



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

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

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.

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:



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**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:**

*(Total points are not designed to serve as a grade, the total points reflects a measuring mark for the next evaluation)*

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

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

**Narrative / Comments:**



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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: \_\_\_\_\_