



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Forms, Records &amp; Reports</b>
<b>Subject:</b>	<b>1520 – Counseling Memorandum</b>
<b>Revision Date:</b>	<b>08/03/2007</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

<b>Issued To:</b>		<b>Employee #:</b>	
<b>Issued By:</b>		<b>Date:</b>	

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

After a full one year period, during which the employee has not been the subject of further progressive discipline of any type, a counseling memorandum will be rescinded from the employee's personnel file at the request of the employee.

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