

Fauquier County Department of Fire Rescue

Operating Procedure

No. 119



Documentation of Outstanding or Notable Performance

Effective Date: January 30, 2018

Page 1 of 1

Revision Date:

Forms: FRF 913

Approved By: Darren L. Stevens, Fire Rescue Chief

PURPOSE

To establish a procedure to record job related incidents involving notable or outstanding performance.

SCOPE

This procedure pertains to all Fauquier County Department of Fire, Rescue and Emergency Management personnel (operational and administrative).

I. POLICY

- A. It is the department's intent to develop and maintain consistency in all personnel recordings and actions.
- B. Filing of the FRF 913 will be as outlined below. Emphasis should be placed on actions not persons.
- C. Additionally, because the fire/EMS service is a team business, emphasis should be placed on team efforts wherever possible.

II. PERFORMANCE INCIDENT FORMS

- A. **Level 1** - forms shall serve as documentation of performance to assist supervisors in accurately evaluating performance and employee, understanding exceptional performance throughout the year. These forms will be maintained in the secure electronic employee file under the employee's name who was involved in the performance. Level 1 forms are to be used as written documentation of exceptional performance exhibited during routine emergency and non-emergency operations.
- B. **Level 2** - forms shall serve as official documentation of notable positive actions. Level 2 forms shall be maintained in the electronic employee file as well as the administrative office employee file and the official personnel file in Human Resources, under the employee's name who was involved in the performance. Level 2 forms are to be used as written documentation for exceptional performance in any venue or aspect of job performance or employee performance worthy of department recognition.

Desire to Serve

Ability to Perform

Courage to Act