



# Florida Department of Financial Services

## Division of State Fire Marshal

# SPECIAL ORDER

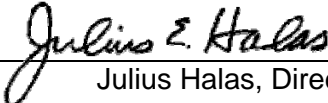
Dated: July 29, 2009

Effective: August 12, 2009

Special Order # SO-09-001

Supplements: AP&P 5-2

Topic: Performance Evaluations

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| Approved: |  |
|           | Julius Halas, Director  |

The purpose of this bulletin is to clarify the use of performance evaluations within the Division of State Fire Marshal. This Special Order is supplemental to and in support of AP&P #5-2, "Employee Performance Evaluations."

1. The objectives of the performance evaluation system are to: (CFA 16.01 "A")
  - a. Identify member strengths and weaknesses;
  - b. Encourage and recognize positive performance;
  - c. Discourage negative performance and provide a mechanism for improvement;
  - d. Assist in developing each member's potential; and
  - e. Identify training needs.
2. Each supervisor shall review AP&P #5-2, "Employee Performance Evaluations" for measurement definitions, procedures for the use of evaluation forms and rater responsibilities prior to the completion of each evaluation.
3. Each full-time paid member shall be evaluated annually. (CFA 16.02M)
4. Evaluations shall be based only on the performance demonstrated during the rating period. (CFA 16.02M "A")
5. Evaluations shall be based only on criteria specific to the position occupied by the member during the rating period. (CFA 16.02M "B")
6. All ratings that are "below expectations" or "exceeded expectations" will require written comments by the rater. (CFA 16.09)
7. Members shall be rated only by their immediate supervisor, and the supervisor shall sign the evaluation prior to it being presented to the member. (CFA 16.02M "C") (CFA 16.02M "D")

8. At the beginning of each rating period, the supervisor shall:
  - a. Inform each subordinate regarding the tasks of the position occupied; (CFA 16.07 "A")
  - b. Identify the level of performance expected; and (CFA 16.07 "B")
  - c. Identify the criteria used for ratings on the evaluation. (CFA 16.07 "C")
9. At the conclusion of the rating period, each supervisor shall:
  - a. Conduct an interview with the member being evaluated; (CFA 16.03M "A")
  - b. Allow the member being evaluated an opportunity to provide written comments regarding the evaluation; (CFA 16.03M "B")
  - c. Instruct the member to sign the evaluation. The member's signature does not signify agreement or disagreement with the evaluation; it merely indicates the evaluation has been reviewed with the member by the supervisor. (CFA 16.03M "C")
  - d. When requested, provide a copy of the signed evaluation to the member; and (CFA 16.03M "D")
  - e. Forward the completed evaluation to the rater's supervisor for review and signature. (CFA 16.03M "E")
10. Performance evaluations may be used for the following purposes: (CFA 16.04)
  - a. To determine member retention;
  - b. To identify members with career advancement or promotional potential;
  - c. To assist in identifying members suitable for specialized assignments;
  - d. To rate job effectiveness; and
  - e. To identify training needs.
11. If a member requests to contest his or her performance evaluation, the following guidelines shall apply: (CFA 16.05)
  - a. The supervisor will discuss and consider the member's concerns;
  - b. If no resolution is possible at the supervisory level, the member may present a written summary of concerns to the next higher level of authority. The authority shall review the summary and respond in writing within ten days of receipt; and
  - c. The decision rendered by the next higher level of authority shall be final.
12. Non-probationary members shall be given written notice by their supervisor of substandard performance as needed during the rating period. (CFA 16.08)