



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Personnel Evaluation System		
<b>Policy Number:</b>	108	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Reviewed:</b>	November 2021
<b>CAI Reference:</b>	7D.3	<b>CAAS Reference:</b>	106.08.01
<b>Revision Summary:</b>	Created – May 2009 Revised – March 2012 Formatted – May 2012 Updated – September 2013 (Fire Equipment Operators) Updated – July 2017 (Peak Volume Firefighters) Updated – November 2017 (Added CAAS Reference) Updated – August 2019 (Grammar) Updated – November 2021 (Date of Evaluation, Civilians)		

### PURPOSE

The purpose of this policy is to provide a system and established protocol for conducting evaluations on all members of the fire department. The evaluation system is considered to be a continuous improvement and feedback program, designed to help employees grow and develop throughout their careers.

### POLICY

It is the policy of the Rogers Fire Department that all members, both sworn and non-sworn, receive an evaluation annually. The evaluation system used by the department shall be reviewed and approved by the Fire Chief and Human Resources Department.

Members shall be scored on their evaluation form in specific categories. Each category shall receive a score from zero (0) to four (4). A score of four would constitute the member attaining 100% compliance or efficiency in the category for which the member is being evaluated. A rating of one (1) or lower would constitute the member achieving a level of performance that is not acceptable. Two OVERALL failing evaluations are considered grounds for termination of employment.

As part of the feedback and improvement process, a member receiving a score of one (1) or less in any category must also be provided with some form of remedial training or development to assist the member. The remedial training form, provided with the evaluation, shall be submitted to the member, supervisor, and Fire Chief, if applicable.

The evaluation of each member shall be the responsibility of their assigned supervisor.

- Firefighters are evaluated by their assigned Captain
- Fire Equipment Operators are evaluated by their assigned Captain
- Master Paramedic / Firefighters are evaluated by their assigned Captain
- Captains are evaluated by their Battalion Chief
- Battalion Chiefs are evaluated by their Deputy Fire Chief
- Staff Officers are evaluated by their assigned Chief Officer
- Deputy Fire Chiefs are evaluated by the Fire Chief
- Civilian employees are evaluated as determined by the Fire Chief
- The Fire Chief is evaluated both by the Mayor and Command Staff

Members will be evaluated in a designated time frame each year. All performance evaluations will be maintained in personnel files at the administration office at 201 North First Street. All personnel may review them during normal business hours. Copies of evaluations may be obtained by submitting a written request to the Fire Chief.