness; completeness. It is also known as honesty, honor, and probity. Honor is a refusal to lie, steal or deceive in any way. Honor entails an active or anxious regard for the standards of one's profession, calling, or position. Integrity implies trustworthiness and incorruptibility to a degree that one is incapable of being false to a trust, responsibility, or pledge. Probity implies tried and proven honesty.

Teamwork; is work done by several associates with each doing a part, but all subordinating personal prominence to the efficiency of the whole. It is also known as collaboration, cooperation, and coordination.

Excellence; is the quality of being excellent, having an excellent or valuable quality, or showing virtue. Other terms for excellence are distinction, grace, merit, value, and virtue. The purpose of this employee evaluation is to insure that each member of the agency, regardless of the mission of their perspective units, embodies the values of this agency. The four main points of the evaluation require a simple yes or no answer on the behalf of the rater. Either answer will require an evaluation of what part the employee embodies, or lacks for a given value. Any rating that includes a "no" response requires the rater to identify steps to aid the employee in obtaining the values of the agency and to re-evaluate the employee on a quarterly basis until the employee succeeds at these goals. Any employee receiving a "no" rating in any one of these four categories is held from eligibility for advancement until the performance improves.

**RICHMOND COUNTY SHERIFF'S OFFICE
PERFORMANCE APPRAISAL REPORT FORM**

4. Employee Name: Inv. Lucas Grant	5. Employee Classification/Title: Investigator
6. Division: Homicide / Violent Crimes	

1. Type of Review
XX _____ Annual _____ Other

2. Review Period
From: 12/1/18 _____ To: 12/17/19 _____

3. Next Review Date
12/1/20 _____

Specific Values

Respect

Y N

Inv. Grant is a respected individual by his peers and superiors. Inv. Grant is respectful to his peers and superiors as well as respectful to the families of the victims whose cases he works. Inv. Grant knows how to talk to people and shows them the respect they deserve. Inv. Grant has even earned the respect of people he deals with in the streets while working cases to the point they openly call him regularly with information on cases.

Integrity

Y N

Inv. Grant has shown his integrity is sound and without reproach. Inv. Grant works to his best ability without compromise to solve all cases he is involved in. Inv. Grant believes that all cases are solvable and works them to that end. Regardless of his personal feelings or personal sacrifice Inv. Grant will put these feelings aside and hold true to his morals and standards.

Teamwork

Y N

Inv. Grant works great with others and is always willing to jump in to assist anyone he thinks needs assistance. Inv. Grant is willing to work with others on their cases to assist them anyway he can and to take these moments as a training experience. Inv. Grant will even take cases from other investigators to assist them. Inv. Grant will make a great Sergeant one day, hopefully in the near future.

Excellence

Y N

Inv. Grant strives for his own personal excellence as well as the excellence of this department. Inv. Grant is held to a high standard and also holds himself to a high standard. Inv. Grant works diligently on all cases in an attempt to solve every case. Inv. Grant also holds his peers to the same standard he holds himself and expects their work to be as his is. Inv. Grant tries to express this with his peers, but does not always do this properly. Inv. Grant has been working on his approach in these matters and has improved.

General Factors

This section is for all line level personnel who are not in a supervisory capacity. These categories are wide ranging and generic to fit all positions.

1. Ability to make sound decisions / effective under stress

Y N

Inv. Grant has shown the ability to make sounds decisions while under stress. Inv. Grant will take control of a scene he has responded to and ensures that all task are handled property and thoroughly. Inv. Grant has grown in this area in his time in his current position and will continue to grow . Inv. Grant is still learning to look at the bigger picture when making decisions, but has grown exceedingly in this area.

2. Has initiative/accepts responsibility/volume of acceptable work

Y N

Inv. Grant has a strong initiative and accepts responsibility for things that need to be done. Inv Grant will take charge if a situation and start working on the task at hand. Inv. Grant will jump in and take cases without being asked to help others. Inv. Grant rarely has to be told to complete a task. Inv. Grant sees that something needs to be done and does it. Inv Grant holds himself to a high standard and hold others assisting him to his standard. Inv. Grant's work is always acceptable.

