



Roosevelt Fire District **Policies and Procedures**

<u>Section:</u> Policies	<u>Policy:</u> Disciplinary Action
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Purpose: The purpose of this Policy is to establish procedural guidelines to be utilized in progressive disciplinary action steps and will be consistently administered when disciplinary actions are warranted. Disciplinary action is a tool to allow Officers in Charge to deal effectively with members whose performance or conduct is unacceptable, unsafe or in violation of the departments' Code of Conduct, Mission Statement, SOP/SOG, Rules and Regulations, Policies and Procedures and Best Practices. All disciplinary actions will be in accordance with the Rules and Regulations of the Roosevelt Fire District.

Scope: This document shall pertain to all members of the Roosevelt Fire District and provide progressive disciplinary action procedures; that is intended to enhance the abilities of the Roosevelt Fire District's officers and supervisors in their responsibility to maintain the high professional standards of conduct in accordance with the job descriptions of the district.

Only the Fire Chief has the authority to suspend from Active status, any member for disobedience, insubordination, violation of any rules, regulations, guidelines, etc. of the Roosevelt Fire District. (In the absence of the Fire Chief, this authority falls on the 1st. Assistant Chief, then 2nd Assistant Chief and finally the 3rd Assistant Chief)

Definitions:

Counseling - Counseling by an Officer to make a member aware of unacceptable conduct or performance and outlining a course of action to remedy the problem.

Verbal Reprimand: A verbal warning given to a member by an Officer as a means of rectifying an incident of insubordination or inappropriate behavior.

Official Letter of Reprimand – Disciplinary action by the Fire Chief to make a member aware of unacceptable conduct or performance, and outlining a course of action to remedy the problem. This document to remain in member's file unless dated for removal. The document may then be removed with the discretion of the Fire Chief.

Suspension – Time off for a specified period.

Termination – The separation of a member from service for cause.

General Use and Procedure: It will be the policy of Roosevelt Fire District to administer discipline fairly, reasonably, and impartially. Employees and the District are best served when discipline is administered to correct actions. Fair and reasonable discipline applied consistently will receive firm support and can be expected to be upheld. All Disciplinary action is taken to promote the efficiency of District operations. In exercising discipline, the District will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors. However, discipline which is not supported by facts, or imposed arbitrarily must be avoided and is unacceptable.

Progressive Discipline Procedures: Progressive Disciplinary Action is the application of a series of disciplinary steps that may gradually increase in magnitude from an established first step implementation to the final step in the process, which is termination. The intent of progressive disciplinary action is to provide

training, correct behavior, and to prevent occurrences that may lead to more severe actions. While progressive disciplinary action is designed to improve performance by gradually increasing in magnitude until satisfactory results are accomplished, the Roosevelt Fire District reserves the right to apply the level of discipline that is commensurate with the magnitude and severity of the offense. Furthermore, the Board of Fire Commissioners will have the final say in the dispensing of any discipline or discharge after a hearing.

Progressive Discipline: Any action that requires discipline, such as the violation of orders or procedures of the Roosevelt Fire District, but not limited to, may be handled by one or more of the following actions, as well as other actions that may not be listed:

1. Counseling
2. Reprimand
 - a. Verbal Reprimand
 - b. Official Letter of Reprimand
3. Suspension
4. Termination of Membership

In some cases, one or more steps may be omitted.

Reporting and Investigating Offenses: Any member of the Roosevelt Fire District may report an offense by another member of the Fire District, either verbally or in written form (grievance), to any Officer of the Fire District. Upon receipt of this grievance, the receiving officer, and The Fire Chief, shall initiate an investigation.

1. At a minimum, the investigation shall include interviews with the member filing the grievance, and the member accused of the alleged offense, but should be as extensive as needed to determine the validity of the grievance and the severity of the offense, if any is found to have occurred.
2. Under no circumstances should the member filing the grievance, or accused of the offense, participate in the investigation process. In the event this prevents the Fire Chief from conducting the investigation, the Chief shall designate another Chief Officer to conduct the investigation.

Upon completion of this investigation, a report shall be made listing the findings of the investigation, including:

1. Whether or not an offense occurred
2. Actions to be taken.

All written reports and grievances shall be placed in the member's personnel file.

Employee Assistance Program: Occasionally supervisors will be approached by a member with personal problems which require assistance. Many times, just listening and helping the members reason through the problem will be all that is needed. Other times, particularly with alcohol, drug, stress, marital or financial problems, the member may require professional assistance. This help is available through the Employee Assistance Program (EAP). Supervisors must be aware that when a member's personal problems involve violations of Roosevelt Fire District policy, disciplinary action may be necessary in addition to entering EAP.