

PHOENIX FIRE DEPARTMENT
VOLUME 1 – Operations Manual
PEER REVIEW PROCESS
MP111.03 09/18 – R

SCOPE

This procedure outlines the process and standards for reviewing member performance relating to Phoenix Fire Department Training programs conducted within the Centralized Training Division.

PURPOSE

The purpose of the Peer Review Committee is to monitor the progress of Phoenix Fire Department members in all aspects of training and to address performance or attitudinal issues that may affect the members ability to complete their training program or probationary period. The committee is designed to evaluate all factors and circumstances that pertain to identified individual deficiencies regarding clearly defined standards and expectations with the goal of remediation of any issues involving a member’s competency or performance.

COMMITTEE MEMBERS

The Peer Review Committee is comprised of the following standing members:

- Phoenix Fire Department Director of Training
- Division Chief of respective training section
- Deputy or Division Chief of Personnel
- Local 493 representative of respective section

Modifications to the committee positions require the approval of the Fire Chief and President of L493. Meetings require the minimum collective attendance of the above-mentioned members.

Members of other stakeholder groups may be invited as appropriate to provide input regarding standards, issues affecting member performance or to provide subject matter expertise. These members will be identified and selected by the standing members of the Peer Review Committee as needed.

The L493 representative(s) will be appointed by the Union President.

RESPONSIBILITIES

The Peer Review Committee’s mission is to support the Training Division in resolving membership performance deficiencies identified within training. The committee is tasked with reviewing documentation and verbal reports from training staff and management regarding performance issues and existing performance improvement plans, then making consensus

decisions that support current plans or make modifications to a training plan for improvement. Information that is presented to the committee should provide an objective view of all circumstances (positive and negative). Consideration should also be given regarding member(s) safety, history, severity of deficiency, and progress being made by the individual. The overarching goal is to provide every member the reasonable opportunity for success. Recommendations can include but are not limited to:

- Continuation and monitoring of an already existing plan for improvement
- Modification to an existing plan for improvement or development of a new plan for improvement
- Remand to the Fire Department Health Center or other approved care provider
- Extension of a training or probationary period
- Termination of continuation in training

The Director of Training, in collaboration with L493, has the authority to remove a member from training programs at any time due to gross safety or professional concerns. Upon removal, members will be referred to the Fire Department Personnel Section for further direction.

Peer Review Committee meetings should be held regularly during active training courses to discuss progress and to identify any trends that may become larger issues for members involved in training.

Committee members have a responsibility to serve in a fair and unbiased manner. All training deficiencies, expectations, standards and resources will be clearly documented and communicated to any member involved in the Peer Review process. When appropriate, definitive time lines will be included in plans for improvement.

Committee recommendations will be clearly communicated to all stakeholder partners while protecting member confidentiality. Peer Review issues and recommendations should be treated as personnel matters and are subject to litigious actions. Fire Department and L493 executive staff should be provided regular updates as to Peer Review Committee actions and recommendations. This information will be communicated by standing committee members.

In instances where the Peer Review Committee is unable to come to a consensus agreement on a course of action, the matter will be forwarded to the Fire Chief and Union President for review. The Fire Chief reserves the right to make the final determination of resolution.