

## Disciplinary Action Guideline

**The Ponderosa Fire Department strives to maintain a positive re-enforcement attitude in regards to behavior modification. It is the responsibility of all members to accept compliance with organizational rules, regulations and guidelines. In the event disciplinary action is warranted against an employee or member the following guidelines are in effect. These guidelines offer acceptable options of discipline in order to promote a positive outcome to negative events that occur.**

**DISCIPLINE** - The Fire Chief, Assistant Chief, or Deputy Chief shall be responsible to relieve or suspend from active status any firefighter for disobedience, insubordination, violation of any rules, regulations, guidelines, by-laws of the Association or Organizational Guidelines of the department, or if the firefighter is deemed incapable of performing the required duties. The suspension will be reviewed by the Command Staff. The Command Staff will then determine the length of suspension or renewing of membership/employment status. Consideration of the sliding scale should be used.

### *Disciplinary Actions Defined*

Any offense against the rules, regulations, and guidelines of the Ponderosa Fire Department that may result in, or include the following from the least to the most severe.

- 1: Counseling
- 2: Reprimand
  - A: Verbal
  - B: Written (Personnel File)
  - C: Special project assignment, remedial training/education in regards to the offense.
- 3: Suspension
- 4: Termination of
  - A: Employment
  - B: Volunteer Membership

### *Disciplinary action to include personnel regardless of status.*

- A: Volunteer
- B: Career
- C: Part Time

Any action against personnel recommended by committee and substantiated by the Fire Chief in accordance with the current rules, regulations and guidelines of the Ponderosa Fire Department shall be implemented using the following guidelines.

***Counseling and or reprimand defined:*** A presentation of facts concerning a performance issue in relation to a violation of rules, regulations or guidelines of the Ponderosa Fire Department.

Counseling should include a documented objective plan for

- 1: Performance improvement
- 2: Consequences of actions
- 3: Determination of improvement timeframe
- 4: Behavior modification
- 5: Follow-up counseling session to discuss behavior performance by a specific date.

***Written Reprimand defined:*** Should include the above in a documentation format to be added to the personnel file including action taken. The member in question must be provided with the original document and sign it for the personnel file.

***Suspension defined:*** Action taken in denying personnel the privilege of performing his/her duties in consequence of violating the rules, regulations, and guidelines of the Ponderosa Fire Department.

The Ponderosa Fire Department should strive for excellence through positive forms of discipline.

***Volunteer versus Paid Employee Scale in relation to suspension***

In regards to the possible monetary loss via suspension in relation to volunteer versus paid personnel the following scale is used to compensate for the discrepancy.

1 day (24hrs) volunteer suspension is equal to 4 hours loss of paid personnel compensation

***Termination of Employment or Membership:*** All members of the Ponderosa Fire Department are subject to termination of employment and or membership.

Upon notification in writing to subjected personnel:

A meeting must be arranged between the proposed terminated individual and at least two members of the Ponderosa Fire Department Command Staff.

Documentation should include but is not limited to:

- 1: Explanation of derogatory conduct defined
- 2: Effective termination date and terms
- 3: Summary of prior attempts of behavior modification
- 4: Copy of grievance procedures forwarded to terminated employee or member

**PONDEROSA FIRE DEPARTMENT  
PERSONNEL REPORT  
DISCIPLINARY / SEPARATION TRACKING FORM**

Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Title \_\_\_\_\_

**RESIGNATION**

Resigned With Notice    \_\_\_    Last Day Worked \_\_\_\_\_

Resigned Without Notice    \_\_\_    Last Day Worked \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISCIPLINARY ACTION**

**SUMMARY OF INCIDENT :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If more space is needed use the back of this form)*

**ACTION TAKEN**

Oral Reprimand            \_\_\_  
Written Reprimand        \_\_\_  
Suspension                \_\_\_    Number of Days    \_\_\_\_\_  
Termination                \_\_\_    Return To work on    \_\_\_\_\_

**APPROVAL:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
*I HAVE READ AND UNDERSTAND THE ACTION OUTLINED, MY SIGNATURE DOES NOT INDICATE AGREEMENT WITH CONTENTS.*