MEMORANDUM

Series	Number	Originating Unit	Effective Date	Expiration Date
2007	247	OFC	December 7, 2007	December 23, 2007

Subject:

Confidential Employee Survey

In its final report, the Mayor's EMS Task Force included the following recommendation (number 3f): "The Chief shall periodically conduct confidential, anonymous surveys of Department employees regarding their attitudes, concerns, and opinions relating to the Department's provision of emergency medical services. The first survey shall be completed no later than December 31, 2007."

To meet this obligation and ensure confidentiality, the Office of the City Administrator is conducting the survey on behalf of the Fire/EMS Chief.

The survey is being distributed via email, beginning December 7, 2007, to all operational FEMS employees. In order to access the survey, employees will need to login to their DC Government email account and open the email titled: "EMS Survey" from Mr. Phil Heinrich in the Office of the City Administrator. The survey should be completed by midnight December 22, 2007.

The survey is electronic, and can be completed within 15-25 minutes from any computer that is connected to the Internet. Employees can complete the survey using the workstations in their firehouses, or they can choose to complete the survey from a personal computer while off duty. The survey tool is designed so that employees can log out of the survey if they are dispatched on a run, and resume completion later without losing their work.

While participation in this survey is voluntary, we strongly encourage you to use this opportunity to provide helpful feedback to the Department. All responses are completely confidential. The results of the survey will be shared with the Fire and EMS Department in summary form only. No information identifying individual survey respondents will be shared with any member of the DC Fire and EMS Department. No negative action will be taken against any employee for their participation or non-participation in this survey.

Officers shall inform all employees of the survey and provide them with an opportunity to access their DC government email accounts from the station computers.

Operational employees who are unable to access their DC Government email accounts should contact the IT Servus HelpDesk at (202) 671-1566 for assistance. If an operational employee is able to access their DC Government email, but has NOT received a survey, or has other questions about the survey, they should contact Phil Heinrich in the Office of the City Administrator at phil.heinrich@dc.gov or (202) 478-9214 during normal business hours for assistance.

Thomas J. Herlihy
FOR/ Dennis L. Rubin
Fire/EMS Chief