
	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Employee Performance Evaluations
	Section:	Administration
	Guideline Number:	225
	Effective Date:	January 26, 2009
	Revised Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

The purpose of this operational guideline is to assist personnel in performance evaluation of staff. Performance evaluations are meant to identify employee potential, record on-going performance, foster better working relationships through mutual agreement of expected performance, increase motivation and job interest, to ensure minimal response standards and performance, and improve organizational goals and communication to the employee and administration.

SCOPE

All uniformed employees of the Department of Public Safety shall be evaluated by their immediate supervisor in accordance with this policy, working in cooperation and accordance with the County’s personnel manual.

PROCEDURES

Probationary Evaluations

All new employees serve a “probationary period” of 12 months. New employees will be given an evaluation every 90 days through their probationary period.

Annual Evaluations

All current employees will be placed on a standard 12-month evaluation schedule. The evaluation cycle will correspond to the anniversary month. All employee evaluations will be completed and returned to the administrative office no later than the last day of said month.

Special Evaluations

Special evaluations can be done at the discretion of the employee’s supervisors. These evaluations are generally driven by issues and factors in the employee performance which require the need for immediate documentation and/or remediation. This type of evaluation is used as a corrective tool use to prevent poor performance from continuing throughout the evaluation process. This type of evaluation may or may not be the result of a disciplinary performance issue.

EVALUATION FORMS

The Department of Public Safety shall utilize the forms available on the Department's website as the evaluation tool for employees based on his/her position.

All supervisory personnel must attend an in-service on this performance evaluation system. A supervisory guide to the evaluation process is also attached for guidance and uniformity.

FORMS

- Supervisors Guide to the Performance Evaluation Process
- Part-time Fire Medic through Fire Medic I
- Fire Medic II
- Captain
- Battalion Chief

EMPLOYEE APPEAL PROCESS

An employee may appeal an unsatisfactory evaluation he or she perceives as incorrect or unfair. The appeal must be in writing and submitted within 10 calendar days from the date the employee first reviews the evaluation. The appeal must be submitted to the Department Head or the County Administrator in cases where the Department Head performed the evaluation. Final determination on what, if any action that shall be taken will be made at this level within five working days of receipt of appeal. The employee will be notified in writing of the final disposition. A copy of the final disposition will be placed in the employee's personnel file.

Satisfactory evaluations cannot be appealed. However, if the employee disagrees with individual ratings or comments, he or she may submit a written statement within 10 calendar days from the date he or she first reviews the evaluation. The written statement must be submitted to the Department Head or County Administrator in cases where the Department Head performed the evaluation. After review, the statement will be attached to the evaluation and placed in the employee's personnel file. No further action will be taken.