

Scotts Valley Fire Protection District	Policy: 1000
Subject: Performance Evaluation	DATED: March 23, 1998

Policy 1000: Performance Evaluation

The performance of paid and paid call members of the district will be periodically reviewed to evaluate performance in the following general areas:

A. Technical Competence - Job Knowledge/Performance

1. Knows basic fundamentals of firefighting
2. Has the ability to maintain control on emergency scenes
3. Can operate latest equipment
4. Works rapidly and accurately
5. Thorough in any work undertaken
6. Has a thorough knowledge of his assignment
7. Aggressive in firefighting and fire prevention
8. Desires improvement
9. Has a good knowledge of the Scotts Valley Fire Protection District library
10. Uniform and personal equipment are always clean and ready
11. Understands the overall mission of the fire district

B. Acceptance of Responsibility

1. Is reliable
2. Can handle special details
3. Only has to be told once
4. Handles job demands
5. Can handle any acting position
6. Has the initiative to act in the absence of orders
7. Keeps himself/herself in good physical condition

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C. Compliance with Policies and Procedures

1. Accepts and complies with Scotts Valley Fire Protection District policies and procedures
2. Can be corrected without being resentful
3. Maintains awareness of changes
4. Supports his/her supervisor
5. Obeys orders willingly
6. Loyalty is unquestionable

D. Intra-Personal Relations

1. Can control his/her temper
2. Willing to educate new firefighters
3. Helps maintain good morale
4. Promotes public relations

In addition, in connection with such periodic evaluation reviews, the adequacy of the member in carrying out the specific functions and tasks of his/her position shall be reviewed and evaluated.

The performance of each employee or paid call employee shall be evaluated and reviewed on the following schedule:

- A. For non-probationary paid members, a performance review shall be conducted annually.
- B. For probationary paid members, a performance review shall be conducted bi-monthly.
- C. For paid members who are in probationary status for a rank to which they have been promoted, a performance review shall be conducted quarterly.
- D. For paid call members, a performance review shall be conducted annually.

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Board Chairperson:

Fire Chief:

[Handwritten signatures]

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The performance evaluation shall be in writing, dated, and shall be made by the officer who supervises the work of the member. A copy of said written evaluation, when prepared, shall promptly be given to the member. The member may ask for and shall promptly receive, upon request, a conference with the officer who did the evaluation, to discuss the evaluation. The member also may, in lieu of such conference, or in addition to it, file a written response to said evaluation. Any written response must be made within fifteen (15) day after receiving the performance evaluation, or, if there was a conference, within fifteen (15) days thereafter, or in such further time as is allowed by the chief. If a conference is held, the supervising officer shall make a written summary of the conference, which shall go in the member's personnel file.

Nothing herein is to be construed to prevent any officer from having a conference with any person he/she supervises, at any time, to discuss such person's performance on the job, or his/her performance evaluation.

A copy of every performance evaluation shall be kept in the member's personnel file, as shall a copy of each written response to any performance evaluation. The chief shall receive a copy of every performance evaluation made, and every response thereto, on a current basis.

If at any time, based upon a performance evaluation on file, or the contents of a member's personnel file, as well as upon the chief's personal knowledge, the chief believes that any member is not adequately discharging the tasks and functions of his/her job, the chief may do any of the following:

- A. Suspend a paid member without pay, for a period not to exceed thirty (30) days.
- B. Reduce such member in rank and responsibility.
- C. Terminate such member's employment or paid call status.

Prior to taking any action, the chief shall provide a written and dated notice of his/her intention to take such action to the member, which notice shall specify the intended action, and the basis for it. Thereafter, the chief shall confer with the member, and the member may seek to convince the chief not to take the action, or to take other action instead. The member may also, within fifteen (15) days after the date of the conference with the chief,

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submit a written response to the chief's notice. The chief shall make a written summary of the conference, which shall be placed in the member's personnel file.

The chief's notice of intended action, and any written response to it, shall be kept in the member's personnel file.

After conferring with the member, the chief may take the action specified on his/her notice, or any other action of less severity discussed with the member.

When, after completing the procedures specified herein, the chief determines to take any of the actions mentioned, the chief shall deliver a written and dated notice to the member, specifying the date when the action shall become effective.

A member aggrieved by any action taken by the chief pursuant to this policy may appeal to the Board of Directors, by filing a written notice of appeal on or before 5:00 P.M. of the fifteenth (15) day following the date on which the action became effective. Any such appeal shall be governed by the procedures specified herein.

Revised: 3/13/98

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Board Chairperson:

Fire Chief:

Don Phillips *Michael P. McManis*