

## Rules and Regulations

Administrative Regulations  
Policy 115.0  
Performance Review



### Purpose

In conjunction with our goal of developing and maintaining a progressive and proficient organization, the City of Bryan Fire Department has established a Job Performance Review program. This program will concentrate on the overall effectiveness of our organization. The main objective of establishing such a program is to develop and maintain communication between members and supervisors.

Other objectives of the performance review program are to achieve the following:

- Establish a program that is job specific to our profession and administered equitably.
- Assure that the member knows what is expected of him/her.
- Give the member a fair opportunity, with supervisory assistance, to meet or exceed performance requirements.
- Keep the member apprised of his/her performance indicating how efficiently the member is performing all phases of his/her work.
- To encourage each member to constantly strive to develop and become more effective on the job.
- Provide a positive force in developing morale.

It is recognized that successful implementation of this program will take considerable work and patience on the part of all members of the City of Bryan Fire Department. However, since our members are our most valuable resource, any work to develop efficiency is worth the effort.

### Policy

All members of the City of Bryan Fire Department will have a job performance review annually on their anniversary date. Firefighters in their probationary period will have performance reviews completed at two-month, five-month, nine-month, and eleven-month intervals. The Fire Chief will conduct these reviews after consulting with the Assistant Fire Chief, Captain and Crew Lieutenants. Recommendations on permanent appointment or discharge as firefighter will be completed at the eleventh-month interval. Probationary employees will not be required to complete the self-assessment portion of the review.

All individuals promoted to a higher rank or specialty position are subject to a six-month probationary period. During the probationary period, job performance reviews are to be completed at one-month, three-month, and five-month intervals. Recommendations for or against permanent appointment will be completed at the five-month interval.

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Members are to be reviewed for areas in Section A and Section B of the Firefighter Performance Review document. Members who fill the position of Acting Lieutenant six or more times in a six-month period shall also be reviewed on the following supervisory factors in Section C: Rules, Regulations, and Standard Operating Guidelines, Delegation and Decision making. Lieutenants, Captains, and Assistant Chiefs shall be reviewed in all Sections of A, B, and C.

Supervisors may elect to conduct interim performance reviews to review progress or assist employees with training or other issues.

All annual Performance Evaluations will be conducted by the Fire Chief.

### Procedure

Four weeks prior to the member's anniversary date, the Fire Chief shall supply the member and his/her Crew Lieutenant with a job review packet. The member's packet will include the Member Input form the Job Performance Review and Instructions. The Crew Lieutenant's packet will contain the Job Performance Review and Instructions. The member is to complete the Input form and the self-assessment. The Crew Lieutenant will fill out the assessment form. Each category shall be completed, including sufficient written rationale to justify the rating given. A summary shall be completed, outlining the overall aspect of the performance and reinforce key points that have been accomplished, along with any areas for improvement.

The member shall complete a self-assessment, providing a rating in each category with supporting rationale where necessary. Once complete, both the Member Input form and the Firefighter Performance Review are to be submitted to the Crew Lieutenant two weeks prior to the formal review. The Crew Lieutenant shall submit the member's packet and their review packet to the Fire Chief.

A time will be scheduled to conduct the formal review with the member. At the formal review each category will be reviewed with the member emphasizing key strong points and areas that have improved. Areas that need improvement will also be reviewed, keeping the performance review process as positive as is possible. A discussion shall be held concerning the overall performance and after the member has had a chance to review the document; all parties should sign and date the form. Members are encouraged to write additional comments on the Performance Review if they desire. Goals for the next period will be reviewed and documented.

A copy of the performance review shall be placed in the member's departmental personnel file.