

# Fauquier County Department of Fire Rescue

## Operating Procedure

No. 120



### Documentation of Unsatisfactory Performance or Behavior

Effective Date: January 30, 2018

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Revision Date:

Forms: FRF 914

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## PURPOSE

To establish a procedure to document job related incidents involving improper actions.

## 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 supervisor's responsibility to record necessary and required information on the FRF 914 and file in according to the procedure indicated below. In all instances, efforts should be made to take action as soon as possible (typically within 72 hours) unless unusual circumstances require a longer period. When unusual conditions exist, the on-duty battalion chief will be notified of the particular circumstances immediately.
- B. It is the department's intent to develop and maintain consistency in all recordings and actions. In all instances involving disciplinary action, Fauquier County Human Resource Policies will be followed.
- C. All actions or behaviors of an unsatisfactory nature are to be documented. Filing of the FRF 914 will be as outlined below. Emphasis should be placed on actions not persons.

## II. PERFORMANCE INCIDENT FORMS

- A. **Level 1** - forms shall serve as documentation of performance to assist supervisors in accurately evaluating performance and employee understanding deficiencies in 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 for documentation of verbal counseling or oral reprimand documentation.
- B. **Level 2** - forms shall serve as official documentation of notable negative actions or performance deficiencies and the required corrective action. 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 for written reprimands and subsequent progressive discipline actions.

Desire to Serve

Ability to Perform

Courage to Act