

## 2-10 PERFORMANCE STANDARDS FOR HOMICIDE INVESTIGATORS



### HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 2-10**

**Subject: PERFORMANCE STANDARDS FOR HOMICIDE INVESTIGATORS**

Effective Date:	09/01/1995	Last Date Revised:	04/19/2021
Last Date Reviewed:	04/19/2021	Next Review Date:	04/19/2022

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### **POLICY**

Homicide Investigators reflect a range of experience, ability and commitment. The evaluation process of investigators must be fair, objective and uniform. The Homicide Bureau management has set clear, appropriate performance standards for investigators; within the framework of the County "Report on Performance Evaluation" form. Specific investigative activities have been noted, which, if performed properly and consistently, should support strong ratings.

Individuals who would like to strive for "outstanding" evaluations should pay particular attention to the quality of their performance in these specified investigative areas.

An excellent performance is expected from each homicide investigator. It is, however, understood that each of us brings some personal and professional strengths and some weaknesses to this difficult and extremely important job. The extent to which the investigator uses his/her strengths and mitigates weaknesses in completing the homicide investigation will certainly be a factor in the evaluation process.

### **QUANTITY**

- Amount of work performed.
- Number of murder, deputy/officer involved shooting and special cases assigned during the rating period.
- Number of solved cases and if those cases are difficult or otherwise challenging.
- Completion of work on schedule.
- Timely pursuit of all investigative leads.

- All initial supplemental reports submitted within 30 days.
- All investigative books submitted within 90 days.

## **QUALITY**

- Accuracy, neatness of work product and thoroughness.
- The location and documentation of all relevant evidence and witnesses.
- The pursuit of all reasonable investigative leads.
- Creativity and utilization of appropriate resources within and beyond the Department (Cases that serve as examples of performance in this area shall be included in the evaluation).
- Oral expression.
- Interview and interrogation skills.
- Ability to articulate cases for criminal filings.
- Ability to provide effective courtroom testimony.
- Written expression.
- Ability to produce investigative reports, warrants and related documents that are clear, complete and grammatically correct.

## **WORK HABITS**

- Observance of working hours.
- Willingness to flex and adjust work times to accommodate cases and activities required by investigations.
- Attendance, observance of rules and regulations, orderliness in work, compliance with work instructions and application to duties.
- Willingness to do whatever is reasonably necessary to accomplish the goals of the Department and the Homicide Bureau.

## **PERSONAL RELATIONS**

- Getting along with fellow employees.
- Cheerfully cooperating with co-workers and supervisors to investigate and solve cases.
- Meeting and handling the public.
- Routinely interfaces with other agencies in a professional and positive manner.
- Shares his/her job knowledge and expertise freely with others in the law enforcement community in a manner that brings credit to this Department.
- Demonstrates a high level of sensitivity for the emotional state of victims' family and friends and assists those persons in an appropriate manner.

\*The rater will provide examples of recent performance in this area from commendations and/or personal observations. The rater will also list work related activities, i.e., teaching and participation or leadership in professional organizations.

## **ADAPTABILITY**

- Performance in new situations.

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- Consistently utilizes appropriate investigative strategies in unusual cases.
  - Performance in emergencies.
  - Always safeguards crime scenes and appropriate investigative protocol under chaotic or emotional conditions.
  - Performance with minimum instructions.
  - Related rating factors specific to the Homicide Bureau.
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