
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Personnel Evaluations
Revised: 4-24-2012
Effective: 9-01-2012
Approved: 4-24-2012
Section: 215.00

215.01 Purpose

- A. To provide policy and guidelines relative to the personnel evaluation process for the Fire-EMS Division.
- B. To provide a means of measuring and documenting employee performance and development as compared to specific job requirements.

215.02 Policy

- A. All employees of the Division shall be evaluated, at a minimum, annually. Evaluations must be completed and forwarded to the Assistant Chief of the Division by the employee's anniversary date of hire. Pay increases will be based on the evaluation.
- B. Probationary members will be evaluated midway through their probation period and at any other times deemed appropriate by their supervisor.
- C. Additional evaluations of part time employees, to include seasonal or temporary employees, will also be required. These will be done monthly in June, July, and August, and may be done at any other monthly interval as designated. Lieutenants will fill out the monthly evaluations and forward the evaluations to their shift Captain. The Captains will distribute the evaluation forms to their shift.
- D. The Lieutenant will prepare a formal performance evaluation to be presented to the shift Captain. After joint review, the Captain shall conduct a performance evaluation interview with the respective employee prior to formal submission of the evaluation to the Assistant Chief.
- E. The Officers shall communicate with all personnel regularly and shall establish a constructive dialogue relative to their job performance. If necessary, regular informal performance evaluation interviews should be established to maximize communication. There should be no surprises for the employee being evaluated; problems and/or deficiencies in their performance should be addressed prior to formal evaluation.

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- F. Formal personnel evaluations shall be written on designated Ocean City Fire Department Employee Forms.
- G. The Command Staff will be evaluated based on a designated Ocean City Fire Department Employee Evaluation Form and a written performance contract, with each contract tailored to include both departmental and individual goals.
- H. Command Staff are not limited to the items listed on the standard formats. Other relevant performance criteria may be included in the evaluation on an individual basis, so long as such criteria are pertinent to the development of the member being evaluated.

215.03 Responsibility

- A. The Fire Chief is responsible for overall management of the personnel evaluation process within the Division.
- B. The Fire/EMS Division Deputy Chief is responsible for the completed evaluations of all subordinates.
- C. The Command Officers are responsible for the completed evaluations of all shift members.

215.04 Procedure

- A. Command Officers who are responsible for evaluations should obtain the Ocean City Fire Department Employee Evaluation Forms and with their respective Lieutenants, complete evaluations for all personnel under their command.
- B. The Command Officer, the Shift Lieutenant and the involved member must meet for an evaluation interview.
- C. The employee will be given a copy of the written evaluation tool in advance of the interview in order for the employee to rate his/her own performance and provide feedback to the evaluator for consideration before the final scores are determined.
- D. During the appraisal interview, the evaluators and the employee discuss the employee's concerns, goals and plans for self-improvement or corrective action.
- E. The member shall sign the evaluation at the time of the interview and shall receive a copy of the evaluation.
- F. Completed evaluation forms should be submitted to the Fire-EMS Assistant Chief no later than thirty (30) days after the effective date of evaluation.
- G. Performance evaluations will be reviewed annually prior to the individual's anniversary date and a written performance summary forwarded to the next higher level of authority.