

The Woodlands Fire Department Operational Guidelines

A-05 – RECORDS OF EXCEPTIONAL PERFORMANCE

1.0 PURPOSE

1.1 The purpose of this procedure is to establish an additional method for the Fire Department members to be recognized for exceptional performance. This procedure will guide The Woodlands Fire Department supervisors in dealing with exceptional performance by using the Record of Exceptional Performance (REP) to document the incident. If supervisors have any questions concerning exceptional performance, they should be directed to the Deputy Chief of Operations.

2.0 POLICY

2.1 It is policy of The Woodlands Fire Department to appropriately recognize members of the Department for exceptional performance. REPs may be presented to any member of the Fire Department. There is no limit placed on the number of REPs any individual may be awarded.

3.0 GUIDELINE

3.1 Any supervisor of the Department may recommend a member of a Record of Exceptional Performance. The recommendation should be made to the member's immediate supervisor either in person, via telephone, or written documentation. The member's supervisor will acknowledge receipt of the written recommendation if requested by the sender.

4.0 PRESENTATION

4.1 REPs will be presented to the member(s) by the immediate supervisor at an appropriate time. The original will be forwarded to the Deputy Chief of Operations to be placed into the member's personnel file. A copy will be given to the member and another copy is to be forwarded to the Fire Chief.