

Central Joint Fire District

Standard Operating Procedure



Central Joint Fire District

SUBJECT: Record of Disciplinary Action Form

SOP Number: 158

Effective Date: 4/7/92

Revised Date:

Approved:

PURPOSE: The purpose of this standard is to define the purpose of form F158 used by the Central Joint Fire District.

SCOPE: This standard applies to any member who violates the departments SOP's and said violation results in disciplinary action being taken by the Executive Board.

ENFORCEMENT: Responsibility for adherence and enforcement of this standard shall rest with the Fire Chief.

APPLICATION: Form F158 shall be completed whenever a member violates the department's SOP's, and said violation results in disciplinary action being taken by the Executive Board. Form F158 shall serve to document disciplinary action taken against a member of the Central Joint Fire District. The Officer initiating this form shall have the responsibility to ensure that the form is completed and submitted to the members personnel file in a timely manner.