3. Work knowledge and job skill level / problem solving

Y N

Inv. Grant has a strong work knowledge for his position and is always looking for schools to further that knowledge. Inv. Grant has proven himself with solving problems and never stops looking for ways to solve cases when problems arise.

4. Accepts directions / constructive criticism

Y N

Inv. Grant needs little direction and welcomes constructive criticism. If there is criticism Inv. Grant does not agree with he will have an open conversation with that person so that he can have an understanding of it.

5. Accuracy, neatness, and thoroughness of work

Y N

Inv. Grant's work is always accurate, neat and completely thorough. Inv. Grant thoroughly goes through his cases to insure that everything that can be done has been done. Inv. Grant will also meet with his superior and peers to see if there is something he is missing that can be done. Inv. Grant constantly works to solve every case he works.

6. Observance of rules and safety practices

Y N

Inv. Grant follows rules and policies ensuring he is working within departmental guidelines. Inv. Grant always takes steps to ensure he is working safely and watches out for others.

7. Attendance / uniform and grooming / equipment maintenance

Y N

Inv. Grant is always at work and does not have an attendance problem. Whenever Inv. Grant is called as he is an on-call employee, he always responds. Inv. Grant will even come in when he finds out his partner and supervisor are working on something even when he is not asked to do so. Inv. Grant takes pride in his appearance and is always dressed neatly and properly groomed. Inv. Grant takes care of all of his equipment. Inv. Grant has had several accidents in his patrol vehicle, however most of them were not of his fault.

Supervisory Factors

This page is for supervisors with at least one direct report. The subjects are designed to identify supervisory skills and develop our supervisors. There is no need to complete the general factors page for supervisors.

1. Leadership

Y N

2. Decision Making

Y N

3. Credibility With Subordinates

Y N

4. Ability to Plan and Schedule

Y N

5. Resource Allocation

Y N

6. Develops / Trains subordinates

Y N

7. Evaluating Subordinates

Y N

8. Delegation

Y N

9. Job Knowledge/Skill

Y N

OVERALL PERFORMANCE SUMMARY

Date: 12/19/19

Immediate Supervisor's Signature:

[Signature] B45

Date: _____

Evaluation Meeting Conducted By: _____

By: _____

By: _____

Notes on evaluation meeting:

REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 12/19/19

Signature:

[Signature]

Title:

Lt/Capt/VO

I understand the contents of this appraisal and it has been discussed with me.

Date: 12/19/19

Signature:

[Signature]

Employee Comments:

I am pleased w/ the evaluation. I am also pleased & thankful for the Sgt. I get to work for day in & day out. I have learned so much from my boss & will continue to work even harder when my time comes to be a Sgt as well.

RCSO
PERFORMANCE APPRAISAL REPORT FORM

1. Type of Review

x _____ Annual
_____ Other

2. Review Period

From: January 2018 To: December 2018

3. Next Review Date

January 2019

4. Employee Name: Grant, Lucas	5. Employee Classification/Title: Investigator
6. Division Violent Crimes/Homicide	

DEFINITION OF RATINGS

Superior:

Performance is consistently and significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels.

Exceeds Expectations:

Performance is consistently above adequate skills. Achieves performance objectives, often beyond expectations.

Meets Expectations:

Performance consistently meets job requirements. Achieves performance objectives as stated.

Below Expectations:

Performance in one or more skills is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.

Unsatisfactory:

Performance in several skills is substantially weak. Performance objectives are not met even with close supervision. Substantial improvement by the employee is required.

