

**TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATIVE OPERATIONS**

Part 2: Administrative Policies

Subject: Complaint/Discipline Handling

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Section: 1-2-10

Effective Date: 02-01-95

Revised Date: 02-15-04

- 10.01 Purpose. To provide a method of handling complaints and discipline.
- 10.02 Goal. To provide a fair and equitable method for Township Fire Department members to file a complaint and/or receive discipline.
- 10.03 T. F. D. members should submit written complaints and/or concerns to the Battalion Chief of their respective township.
- 10.04 The Battalion Chief may take action on the matter but shall inform the Department Chief of the action taken. The Battalion Chief may also pass the complaint onto the Chief if it is more appropriate for him/her to take action in the matter.
- 10.05 The Battalion Chief and Department Chief will meet with the complainant and the accused if necessary. The ranking officer handling the complaint will issue a written decision in each case outlining the complaint, the response from the accused, and the disciplinary action taken, if applicable. Both parties shall be informed that they may appeal the Chief's decision to the Board of Directors. The Board's decision will be final.
- 10.06 A copy of all complaints shall be submitted to the Board by the Chief for informational purposes.