



DEPARTMENT OF FIRE AND RESCUE SERVICES
MONTGOMERY COUNTY, MD.

DIRECTIVE

NUMBER: 93-08

DATE: March 29, 1993

TO: All DFRS Personnel

FROM: Ramon F. Granados, Director
Department of Fire and Rescue Services

A handwritten signature in cursive script that reads "Ramon F. Granados".

SUBJECT: Personal Notices of Family Members, Retirees, etc.

On several occasions in the past few months, the deaths and illnesses of Department employee's family members have been unreported to the various Bureau Chiefs and the Director's Office.

Attached is a form to be used to ensure that notices of death, hospitalization or other significant personal events affecting family members, retirees or others who have been friends of the Department, are reported promptly. It is the responsibility of the on-duty first line supervisor, upon being advised of such an event, to complete the Personal Notice Form and forward it to the Director's Office by FAX, with copies to the chain of command.

8521E

Montgomery County Department of Fire & Rescue Services

PERSONAL NOTICE

TO Director's Office
FAX 301-217-2443

FROM:

SUB: Personal Notice: ___ Death, ___ Illness, ___ Birth, ___ Other

Employee/Member _____ Station/Shift _____

Home Address _____

Home Phone _____

Full Name of Subject Person: _____

Relationship _____

If Illness: Hospitalized ___ Yes ___ No; If yes:

Hospital _____ Room _____ Phone _____

If a death: Funeral Home _____

Arrangements _____

If arrangements are not known, forward this form to the Director's Office.
When arrangements have been made forward another copy, highlighting the funeral home and arrangements portion.

Other Personal Event: Identify type, when, where, full names, etc.

cc: EOB-12TH FLOOR--PLEASE MAKE COPIES FOR THE FIRST
DEPUTY AND APPROPRIATE BUREAU CHIEF
Bureau Chief: Fire Prevention ___; Field Support ___; Operations ___
District Chief
Senior Career Officer

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