

Department of Financial Services Proposed Inspector SMART Goals

Standard: Accomplishes work assignments and produces work products ready for publication/distribution which require minimal editing and/or revisions. Work products will be prepared in compliance with office standards (Investigative Protocols, Document Deadlines, memorandums) and the Principle & Standards for Offices of Inspector General (“Green Book”).

Rating Rubric:

- 5 Work product is finalized and ready for publication/distribution by version 1, on average during the review period.
- 4 Work product is finalized and ready for publication/distribution by version 3, on average during the review period.
- 3 Work product is finalized and ready for publication/distribution by version 5, on average during the review period.
- 2 Work product is finalized and ready for publication/distribution by version 7, on average during the review period.
- 1 Work product is finalized and ready for publication/distribution by version 9 or more, on average during the review period.

Standard: Conducts thorough, objective, comprehensive, professional interviews of witnesses, subjects, and complainants in accordance with office standards, Law Enforcement Bill of Rights, Firefighter Bill of Rights, statutes, contractual agreements, and Agency policy. Is cognizant of the information being obtained and asked clarifying questions to ensure all pertinent issues/questions are sufficiently resolved prior to submitting the interview synopsis for approval.

Rating Rubric:

- 5 No re-interviews or follow up questions required 95% (or higher) of the time during the review period.
- 4 No re-interviews or follow up questions required 90% of the time during the review period.
- 3 No re-interviews or follow up questions required 85% of the time during the review period.
- 2 No re-interviews or follow up questions required 80% of the time during the review period.

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- 1 No re-interviews or follow up questions required 75% (or lower) of the time during the review period.

Standard: Work will be consistently submitted in a timely manner and in accordance to established guidelines (Investigative Protocols, Document Deadlines, memorandums, Internal Policy and Procedures, and Agency Policy and Procedures).

Rating Rubric:

- 5 Work is submitted in accordance to established guidelines and due dates an average of 98% of the time during the review period.
- 4 Work is submitted in accordance to established guidelines and due dates an average of 95% of the time during the review period.
- 3 Work is submitted in accordance to established guidelines and due dates an average of 93% of the time during the review period.
- 2 Work is submitted in accordance to established guidelines and due dates an average of 88% of the time during the review period.
- 1 Work is submitted in accordance to established guidelines and due dates an average of 87% or lower, of the time during the review period.