

# ***TULLY FIRE DISTRICT***

*1 Railroad Street  
Tully, New York 13159*

## ***DISTRICT POLICIES***

**Policy Number:** 12-001

**Department:** Operations

**Subject:** Disciplinary Policy

**Date:** January 4, 2012

The purpose of this policy is to insure a safe working environment for all members and staff. This policy is designed to provide a basic procedure to deal with disciplinary issues that may arise during day to day or firematic duties. This includes any calls including mutual aid calls, drills or work details that include the use of any Fire District property, apparatus or equipment.

This procedure is not designed to replace a discussion with an individual or individuals over an issue or violation. **Most issues can and should be taken care of without the use of formal discipline.**

Officers and Chiefs should use an informal disciplinary process as a teaching tool to encourage the professional development of the individual member or staff person.

When dialogue does not work and it becomes a repeat offence or the offence is a willful disregard to his or her safety and the safety of others then formal discipline will be warranted.

The types of violations are as follows:

**SAFETY** – Policies and procedures are put in place to protect us from harm. As insignificant as some may seem they are there to protect us and should be followed. The officer in charge has the authority to deviate if conflicting safety issue or other exigent circumstances are present.

**PERFORMANCE** – This may include work assignments that have been issued from the Chief. This includes not meeting the requirements set forth by the District.

**DISRUPTIVE BEHAVIOR** – Is defined as any behavior that undermines the organization or prevents fellow members or staff from completing their duties in a safe, professional manner. One has a right to his/her opinions but there is a time and place to express them.

**INSUBORDINATION** – Any member acting in defiance or insubordination towards any Chief or Officer cannot be tolerated especially on the fire ground, emergency scene or at a drill where their defiance and or insubordination may put the safety or lives of other members and or staff, other responding emergency services personnel and or the public at risk.

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**OTHER UNSPECIFIED** – If it does not fit under any of the above then mark this one and explain in detail.

### Procedure

Step 1 - Verbal Warning with Written confirmation of same to go into members file.

Step 2 – 1<sup>st</sup> Written Warning

Step 3 – 2<sup>nd</sup> Written Warning with Suspension to be determined at time of violation

Step 4 – Termination of Membership

Note: The Chief has the discretion to skip and or alter any step depending on circumstances and or severity of the violation up to Step 4 which must involve the Board of Fire Commissioners.

The Board of Fire Commissioners, if in their judgment, need to impose discipline at any step have both the obligation and the right to do so.

They also have the right to enter into a Last Chance Agreement with the disciplined member. This agreement will address the problem(s) the member is having coming into compliance with the rules and regulations of the District.

### **ENFORCEMENT**

This progressive disciplinary policy is intended to cover many different situations. Each violation will bring you up to the next step of this policy(example: if you have a written verbal for a safety violation then you get a write up for a performance issue, the next step will be a suspension. It does not start over for each violation

Any Disciplinary Action Form will be put in your personnel file for one year. It will be removed after said time and destroyed.

The exception will be the last chance agreement. This agreement stays in your file for the specified time that is stated in the agreement.

Any member when under suspension is suspended from all activities related to the District whether being fire related or non-fire related.