**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

General Factors

U= unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- 1. Professionalism U NI ME EE S
- 2. Attendance U NI ME EE S
- 3. Observance of Rules and Safety Practices U NI ME EE S
- 4. Economy of Time and Materials U NI ME EE S
- 5. Initiative U NI ME EE S
- 6. Ability to Make Sound Decisions U NI ME EE S
- 7. Accepts Responsibility U NI ME EE S
- 8. Accepts Directions/Constructive Criticism U NI ME EE S
- 9. Interpersonal Skills/Attitude U NI ME EE S
- 10. Volume of Acceptable Work U NI ME EE S
- 11. Effectiveness Under Stress U NI ME EE S
- 12. Uniform and Grooming U NI ME EE S
- 13. Cooperation with Fellow Employees U NI ME EE S
- 14. Proactive Contacts Does Not Apply U NI ME EE S
- 15. Performance in New Situations U NI ME EE S
- 16. Work Knowledge and Job Skill Level U NI ME EE S
- 17. Accuracy, Neatness, and Thoroughness of Work U NI ME EE S
- 18. Written/Oral Expression U NI ME EE S
- 19. Equipment Maintenance U NI ME EE S

TOTAL: _____

18

			5	13
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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

Supervisory Factors

U= unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- 1. Leadership U NI ME EE S
- 2. Decision Making U NI ME EE S
- 3. Credibility With Subordinates U NI ME EE S
- 4. Ability to Plan and Schedule U NI ME EE S
- 5. Job Knowledge/Skill U NI ME EE S
- 6. Resource Allocation U NI ME EE S
- 7. Professional Development U NI ME EE S
- 8. Evaluating Subordinates U NI ME EE S
- 9. Delegation U NI ME EE S

TOTAL: _____

9

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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

1. Record job strengths and superior performance incidents.

Inv. Grant is a very hard worker, who takes it personal when an arrest is not made immediately whenever he works any case he is assigned. He has a heart for the job and for the citizens of Richmond County. He is starting to grow into the supervisor and leader type person that his Lieutenant always knew he had in him. Inv. Grant continues to grow each day and helps pass this attitude on to other investigators. Inv. Grant has done a great job working through issues on cases and getting the results that are necessary on all cases he is involved with.

2. Record specific performance deficiencies or job behavior requiring improvement or correction.

Inv. Grant sometimes lets his mouth and choice of words hide who he really is, when he doesn't think first before voicing his opinion about something that is important to him. Although, he has done a much better job of this, he still can learn a little patience and humility. Inv. Grant would do good to continue to learn different ways of doing things and other relevant stuff from his supervisors or those that he feels are good examples. Inv. Grant would also serve himself, CID, and the Sheriff's Office more if he would pass on his work ethic and example down to those that he works with, so that he can help change CID.

3. List goals and objectives for this employee and how and when they should be accomplished.

Goals and Objectives

Look into other schools to hone his craft and for becoming a supervisor in the very near future. He has a bright future with this agency and can do many great things, as long as he realizes that life is all about learning, just like his job is. Inv. Grant brings a lot to the table, as far as knowledge and even experience, which he needs to learn to mentor other investigators. He needs to keep trying to lead from the front and don't let anything get him down in the process. Focus some more on schools that will also help him advance with this agency.

How to Accomplish

Check with IPTM and other agencies or training avenues, besides GPSTC, for additional training. Continue to prove to others that he has what it takes to help lead this agency to bigger and better places.
Prove to any naysayers that he can make a difference for the good of the agency and can be an excellent choice for leading this agency in a positive direction.



OVERALL PERFORMANCE SUMMARY

Given the performance dimension ratings and review of accomplishment of performance objectives, the employee's overall performance is rated as:

XXX Superior Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

Actions for Improvement/Development:

Date: 01/31/18 Immediate Supervisor's Signature: 
Date: 01/31/18 Evaluation Meeting Conducted By: 
By: _____
By: _____


REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: _____ Signature: _____
Title: _____

I understand the contents of this appraisal and it has been discussed with me.

