



**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>1522 - Written Reprimand Form</b>
<b>Revision Date:</b>	<b>08/03/2007</b>
<b>Approved by:</b>	<i>Richard C. Kindelan</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

cc: Richard C. Kindelan, Fire Chief, Liam Gallagher, Human Resource Director