

PEMBERTON TOWNSHIP FIRE DEPARTMENT GENERAL ORDER
Number: 15-0004
Cross Reference: Rules and Regulations Disciplinary Regulations
Subject: Corrective Action Form
Effective Date: Immediately (updated March 5, 2016)
By Order of: Pemberton Township Fire Chief <i>Craig L. Augustoni</i>

To all Department Officers, you are directed to submit any Corrective Action Forms notices to the Chiefs Office following the below procedure. This procedure is not to be confused with formal charges that go directly to the Chief of Department.

1. Submit to **Assistant Chief** within 24hours of completion for review and ensure all proper documentation is completed.
2. Assistant Chief- shall complete a review and ensure all proper documentation is completed and submit to the **Department Chief** within 24 hours, after final review from the Department Chief the Assistant Chief shall place the form in the members personnel file.

