



SPECIAL ORDER

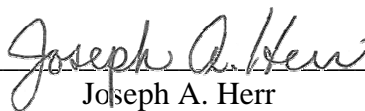


Series	Number	Originating Bureau	Effective Date	Expiration Date
2006	20	Operations	3/09/06	N/A

Subject:

Performance Evaluations

1. Effective this date, all Performance Evaluations will require completion of forms, which are available via the Intranet. These will be the only forms accepted. All items applicable are required. The forms are located under the "Forms and Documents" tab, Evaluation Forms List.
2. The forms are:
 - a. DATA FORMS – to be filled in for the evaluation period through February 28, 2007. This will be used to verify that all information is correct with DFRS.
 - b. PERFORMANCE EVALUATION CHECKLIST – to be completed and submitted with each evaluation.
 - c. PPE INSPECTION FORM – to be completed for each set of personal protective equipment issued.
 - d. WMD INVENTORY LIST – to be completed for the WMD equipment issued.
3. An example of each form is attached.



Joseph A. Herr
Fire Chief