

**OKOLONA FIRE DEPARTMENT
PERFORMANCE OBSERVATION MEMO**

Name of Member: _____ Date of Observation: _____

Performance Observed by: _____

The Performance is (Check one): Favorable _____ Unfavorable _____

Description of Performance:

Member's Comments (optional):

- Copies to:
Member*
Member's Sergeant*
Member's Officer*
Member's Chief Officer*
Fire Chief*
Member's Personnel File (permanent)

*These copies are to be destroyed one year after Date of Observation (if unfavorable)