

**CITY OF RICHMOND, CALIFORNIA
Firefighter Performance Appraisal**

EMPLOYEE:			MUNIS EMPLOYEE NUMBER:		
RATER:					
RATING PERIOD FROM:		TO:		TYPE OF EVALUATION:	
<p align="center">Major Work Activities and Performance Standards SECTION I - ROUTINE DUTIES AND RESPONSIBILITIES</p> <p>You are expected to perform and carry out all related assignments required of a Richmond Firefighter that supports and impacts the entire organization. This means you are expected to:</p>	A/S <small>(Above Standard)</small>	S <small>(Standard)</small>	B/S <small>(Below Standard)</small>	<p>For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.</p>	<p>Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)</p>
<p>A. Daily attendance and punctuality is required as per departmental rules and policies.</p>					
<p>B. Follow all rules, regulations, policies and procedures instituted by the department.</p>					
<p>C. Maintains quarters, apparatus, and equipment on a daily basis and perform minor repairs as needed, per your Company Officer's expectations.</p>					
<p>D. Participate in training programs, exercises, and drills to the standards adopted by the Richmond Fire Department.</p>					
<p>E. Prepare reports and other related documents, as required by the Company Officer.</p>					
<p>F. Assist in Fire Prevention Inspections as required by the Company Officer.</p>					
<p>G. Know the Local 188 M.O.U. and operate within its limits.</p>					

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Major Work Activities and Performance Standards SECTION II – EMERGENCY OPERATIONS	A/S (Above Standard)	S (Standard)	B/S (Below Standard)	For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.	Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)
As part of a team, responding to emergencies, it is a critical part of the job. This means that you are expected to:					
A. Maintain company integrity as required by the Company Officer. B. Participates effectively as a member of the emergency team to mitigate an incident. C. Perform tasks as trained by this department. D. Maintain a high safety standard at all times. Observe all department safety rules per department standards.					

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Major Work Activities and Performance Standards SECTION III – INTERNAL RELATIONS You are expected to conduct your work in a manner which supports the overall effort of the department and the City. Generally, your interaction should have a positive impact on the organization and its accomplishments. This means you are expected to:	A/S (Above Standard)	S (Standard)	B/S (Below Standard)	For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.	Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)
A. Treat co-workers and supervisors with respect and dignity.					
B. Resolve differences in positive, constructive ways by trying to negotiate ways to work together harmoniously, not allowing personal differences with others to disrupt your work or the work of others.					
C. Maintain compliance with City General Order #33-Policy Against Workplace Harassment and all departmental policy pertaining to proper workplace decorum.					
D. Process problems, complaints, and disagreements through the chain of command. Offer suggested solutions. Avoid repetitious complaints which do not contribute to a solution, but only add to the problem.					

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Major Work Activities and Performance Standards SECTION IV – EXTERNAL RELATIONS You are expected to conduct your work in a manner which fosters good relations and public support for the department and the City. This means you are to:	A/S (Above Standard)	S (Standard)	B/S (Below Standard)	For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.	Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)
A. Treat the public with respect.					
B. Avoid religious, ethnic, racial, and sexual slurs, as well as put-downs and derogatory remarks.					
C. Avoid behavior that would bring discredit to the department/City.					

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Rater's Signature: _____ Date: _____

Employee Signature: _____ Date: _____

RECOMMENDATION IN VIEW OF THIS APPRAISAL:
(The following to be filled out only upon making the final rating sheet on a probationary employee).

I recommend that this employee be placed on permanent status.

I recommend that this employee be dismissed at the end of the probationary period.

Fire Chief's Signature: _____ Date: _____

Employee Comments: