

## Individual Performance Planning and Assessment (IPPA) for Recruits Approaching the End of Probation

Each probationary employee, regardless if recommended for permanency or extension of probation, must receive a completed IPPA at the close of the probationary year, but not earlier than 30 days before their anniversary.

### Shift Officer

- Ensure all PCAP entries are complete. Use the “Check Eligibility for Promotion” button to verify completion

Review the appraisal and ensure all aspects of the appraisal policy are adhered to including:

- Use the IPPA for FF1
- The employee’s name and **Oracle ID** are entered correctly; check MTime for the ID number
- The “Review Period” dates are accurate – “From” date should be employee’s hire date; “To” should be the date you review with the employee
- Select “Probationary” as the “Type of Appraisal” (if your version of the IPPA doesn’t include “Probationary”, add it in)
- An “Overall Rating” is entered
- All “Performance Categories” are rate (including driving-operation, water supply, ropes, etc). The only N/A’s that should be checked are “Language” and “Supplemental Goal”**
- Writing “Overall Comments” supporting the employee’s overall performance rating
- If the employee has an overall rating of “Does Not Meet Expectations” or a DNME in any “critical skill”, consult with Admin Services to issue a “Work Improvement Plan” and extension of probation
- Supervisor signs and dates “Evaluation Finalized by Supervisor”
- Forward the appraisal to the Battalion Chief for review; ensure he/she signs and dates the appraisal in the section marked, “Evaluation Reviewed by Reviewing Official”
- Once it is signed and returned, please review the appraisal with the employee
- Employee signs and dates “Evaluation Reviewed by Employee” and may add comments

**Montgomery County Fire and Rescue Service  
Operations Division**

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- Produce 3 additional copies of the appraisal
- 1 copy to the employee
- 1 copy in the employee's supervisory file
- Forward the signed, original appraisal and 1 copy to the Battalion Chief
- Establish a new performance plan for the upcoming review period

### **Battalion Chief**

- Review the appraisal and ensure that all aspects of the appraisal policy have been adhered to including those task responsibilities assigned to each respective shift officer
- Complete a memorandum requesting permanency or extension of probation (S: drive, DTC> DFRS Forms> Permanency Memo)
- Attach the memo to the original and the copy of the IPPA and forward to the DOC

### **Duty Operations Chief**

- Review the appraisal and ensure that all aspects of the appraisal policy have been adhered to including task responsibilities for each respective shift officer and Battalion Chief
- Assemble the sets of memos and IPPA's and forward to the Operations XO