



CENTRAL JOINT FIRE DISTRICT

Standard Operating Procedure

SUBJECT: Discipline

SOP Number: 146
Effective Date: 1/8/92
Revised Date: 2/10/92
Approved:

PURPOSE: It is the duty of each member to conduct themselves in accordance with the Standard Operational Procedures of this Department. In the unfortunate instance that a member fails to do so, disciplinary action as described below may result.

SCOPE: This standard applies to each and every member of the Central Joint Fire District.

ENFORCEMENT: The Fire Chief shall be responsible for the enforcement of discipline equally among the membership and shall hold subordinate officers responsible for their commands/orders.

APPLICATION:

146.1 Verbal Warnings

Verbal warnings may be issued by any line officer. Proper documentation of the warning shall be placed in the member's personnel file. Documentation of the verbal warning shall remain a part of the member's personnel file for 36 months from the time of issuance, at which time the record shall be removed.

- a) Any member who violates a standard operational procedure shall be issued a verbal warning, except those violations specifically provided for below.

146.2 Written Warnings

Written warnings shall be issued only by a Captain or Chief Officer. Proper documentation of the warning shall be placed in the member's personnel file. Written warnings shall remain a part of the member's personnel file for 48 months from the time of issuance, at which time the record shall be removed. Written warnings will be issued for the following:

- a) Any member who receives three (3) or more verbal warnings in a twelve month period.
- b) Any act of insubordination.
- c) Unauthorized disclosure of information to the media.
- d) Attendance while under the influence of alcohol or drugs of abuse.

146.3 Suspensions

Suspension will be issued by the Chief according to the following: Proper documentation will be placed in the member's personnel file. Suspension documentation shall remain a part of the member's personnel file permanently.

- a) 30 days - Member receives two written warnings for the same infraction. Member receives three or more written warnings for any combination of violations of the S.O.P.'s.
- b) 60-90 days - Member receives a third written warning for the same violation after receiving a 30 days suspension. Member receives a total of five written warnings for any combination of violations of the S.O.P.'s.

146.4 Dismissal

The Fire Chief may dismiss any member from the Department for any of the following reasons. Documentation will be forwarded to the Central Joint Fire District Board of Trustees' and a copy placed in the individual's personnel file. The individual shall surrender all dept. issued equipment in accordance with S.O.P. 142.13.

- a) A fourth (4) written warning for the same violation.
- b) Theft/Willfully damaging the property of another, the District, or the Social division.
- c) Malicious Tampering with the Department equipment, apparatus or another member's personal protective gear. (May include criminal prosecution.)
- d) Conviction in a court of law for any felony or a misdemeanor that would bring discredit to The Department or it's duties.

146.5 Counseling Procedure

The following is a "counseling procedure" to be used for personnel who show a lack of interest in their attendance according to SOP 143A.

- a) If a member exhibits a lack of interest for a three month period, they shall be verbally counseled by his/her Lieutenant and Captain about their lack of interest. A record of conference will be filled out and signed by the member and officers present. A copy shall be given to the member and the original placed in the member's personnel file at the station.
- b) If after receiving a three month counseling, the member continues to show a lack of interest after an additional three month period, the member shall be advised in writing by a Chief Officer that he/she is on a six (6) month disciplinary probation period. A copy of this shall be placed in the member's personnel file at the station.
- c) Personnel who continue to exhibit a lack of interest during their six (6) month disciplinary probation period may be dismissed from the Central Joint Fire Department. Documentation will be forwarded to the Central Joint Fire District Board of Trustees' and a copy placed in the individual's personnel file at the station. Department issued equipment shall be returned in accordance with SOP 142.13.

146.6 Appeal

Any member who feels that they have been disciplined unfairly, may appeal the disciplinary action. The appeal shall be in writing and contain the facts of the incident and the action taken. The appeal shall be submitted within 72 hours of the disciplinary action.

Appeals for relief from disciplinary action will be made through the Fire Chief to the Central Joint Fire District Board of Trustees'. Failure to follow the chain of command will deem the appeal null and void.