

Department of Corrections  
SMART Expectations for Inspector and Senior inspector

CLASS TITLE	AREA OF RESPONSIBILITY	SMART EXPECTATIONS:	EXCEPTIONAL / 5	ABOVE EXPECTATION / 4	MEETS EXPECTATION / 3	BELOW EXPECTATION / 2	UNACCEPTABLE / 1
Inspector	Administrative Investigations	During this evaluation period, ensure that all administrative investigations are conducted in accordance with State & Federal Statutes, Administrative Rule, Department Procedures, Office of the Inspector General Procedures/Directives and Good Investigative Practice.	Meets all requirements for a "4" rating and: Consistently completes administrative investigations within Sixty (60) days.	Meets all requirements for a "3" rating and: Consistently manages a high case load and/or complex cases.	Consistently identifies accurate violation of Florida Administrative Code, Policy or Procedures and develops a case specific investigation plan. Consistently identifies, collects and preserves evidence. Consistently identifies and follows substantive and relevant leads. Consistently conducts interviews in accordance with F.S. 112.532. Consistently recognizes, collects, organizes and effectively articulates facts to establish preponderance of evidence.	Any one (1) condition for achieving a "3" has not been consistently met.	Any two (2) conditions for achieving a "3" has not been consistently met.
Inspector	Criminal Investigations	During this evaluation period, ensure that all criminal investigations are conducted in accordance with State and Federal Statutes, Administrative Rules, Office of Inspector General Procedures/Directives and Good Investigative Practices.	Meets all requirements for a "4" rating and: Consistently provides unbiased, accurate and competent testimony at trial.	Meets all requirements for a "3" rating and: Effectively presents facts to the court to obtain subpoenas and/or search warrants.	Consistently identifies accurate violation of law and develops a case specific plan. Consistently identifies, collects, preserves and ensures proper processing of evidence. Consistently identifies and follow substantive and relevant leads. Consistently recognizes, collects, organizes and effectively articulates facts to establish probable cause. Consistently shows a good understanding of and uses good judgement in regard to suspect rights.	Any one (1) condition for achieving a "3" has not been consistently met.	Any two (2) conditions for achieving a "3" has not been consistently met.
Inspector	Investigative and Summary Reports	During this evaluation period, ensure that all documents, interviews and other evidence is accurately reported in accordance with good practice, Inspector General Procedures and the IGIS Manual.	Meets all requirements for a "4" rating and: Summary reports consistently cite proper violations of Florida Statute, Florida Administrative Code and Department procedure and Inspector General Procedures/Directives.	Meets all requirements for a "3" rating and: reports consistently contain accurate grammar, punctuation and spelling. Investigative reports are consistently composed and submitted in a chronological order reflecting the progression of the investigation.	Subjects and locations consistently related to investigative and summary reports in IGIS. Supporting documents and audio files consistently attached to investigative reports in IGIS. Information is consistently submitted using the proper template/format for the type of investigation and/or subject matter. Investigative reports consistently contain and accurately reflect pertinent facts to the investigation. Summary reports consistently contain pertinent facts from investigative reports to support the summary findings.	Any one (1) condition for achieving a "3" has not been consistently met.	Any two (2) conditions for achieving a "3" has not been consistently met.

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Inspector	Investigative Inquiries	During this evaluation period, ensure that all inquiries are reviewed, completed and/or referred to the appropriate personnel within the allotted timeframes, with appropriate recommendations that are accurately reported in accordance with Inspector General procedures, IGIS Manual and good practice principles.	Meets all requirements for a "4" rating and: Completes inquiries which are concise, clear and accurate with no missing or need information required for closing or referring the inquiry.	Meets all requirements for a "3" rating and: Must have Inquiries forwarded to the proper personnel, department, completed by the assigned inspector and/or referred back to the supervisor for formal investigative assignment.	Completes and submits Inquiries which include the following: All required information is entered and attached in accordance with IGIS procedures.	Any one (1) condition for achieving a "3" has not been consistently met.	Any two (2) conditions for achieving a "3" has not been consistently met.
Senior Inspector	Special Assignments	During the evaluation period, must demonstrate capability of being assigned high profile, sensitive, unique or complexed investigations requiring a high level of functional job knowledge.	Meets all requirements for a "4" rating and: Accepts and completes competent investigations involved in felony crimes to include death or serious bodily injury. Serves as the Acting District Supervisor.	Meets all requirements for a "3" rating and: Provides leadership within the OIG to assist cases assigned to other inspectors. Serves as a liaison to the District Supervisor.	Completes and submits special assignments which shall include the following: Demonstrates competence and understanding of task or goal. Applies current Florida Statutes, Florida Administrative Code, Department Procedures and Office of Inspector General Procedures/Directives. Conducts thorough interviews. Collects, maintains and controls evidence per OIG Procedure/Directive.	Any one (1) condition for achieving a "3" has not been consistently met.	Any two (2) conditions for achieving a "3" has not been consistently met.