



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization		
Chapter:	Forms, Records & Reports		
Subject:	1541 – Line Officer Performance Evaluation Form		
Revision Date:	11/16/2015	Approved by:	<i>B. Michael Thurlow</i>

Employee Name: _____ Apparatus Assignment _____ ID # _____ Evaluation Date: _____

Outstanding 1.0 point	Exceeds Requirements .75 points	Meets Requirements .50 points	Needs Improvement .25 points.	Unsatisfactory 0.0 points.
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1. Knowledge of essential job functions: The officer’s work related knowledge and application of that knowledge as they perform their assigned duties and responsibilities. Officer’s knowledge of and ability to function within the Department SOPs and GOs

Points Earned:

2. Operates safely and within SOPs: Officer consistently performs job functions safely and in accordance with the department’s standard operating procedures, policies, and protocols.

Points Earned:

3. Demonstrates leadership skills and the ability to function as part of the team: Officer consistently demonstrates leadership skills by example and performs their role in a constructive and professional manner with other department members as a team.

Points Earned:

4. Quality of work product: Officer consistently completes assignments and duties including but not limited to apparatus checks, station duties, reports, suppression & EMS functions, and special projects thoroughly and completely. Officer effectively provides ongoing communications with their crew members and maintains an “open door” policy that easily allows employees to communicate with them.

Points Earned:

5. Attendance, Punctuality & Preparedness for duty: The employee consistently reports to duty ready and on time and when scheduled

Points Earned:

6. Attitude, Communication Skills & Customer service: Employee consistently displays pride in the department and a positive attitude towards their work, colleagues, supervisors, and the public we serve. Employee maintains open communications and effectively works through conflicts.

Points Earned:

7. Commitment to professional development: Employee consistently strives to improve skills and knowledge through continual education & training above and beyond the department required minimum standards. Employee maintains licensures & certifications.

Points Earned:

8. Self motivation: Employee is self motivated and self directed consistently looking for productive things to do without supervision.

Points Earned:

9. Knowledge Street Locations and Local Facilities: Employee’s knowledge of the Town (Facilities, Street Locations and Major Aspects of the Town)

Points Earned:

10. Fire Reports and PCR’s: Reports are thoroughly reviewed and updated (or has responsible employee update) on time.

Points Earned:

Total Points:	<input style="width: 90px;" type="text"/>
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(Total points are not designed to serve as a grade, the total points reflects a measuring mark for the next evaluation)



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Current Apparatus Certification Status: *(Print Apparatus Certification Chart for Review)*

Review any Awards / Recognition forms *(Print for Review)*

Narrative / Comments:

Employee Goals for the upcoming year:

Provide any feedback for your supervisor regarding what they could do more or less of to better support you?:

Employee Signature: _____	Date: _____
Evaluator Signature: _____	Date: _____