

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **RECORDS OF EXCEPTIONAL PERFORMANCE**

#### **(GREEN SHEETS)**

**MP105.05A 12/18 – R**

#### **PURPOSE**

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

#### **POLICY**

It is the policy of the Phoenix Fire Department to appropriately recognize members of the Department for exceptional performance.

Green Sheets may be presented to any member of the Fire Department, a person active in the Department Cadet program, or citizen in active volunteer service.

There is no limit placed on the number of Green Sheets any individual may be awarded.

#### **RECOMMENDATIONS FOR GREEN SHEETS**

Any supervisor of the Department may recommend a member for a Record of Exceptional Performance (Green Sheet). The recommendation should be made to the member's immediate supervisor via telephone or written documentation. The member's supervisor will acknowledge receipt of the written recommendation if requested by the sender.

#### **PRESENTATION OF GREEN SHEETS**

Green Sheets 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 personnel file. A copy will be given to the member and another copy is to be forwarded to the Fire Chief.

#### **ROUTING AND RETENTION**

The immediate supervisor will forward the original copy to the Battalion Chief or Section Head for review. The Battalion Chief or Section Head will forward the original copy to the Personnel Services Division to be placed into the employee's personnel file for the duration of employment.