

# SOUTHERN STONE COUNTY FIRE PROTECTION DISTRICT

TITLE: Conduct

REVISED: 03/06/2008

APPLIES TO: All Personnel

POLICY: # 700

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## CONDUCT

1. Should any member participate in conduct unbecoming a firefighter or citizen, or neglect the duties imposed on them as members, a formal written complaint shall be submitted to the appropriate Officer in command of that member and may be submitted by anyone with information of such conduct or neglect. Appropriate investigation and action will be taken by the Officer receiving the complaint to correct the action that has occurred. Every effort will be made to conduct said investigation and render a decision within one (1) week of receiving the written complaint. If the individual disagrees with the decision of the Officer, they will have the opportunity to appeal the decision in writing to the next level of command within seven (7) days of the filing of the written decision of the Officer. All matters herein, including the written complaint when substantiated, and all decisions or actions stemming there shall be in writing and shall become a part of the permanent personnel file of said member.

2. The normal order of progressive disciplinary action shall consist of:

- a. Counseling and training to help correct the undesired behavior.
- b. Verbal warning with written documentation.
- c. Written warning.
- d. Suspension, with or without probation.
- e. Dismissal.

In the event of an occurrence that is deemed severe in nature, the Fire Chief, or his designate, may at their discretion impose an immediate suspension pending an investigation of the occurrence.

3. Any member who is believed to be under the influence of alcohol or drugs, or is disorderly toward anybody at meetings, trainings, or fires shall be suspended by the Officer in charge and shall be prohibited from taking part in the proceedings at hand and shall stay suspended until dealt with according to District Policies. Any member charged with a drug or alcohol related offense, or any felony offense, by any municipal county, state, or federal authority shall be immediately suspended pending the outcome of such charges. Any conviction or suspended sentence stemming from said charges shall be considered conduct unbecoming or tending to injure the District and, as such, will be dealt with according to District Policies.

4. In the event a matter is appealed it is to be referred to a personnel review committee. Such committee shall consist of two Station Officers, two Firefighters and a Chief Officer. The committee will be a standing committee with alternates, assembled by the Chief. An individual wishing to appeal any disciplinary action should make such request in writing to the Chief within seven calendar days of the written decision imposing disciplinary action. The Chief will assemble the committee within an additional seven calendar days. The individual making an appeal will have an opportunity to present their case to the review committee.

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After reviewing the case, the review committee will then render a decision in writing to the Chief. The Chief will then either uphold or dismiss the disciplinary action taken after reviewing the findings of the personnel review committee. Only disciplinary action involving dismissal may be appealed to the Board of Directors, the decision of which will be final.

**5.** Any member subject to suspension shall lose all privileges and duties including, but not limited to, insurance coverage for the duration of the suspension. All equipment must be turned in to their officer immediately.

**6.** Following suspension from the District, the suspended firefighter may be placed on a probationary period at the discretion of the Fire Chief or designee.

**7.** No member shall use any fire apparatus or equipment for any private purposes nor shall any person willfully and without authority take away, conceal, or destroy any articles of the District.

**8.** No member of the District, except when acting on orders of the District, shall disclose to any person not a member of the District any business or other discussions which take place at official assemblies of the District. Any member making such disclosures, which are deemed to be detrimental to the good of the District, shall be subject to disciplinary action.

**9.** Insubordination. Members are required to obey Fire District directives issued by District Officers. Any refusal to obey a direct order will subject that member to the District's progressive disciplinary action policy. (Section 2 above).

**10.** A member shall conduct themselves, both on-duty and off-duty, in such a manner so as to reflect favorably on the Fire District. Conduct unbecoming shall include that which tends to bring the District into disrepute or that which reflects discredit upon the member of the District, or that which tends to impede the operation of the District. In such case, at the discretion of the Chief or his designate, the member may be subject to immediate suspension pending an investigation of the occurrence, and the member shall be subject to the District's progressive disciplinary action policy. (Section 2 above).