

# Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration  
Section: 105 Standards of Conduct  
Subject: 105.01 Disciplinary Action



Supersedes: N/A

Approved By: 

Date: 01/29/2013

Date Last Reviewed: N/A

Page: 1 of 3

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## PURPOSE:

To define the escalating disciplinary system of the District

## RESPONSIBILITY:

All District personnel

## PROCEDURES:

The Orchard Farm Fire Protection District 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 procedures.

All members will be subject to escalating disciplinary action up to and including termination from the District. In the event disciplinary action is warranted against a member, this procedure offers acceptable options of discipline in order to promote a positive outcome to negative events that occur. Officers shall have the right to skip over any number of disciplinary steps as necessary based on the severity of the offense committed.

All officers shall be responsible to relieve or suspend from active status any firefighter for disobedience, insubordination, violation of any rules, regulations, by-laws of the district, or if the firefighter is deemed incapable of performing the required duties.

Any offense against the rules and regulations of the District may result in or include the following (from the least to the most severe):

1. Verbal reprimand (form 88-105.01-01) – A presentation of facts concerning a performance issue in relation to a violation of rules, regulations or guidelines documented on paper and signed by the offending member and the officer issuing discipline. This documentation is to include an objective plan for:

## **Subject 105.01      Disciplinary Action**

Date: 01/29/2013

Page: 2 of 3

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- A. Performance Improvement
  - B. Consequences of actions
  - C. Determination of improvement timeframe
  - D. Behavior modification
2. Written reprimand (Levels 1-4) (form 88-105.01-01) - same as verbal with inclusion of Chief's signature.
- A. Level 1 - Special project assignment, remedial training/education in regards to the offense.
  - B. Level 2 - 7 to 30 day suspension at the discretion of the disciplinary committee.
  - C. Level 3 - 90 day suspension.
  - D. Level 4 - Termination from the district.

### Termination of Habitual Offenders - (form 88-105.01-01)

Habitual offenders may be brought before the district during any regular Officer's Meeting for the purpose of terminating membership. Any member brought before the district for this purpose shall have the right to state his/her reason for the habitual failure to abide by the rules, policies, and guidelines of this district. After hearing statements from the accused member and any others wishing to be heard in the matter, a vote of the officers shall be held. The results of this vote shall be documented in the minutes of the meeting.

### Right of Appeal

Any member terminated from the District will have the right to appeal the decision to the Orchard Farm Fire Protection District Board.

### Appeal Request

## **Subject 105.01      Disciplinary Action**

Date: 01/29/2013

Page: 3 of 3

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A request for appeal must be submitted, in writing, to the Fire Chief within seven (7) days of the termination.

### Appeal Process

Appealing members will be brought before the Board during any regular Board Meeting.

The appealing member shall have the right to state his/her reason for suspension and habitual failure to abide by the rules, policies, and guidelines of this district.

After hearing statements from the accused member, and any others wishing to be heard in the matter, a vote of the board members shall be held. The results of this vote shall be the final decision on the issue.

### Right to Appeal Forfeiture

If request for appeal is not submitted, in writing, to the Fire Chief within seven (7) days of the termination, the right to appeal will be forfeited.

## **DEFINITIONS:**

### Habitual Offenders:

Any person who has received three (3) level two (2) suspensions of seven (7) to thirty (30) days or two (2) level three (3) suspensions of ninety (90) days; is regarded as a habitual offender of the rules, policies, and/or guidelines.