

PEMBERTON TOWNSHIP FIRE DEPARTMENT GENERAL ORDER
Number: 15-003
Cross Reference:
Subject: Evaluations and Department E-mail Procedures
Effective Date: Immediately
By Order of: Pemberton Township Fire Chief, <i>Craig L. Augustoni</i>

The following is the Department's procedure for evaluations of probationary members, also a directive on reading and responding to Department e-mails.

EVALUATIONS:

Evaluations shall be done starting after the Department's orientation. Evaluations shall be completed and submitted to the Battalion Chief no later than five days after the probationary members 30th day, 90th day and 180th day. Each evaluation shall have a department activity sheet attached to the report. The Battalion Chief shall submit the completed evaluation to the Assistant Fire Chief within 24 hours of his receipt. The Assistant Fire Chief may extend any of the above procedures at his discretion. If the evaluation is extended the Assistant Fire Chief shall notify the Fire Chief.

DEPARTMENT E-MAILS:

All Department e-mails shall be checked, read and replied too within 24 hours upon receipt.