

Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 08-08

July 7, 2008

TO: All MCFRS Personnel

FROM: Fire Chief Thomas W. Carr, Jr. 

SUBJECT: Performance Planning and Appraisal

Article 59, Individual Performance Planning and Assessment (IPPA), of the Collective Bargaining Agreement between Montgomery County Career Fire Fighters Association, IAFF, Local 1664, and Montgomery County, Maryland, governs the performance planning and assessment procedures to be used for bargaining unit personnel, and should be referenced when applicable.

Supervisors must use the Firefighter/Rescuer I form to evaluate the performance of probationary Firefighter/Rescuers. Performance planning and assessment of probationary Firefighter/Rescuers must be completed in accordance with Section 11 of the Montgomery County Personnel Regulations. The Firefighter/Rescuer I evaluation form is provided on MCFRS *Quicklinks* in the Administrative Services Section.

Performance Planning and Assessment for Chief Officers must be completed in accordance with Section 11 of the Montgomery County Personnel Regulations. Performance planning and evaluation forms for Chief Officers are provided in the OHR resource library on the County's web site at:
<http://www.montgomerycountymd.gov/content/ohr/ResourceLibrary/files/MGMTFORMFRS.DOC>

Individual Performance Planning and Assessment (IPPA) forms for all personnel are provided in MCFRS *Quicklinks*.

All supervisory personnel must ensure that subordinate personnel are evaluated on a regular basis, consistent with the Collective Bargaining Agreement, Personnel Regulations, and this Order.

DFRS Policy and Procedure No. 523, entitled, Performance Planning and Appraisal, and Fire Chief's General Order 07-18, are hereby rescinded.

Supervisors must review this Order with their personnel.