

# Central Joint Fire District

## Standard Operating Procedure



*Central Joint Fire District*

**SUBJECT:** Record Of Conference Form

**SOP Number:** 159

**Effective Date:** 4/7/92

**Revised Date:**

**Approved:**

**PURPOSE:** The purpose of this standard is to define the purpose of form F159 used by the Central Joint Fire District.

**SCOPE:** This standard applies to any member who violates SOP 146 and said violation results in action being taken by the Executive Board.

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

**APPLICATION:** Form F159 shall be completed whenever a member violates SOP 146 and said violation results in disciplinary action being taken by the Executive Board. Form F159 shall serve to document action taken against a member of the Central Joint Fire District. The Ranking Officer presiding over the conference shall have the responsibility to ensure that the form is completed and submitted to the member's personnel file in a timely manner.