

TOWNSHIP FIRE DEPARTMENT CHAPTER 1: ADMINISTRATIVE GUIDELINES
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Part 2: Administrative Policies

Subject: Discipline

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Effective Date: 08-27-12

Section: 1-2-32

Reviewed/ Revised Date:

32.01 Purpose.

This guideline is to establish a standard for discipline of all members of Township Fire Department. This will establish a basis to deliver discipline when deemed necessary and to define the disciplinary actions available. The need for disciplinary action is recognized when personal conduct is detrimental to the operation of Township Fire Department.

32.02 Scope.

This guideline will apply to all members of Township Fire Department including administrative, dispatch and support staff. All discipline must be approved by the Board of Directors. The Department will take corrective/disciplinary action which is deemed in the best interested of Township Fire Department.

32.03 Guideline.

Disciplinary action may be in the form of verbal reprimands, written warnings, suspension, and/or up to including termination. At times, and under special circumstances, immediate termination may be necessary.

The types of discipline utilized by Township Fire Department may include any of the following:

32.04 Verbal Warning

The issue shall be discussed with the member, including the expected corrective action. The member shall be informed the discussion is a verbal warning. Documentation must be maintained in the member's file and shall contain specifics of the problem and the member's agreed upon corrective action. This documentation shall be signed and dated by both the member and the Chief, or designee. The documentation must also include anticipated action if no improvement is seen within a specific time period. Follow-up with the member shall be conducted within the time period set.

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32.05 Written Reprimand

A written statement(s) of the issue(s) and corrective action shall be prepared and discussed with the member. The member shall be informed the discussion is a written reprimand. Documentation must be maintained in the member's file and shall contain specifics of the problem and the member's agreed upon corrective action. This documentation shall be signed and dated by both the member and the Chief, or designee. The documentation must also include anticipated action if no improvement is seen within a specific time period. Follow up with the member shall be conducted within the time period set. A copy of the written statement(s) shall be placed into the member's personnel file.

32.06 Suspension

A member can be suspended for a period determined by the Chief, or designee. A written statement(s) of the issue(s) and corrective action shall be prepared and discussed with the member. The member shall be informed the discussion is a suspension. Documentation must be maintained in the employee file and shall contain specifics of the problem and the member's agreed-upon corrective action. This documentation shall be signed and dated by both the member and the Chief, or designee. The documentation must also include anticipated action if no improvement is seen within a specific time period. Follow up with the member shall be conducted within the time period set. A summary of the issue including all pertinent facts and documentation will be placed into the member's personnel file.

32.07 Demotion

This action may be used when the performance is significantly deficient, but other traits and skills are acceptable in another position. Documentation must be maintained in the member's file of the specifics of the issue(s). This documentation shall be signed and dated by both the member and the Chief, or designee.

32.08 Discharge

This action may be used when deemed warranted by the Chief and/or the Board of Directors.

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32.09 Appeal

- A) All disciplinary actions may be appealed to the TFD Board of Directors.
- B) Appeals must be in written form and must state the reason for disagreeing with the disciplinary action taken.
- C) Appeals must be received by the Board of Directors within ten (10) calendar days of the disciplinary action.
- D) The Board of Director's decision is final.