



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

| | |
|-----------------------|--------------------------------------|
| Book: | Organization |
| Chapter: | Forms, Records & Reports |
| Subject: | 1522 - Written Reprimand Form |
| Revision Date: | 08/03/2007 |
| Approved by: | <i>B. Michael Thurlow</i> |

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|-------------------|--|--------------------|--|
| Issued To: | | Employee #: | |
| Issued By: | | Date: | |

Statement of Circumstances:

Cited Violations:

Corrective Actions:

Issuing Supervisor Signature

Date

I have read this notice and have had the opportunity to discuss it with the Issuing Supervisor.
I am aware that my signature, hereon, only indicates receipt of this notice.

Members Signature

Date

cc: B. Michael Thurlow, Fire Chief, Liam Gallagher, Human Resource Director