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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Letters of Recommendations**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To provide appropriate details on current/prior members upon request.

**Procedure:**

Members who voluntarily terminate from the \_\_\_\_\_\_\_\_\_\_\_\_\_, as well as members in good standing seeking letters of reference/referral for employment or personal improvement may use \_\_\_\_\_\_\_\_\_\_\_\_\_ as a reference, or request a referral letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_will provide letters of recommendations based upon the proper request or authorization of the member and be limited to dates of service and positions continuing.

\_\_\_\_\_\_\_\_\_\_\_\_\_ will not provide letters of recommendation for no specific purpose or to anyone who is on current suspension at the time of request, or has been removed from membership.

Only the Chief or designee are authorized to provide these letters of recommendation.

All questions on reference requests must be directed to the Chief

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

King of Prussia (PA) Volunteer Fire Company SOG KP0083 Letters of Recommendation