



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
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Standard Operating Guidelines

SOG NO.: KP-1-0032
SOG TITLE: LETTERS OF RECOMMENDATION
ADOPTION DATE: 01/02
REVISION DATE:
NO. OF PAGES: 1

Purpose: To provide appropriate details on current/prior members upon request.

Members who voluntarily terminate from the King of Prussia Volunteer Fire Company (KPVFC), as well as members in good standing seeking letters of reference/referral for employment or personal improvement may use KPVFC as a reference, or request a referral letter.

KPVFC will provide letters of recommendations based upon the proper request or authorization of the member.

KPVFC will not provide letters of recommendation for no specific purpose or to anyone who is on current suspension at the time of request, or has been removed from membership.

Only the Chief and President are authorized to provide these letters of recommendation.

All questions on reference requests must be directed to the Chief or President.