

**Fire Officer I – Assignment #11**  
Utah Fire and Rescue Academy

**Situation:**

Engineer John Jameson is an 18-year employee. He's always been an exemplary employee, and cheerful and supportive. John has tutored other firefighters through the years and was considered in line as one of the next officers.

As John's company officer, you've noticed some behavior changes over the past few months. John has been arriving late to work, which is unlike him. He no longer participates in crew meals and his anger has been explosive and inappropriate. John is withdrawn, negative, and angry the majority of the shift. He refuses to help younger firefighters when they seek his advice. He's taken up smoking, which he attempts to hide from the crew and now regularly uses coarse language around the station.

Other firefighters on the crew have come to you in confidence and stated that John has hinted at problems at home in his marriage and has made comments such as, "I should just end all this." They ask if there is anything they can do for him and he always says "no, it's hopeless." His behavior is having a negative impact on the crew and your productivity.

**Assignment:**

1. Draft a memo to John that will serve as documentation of a personal meeting in which you will address his wellbeing and his behavior. Include the following:
  - a) Explain to John the nature of your concerns and advise John of his options for changing his behavior.
  - b) Remember, your priority is to see that John gets the help he needs. The memo should include resources available to John to seek assistance. Use your organization's actual EAP policy if one exists. Explain to John that the use of an EAP program is voluntary and kept private.
  - c) It's your decision as to whether or not the memo may serve as a starting point for the disciplinary process; justify it either way in the memo.

**Requirements:**

1. Type your assignment, double-spaced, using a word processing or other data entry software program. Be sure to proofread for grammar and spelling.
2. Make your memo professional and worthy of presentation to your department superiors. You may use your department letterhead if you wish.
3. Submit the assignment electronically as a .doc or .docx.

**State Skill #4**