

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.241	Effective Date:	7/22/2012
Title:	Employee Performance Evaluations	# of pages:	1
Category:	Personnel	Classification:	Green

1. **PURPOSE:** To explain the annual employee performance evaluation process.
2. **POLICY:** Performance evaluations will be completed twice each year. In June, each firefighter will complete the self evaluation portion and submit it with their goals to their officer. Line Officers will complete their self evaluation portion and submit it to their House Captain. After reviewing them, all completed self evaluations will be submitted to the Deputy Chief of Personnel by June 15th.

In December Line Officers will complete performance evaluations on each of their firefighters (Chiefs will review Line Officers). At some point the Officer and Firefighter will meet to review the evaluation and determine if individual goals set in June where met. The ends of year reviews are to be turned in to the Deputy Chief of Personnel by December 15th.

Naturally, any serious issues that arise during the year should be addressed at that time rather than waiting for a formal evaluation period.

3. **REFERENCES:**
 - SPFD Bulletin 97-8

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief