



MEMORANDUM

TO: _____, Firefighter

FROM: Darryl Jones, Fire Chief

DATE: _____

SUBJECT: **Track III Program**

Upon our meeting today, you have decided to voluntarily participate in the city of Pittsburgh's Employee Assistance Track III Program. You are to contact the Track III Care Manager to schedule a date and time to meet and sign your Track III Letter of Understanding by _____. The Track III Case Manager's phone number is (877) 240-6863.

Darryl E. Jones
Fire Chief

DEJ/ma

Cc: Deputy Chief's Office
Fire Battalion Chief
Fire Lieutenant
Track III Care Manager
Employee Leaves Coordinator, Personnel & Civil Service