

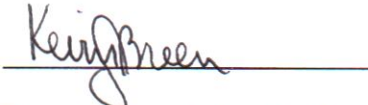


TOWN OF SALEM
FIRE DEPARTMENT HEADQUARTERS
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GENERAL ORDER 14 - 09
25 AUGUST 2014

TO: All Personnel

FROM: Kevin J. Breen
Chief of Department



SUBJECT: Reissuance and clarification of General Order 14-06

Members of Salem Fire Department, whether on-duty or off-duty, are expected to conduct themselves in a manner consistent with our shared mission, vision and philosophy.

Effective immediately, any Salem Fire Department employee who is arrested, brought into custody or served with a Domestic Restraining Order by a law enforcement officer, shall notify a Salem Fire Department chief officer or the on-duty Shift Commander as soon as possible.

Chief Officers and/or Shift Commanders (officers) who receive notification of an employee's status as referenced above shall:

1. Immediately notify and confer with a Salem Fire Department Chief Officer
2. Prepare a detailed memo documenting all of the information received including:
 - a. Name(s) of the Employee(s) Involved
 - b. Date and Time of the Incident
 - c. Date and Time when Notification was Received
 - d. Name of the Chief Officer Contacted and when Contact was Made

Copies of this memo will be signed, sealed in envelopes and forwarded to both the Chief of Operations and Chief of Department.

POST