



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Forms, Records & Reports
Subject:	1520 – Counseling Memorandum
Revision Date:	08/03/2007
Approved by:	<i>Richard C. Kindelan</i>

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

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the employee has not been the subject of further progressive discipline of any type, a counseling memorandum will be rescinded from the employee's personnel file at the request of the employee.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: Richard C. Kindelan, Fire Chief
Liam Gallagher, Human Resource Director