

Tully Hose Company #1

Standard Operating Guidelines

Disciplinary Policy

Guideline # TF-202 – Rev.1

PURPOSE

This is called a progressive disciplinary policy. It 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.** Where possible Officers and Chiefs should use an informal disciplinary process as a teaching tool to encourage the professional development of the individual member/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 issues or other exigent circumstances are present.

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

DISRUPTIVE BEHAVIOR – Any behavior that undermines the organization or prevents fellow members/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/insubordination may put the safety/lives of other members/staff, other responding emergency services personnel and/or the public at risk.

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

Progressive Discipline:

Informal Resolution

Verbal Warning with Written confirmation of same to go into the member's file-

Written Warning –

15 Day Suspension –

November 30, 2011

30 Day Suspension –**Last Chance Agreement –**

Termination Proceedings--

NOTE: The Chief/Supervisor has the discretion to skip and/or alter any step depending on circumstances and/or severity of the violation.

ENFORCEMENT

This is a progressive disciplinary policy 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 written warning). 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, and then you start over. The exception will be the last chance agreement. This agreement stays in your file for the specified time that is stated in the agreement.

Forms are located in Appendix C