Date: 1/31/19 Signature: 

RCSO PERFORMANCE APPRAISAL



RCSO
PERFORMANCE APPRAISAL REPORT FORM

1. Type of Review

XX Annual
_____ Other

2. Review Period

From: Feb-16 To: Feb-17

3. Next Review Date

4. Employee Name: Lucas Grant	5. Employee Classification/Title: Investigator
6. Division CID/Violent Crimes	

DEFINITION OF RATINGS

Superior:

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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

General Factors

U= Unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

- | | |
|--|--|
| 1. Professionalism | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 2. Attendance | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 3. Observance of Rules and Safety Practices | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 4. Economy of Time and Materials | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 5. Initiative | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 6. Ability to Make Sound Decisions | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 7. Accepts Responsibility | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 8. Accepts Directions/Constructive Criticism | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 9. Interpersonal Skills/Attitude | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 10. Volume of Acceptable Work | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 11. Effectiveness Under Stress | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 12. Uniform and Grooming | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 13. Cooperation with Fellow Employees | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 14. Proactive Contacts | <input type="checkbox"/> Does Not Apply <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 15. Performance in New Situations | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 16. Work Knowledge and Job Skill Level | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 17. Problem-solving | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 18. Accuracy, Neatness, and Thoroughness of Work | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 19. Written/Oral Expression | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |
| 20. Equipment Maintenance | <input type="checkbox"/> U <input type="checkbox"/> NI <input checked="" type="checkbox"/> ME <input type="checkbox"/> EE <input type="checkbox"/> S |

TOTAL: _____

20

		20	
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**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

Supervisory Factors

U= unsatisfactory NE=Needs Improvement ME=Meets Expectations EE=Exceeds Expectations S=Superior

1. Leadership	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
2. Decision Making	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
3. Credibility With Subordinates	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
4. Ability to Plan and Schedule	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
5. Resource Allocation	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
6. Professional Development	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
7. Evaluating Subordinates	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
8. Delegation	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
9. Job Knowledge/Skill	<input type="checkbox"/> U	<input type="checkbox"/> NI	<input type="checkbox"/> ME	<input type="checkbox"/> EE	<input type="checkbox"/> S						
TOTAL: _____	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										

**RICHMOND COUNTY SHERIFF'S OFFICE
ANNUAL EMPLOYEE PERFORMANCE EVALUATION**

1. Record job strengths and superior performance incidents.

Inv. Grant is a hard working investigator who excels in major case work, especially during Homicide investigations. Inv. Grant is quick to take a case of that type and immediately take the lead role.

Inv. Grant will come into work on his off time to work on his cases and utilized informants and other sources to good effect.

Inv. Grant is always willing to help out his peers and has an infectious enthusiasm for the job.

2. Record specific performance deficiencies or job behavior requiring improvement or correction.

Sometimes when acting as the lead on a case, Inv. Grant may use less tact than is required when tasking out or directing his teammates. This can cause friction in a team environment where none is needed. However this can be corrected with supervisory and leadership training.

3. List goals and objectives for this employee and how and when they should be accomplished.

Goals and Objectives

Inv. Grant should start to work towards making himself a viable candidate for promotion. This will also help improve his leadership skills as part of his team.

How to Accomplish

Inv. Grant should start to attend basic supervision and leadership classes in addition to the required schools to achieve his Criminal Investigator Certification and Inspector Grade. Inv. Grant should still take the initiative to lead his team when necessary, and should foster a closer team relationship with his peers.

OVERALL PERFORMANCE SUMMARY

Given the performance dimension ratings and review of accomplishment of performance objectives, the employee's overall performance is rated as:

 Superior Exceeds Expectations X Meets Expectations Needs Improvement Unsatisfactory

Comments:

Inv. Grant's overall performance meets expectations and he is well on his way to becoming a highly skilled investigator. He is a valued member of his team.

Inv. Grant continues to add experience to his skill set and puts forth an exemplary amount of effort.

Actions for Improvement/Development:

Inv. Grant should seek out specialized supervisory and leadership training to make himself a viable candidate for promotion. Inv Grant should also put as much effort into the less desirable types of cases as he does in his major casework.

Date: 020317

Immediate Supervisor's Signature:



Date: _____

Evaluation Meeting Conducted By:

PAUL GORDON

By: _____

By: _____

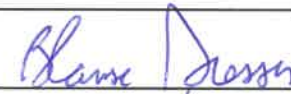
REVIEW COMMENTS AND SIGNATURES

SECOND LEVEL REVIEW

Comments:

Date: 2/14/17

Signature:



Title:

Lieutenant

I understand the contents of this appraisal and it has been discussed with me.

Date: 2-3-17

Signature:

