



**FCM 069-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** June 16, 2016

**TO:** All Uniformed Members

**THROUGH:** Eric C. Tade, Chief of Department *ECT*  
Todd A. Bower, Deputy Chief of Department *TAB*  
Steven P. Ellis, Division Chief, Technical Services *SE*

**FROM:** Donn Bower, Captain/Quartermaster, Technical Services *DB*

**SUBJECT: PROCESS FOR ORDERING POLOS FROM THE WAREHOUSE**

The polo shirts are now available to order from the Warehouse. The polos are 12 points each, which includes all embroidery and stenciling. Ordering polos will start with trying them on at the Warehouse to determine what size you need. We cannot return your polos once your name and rank are embroidered on them, so please make certain about the size that you want. The Warehouse will submit the orders to Neve's for processing. You will be notified by email when your polo is ready to be picked up at the Warehouse. All orders will be handled by the Warehouse, so please do not contact Neve's directly.

After the order is submitted to Neve's, it will be an estimated two- to three-week turnaround for completed polos to be delivered to the Warehouse. We do expect the turnaround time to shorten as this process is "fine tuned." We thank you in advance for your patience. If you already know the size of the polo that you want, you can email your order to [dfdwarehouse@denvergov.org](mailto:dfdwarehouse@denvergov.org).

:kfc/H/FCM/2016/069-2016 Process for Ordering Polos from the Warehouse

**DISPOSITION:** Read at Roll Call for three (3) consecutive shifts.

**DISTRIBUTION:** Suppression and Support Services (*electronic*)