Standard Operating Procedure	PEORIA FIRE DEPARTMENT
	Administration
RECORD OF EXCEPTIONAL PERFORMANCE	101.10
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PURPOSE

The purpose of this procedure is to establish an additional method for the Fire Department members to become recognized for exceptional performance. This procedure will guide Peoria Fire Department supervisors in dealing with exceptional performance by using the Record of Exceptional Performance form to document the incident.

POLICY

It is the policy of the Peoria Fire Department to appropriately recognize members of the Department for exceptional performance. A Record of Exceptional Performance may be presented to any member of the Fire Department or a citizen in active volunteer service. There is no limit placed on the number of Exceptional Performance Records any individual may be awarded.

Recommendations for Documentation

Any supervisor of the Department may document a Record of Exceptional Performance for any employee. The documentation should be done via the Record of Exceptional Performance form.

Presentation to Employee

The Record of Exceptional Performance will be presented to the member(s) by the immediate supervisor at an appropriate time. The original will be forwarded through proper channels to be placed into the member's working disposition file.

Routing and Retention

The immediate supervisor will forward the original copy to the Battalion Chief or civilian manager for review. The Battalion Chief or civilian manager will be responsible for routing the original copy of the commendation to the employee's working disposition file which will remain in the file for a period of one (1) year or until the next performance appraisal, whichever comes first. The manager may forward a copy of the record to the Deputy Chief of Operations, and if warranted, the Deputy Chief of Operations may send the record up the chain of command to the Fire Chief. These records will be considered in employee performance evaluations.

Approved: _____ 10/5/04

Robert McKibben, Fire Chief Date