



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Evaluations	S.O.G. # 2.4
Approved by: Lair D. Haugh, Chief	Revised: 9/1/2007 Approved: 9/1/2007

Purpose:

To provide a guideline for annual evaluation of all members. This evaluation should provide a formal process to review a member's performance and set individual goals and receive feedback from the members on concerns and personnel issues.

Policy:

All members will receive a written evaluation followed by an in-person discussion of that evaluation annually during the month of June.

Procedure:

Written evaluations will be completed using the standard "PERFORMANCE EVALUATION" form. Crew captains will evaluate members currently on their crews; Deputy Chiefs will evaluate all Captains under their supervision; and all Deputy Chiefs will be evaluated by the Assistant Chief of Operations. The associate coordinator will evaluate all associate members and members with floating crew assignments will be evaluated by the supervising Deputy Chief.

An in-person discussion of the evaluation will occur within one week of the written evaluation. This discussion will include, at a minimum, the member and the evaluator, both of whom may request the presence of other officers. Notes from the discussion should be recorded by the evaluator in the appropriate section of the evaluation form and signed by both the member and evaluator. If the member feels the notes are incorrect or inadequate, he/she can add a comment to the notes, again to be followed by signatures of both the member and evaluator.

All evaluations will be given to the appropriate Deputy Chief who may then share them with the Assistant Chief of Operations and the Chief. Evaluations are considered confidential outside of this chain of command. All evaluations will be stored in the member's personnel file.