



Scarborough Fire Department

B. Michael Thurlow, Fire Chief

GENERAL ORDER

TO: ALL PERSONNEL

ORDER #: 15-001

DATE ISSUED: 07/01/2014

SUBJECT: NEW GENERAL ORDER COMMUNICATION SYSTEM

DATE RECINDED:

PER ORDER OF: *B. Michael Thurlow*, Fire Chief

Effective immediately the Scarborough Fire Department will be implementing a new General Order communication system to better disseminate, track and retrieve important information. This system will be used for official departmental communications of various types so they can be promptly disseminated in a uniform manner and archived on our website for future reference.

This system will be used for:

- Official notifications or departmental communications
- Policies and/or procedures that may or may not be converted to actual SOPs
- Documenting collective bargaining agreement interpretations
- Any other official purpose as deemed appropriate by the Fire Chief

General Orders will be disseminated either electronically or in hard copy to those personnel affected and a master list and copies will be available on the department's website.

General Orders have the same authority as Standard Operating Procedures and are enforceable through the department's progressive disciplinary process.

