

# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS



|   |                            |                   |                |
|---|----------------------------|-------------------|----------------|
| Subject:                                  |                            | Directive # 2.2.3 |                |
| Apprenticeship Evaluation Confidentiality |                            | Page 1 of 1       |                |
| Volume:                                   | Chapter:                   | Section:          |                |
| 2   | 2                          | 3                 |                |
| Approved By:                              |                            | Date Issued:      | Revision Date: |
| Fire Chief Robertson                      |                            | 10/12/10          |                |
| Attachments:                              | Resources/Cross Reference: |                   |                |
|   |                            |                   |                |

**Purpose:**

To protect the privacy of Apprentices being evaluated.

**Procedure:**

- A. SUB-JAC has directed that members who either conduct or participate in an Apprentice Evaluation shall keep the details and/or results confidential.
- B. Details and/or results of evaluations shall be provided to the Apprentice's Company Officer if he/she was not involved in the evaluation.
- C. Only Apprentices shall divulge details and/or results of their evaluation to other personnel if he/she chooses to do so.
- D. Any questions pertaining to this issue shall be directed to any member of the SUB-JAC.