



Disciplinary Guidelines

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Prepared By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 01/01/2005
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Approved By: Teddy Booth	Title: Fire Chief Taylors Bridge Fire Dept	Date: 07/01/2005



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1.0 Purpose

- 1.1. To provide disciplinary policies, guidelines and procedures for the Taylors Bridge Fire Department.

2.0 Policy

- 2.1. The establishment and maintenance of discipline is the responsibility of all officers. Officers' treatment of their subordinates shall be impartial and without prejudice. Favoritism or unjust discrimination of duties or orders will not be tolerated.
- 2.2. No unfair advantage shall be taken of a subordinate because of their obligation to obedience.
- 2.3. Petty persecutions or nagging will not be tolerated.
- 2.4. Officers shall see that rules are enforced.
- 2.5. No disciplinary actions will be given to a member of the fire department, regardless of the nature of the offence, without the approval of the Fire Chief.
- 2.6. Officers shall strive to adjust differences or disputes between their subordinates.
- 2.7. Charges must be preferred for any offense of a serious nature, but minor or merely technical infractions of the rules should be corrected, either on the spot or privately when advisable. These types of infractions, generally speaking, shall not be made the subject of charges unless repeated or persisted in.
- 2.8. Extenuating circumstances will be taken into account, but alleged ignorance or misunderstanding of rules will not be accepted as an excuse. Previous conduct, good or bad, will be taken into account in determining the penalty.



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- 2.9. Whenever firefighter performance, attitude, work habits or personal conduct on the job falls below a desirable level, officers will inform firefighters promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action.
- 2.10. In some instances a specific incident may justify severe disciplinary action in and of itself. However, the action to be taken depends on the seriousness of the incident and the whole pattern of the firefighter's past conduct and performance.

3.0 Procedure

- 3.1. All charges shall be made in writing and signed by the individual preferring the charges.
- 3.2. Charges shall be brought for the following violations:
- 3.2.1. Violation of any rule, regulation or lawful order of a superior officer.
 - 3.2.2. Inefficiency or incapacity in the performance of duty.
 - 3.2.3. Neglect of duty.
 - 3.2.4. Reporting for duty while under the influence of drugs or alcohol.
 - 3.2.5. Drinking any alcoholic beverage or taking drugs that might incapacitate an individual while on duty.
 - 3.2.6. Absence without leave.
 - 3.2.7. Refusal to obey orders.
 - 3.2.8. Careless or reckless operation of a motor vehicle.
 - 3.2.9. Speaking disrespectfully of any officer or person connected with the fire department.
 - 3.2.10. Making a false report or statement.
 - 3.2.11. Conduct prejudicial to good order or discipline such as:
 - Gambling
 - Disorderly behavior
 - Provoking or harmful mischievous conduct
 - Quarreling, threatening, fighting or assaulting
 - Creating discrediting public spectacle
 - Meddling with property or belongings of others
 - Hazing or similar acts.

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3.2.12. Thievery

- The taking of property belonging to the department or an individual.

3.3. No charges shall be brought unless it is believed the charges can be proved.

3.4. Charges and complaints brought against a person of higher rank by members of the department shall be in writing to the next highest ranking officer above the person that the charges are being brought. Such charges and complaints shall be signed by the individual bringing them.

3.5. Any officer or member of the department charged with an offense shall plead either "guilty" or "not guilty".

3.6. Any officer or member charged with an infraction of departmental rules shall have the right to answer the charges against them and face their accuser(s) if they so desires.

4.0 Types of Disciplinary Action

4.1. The following officers listed below are the only persons that will give "disciplinary" reprimands. Any other firefighters or officers will find themselves in violation.

- Fire Chief
- Assistant Chief(s)
- Captains

4.2. Oral Reprimand

4.2.1. Shall consist of an oral statement of reprimand made to the member. An officer of same or higher rank shall be present. If need be, a written record of this oral statement shall be made and kept in the member's personnel file in the Fire Department Records for a period of one (1) year.



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4.3. Written Reprimand

4.3.1. Shall consist of a written statement of reprimand delivered to the member, a copy of which shall be placed in the member's personnel file. The officer creating the written reprimand, firefighter and Fire Chief will sign the record and shall become a permanent part of their records.

4.4. Suspension From Duty

4.4.1. Shall consist of a written notice to the member to the effect that they are suspended from duty for a specified number of days for the grounds stated in the notice. However, the Fire Chief reserves the right to suspend a member in violation without written notice.

4.4.2. The written suspensions records shall only be valid and in effect when the Fire Chief and Assistant(s) Chief sign the record.

4.4.3. Any member who is arrested and charged with a felony may be removed during the period between arrest and the end of the trial. During this period they will be considered in a leave of absence. If the person is or has been found guilty of a felony, the person cannot be on the fire department roster within ten (10) years of the conviction date and must have final approval from the Board of Directors.

4.5. Demotion In Rank

4.5.1. Shall consist of written statement from the Fire Chief notifying the member of a demotion in rank and the grounds for this action. A copy of this notice shall be placed in the members personnel file.

4.6. Dismissal

4.7. Shall consist of dismissing the member from the Fire Department after written notice to that effect is given the member, which shall state the grounds thereof.



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4.8. Dismissal Alternative "Decision Day"

4.8.1. This alternative to dismissal consists of a conference between the Fire Chief, Board of Directors and the firefighter to review the history of the problem and to ask the firefighter's intentions to work within the rules. If the person intentions are to work within the rules, they are then advised to take a one (1) week leave of absences and use the time to decide whether they will correct the problem and continue working or quit. If the person commits to work within the rules, the Fire Chief writes a letter to the firefighter which makes a record of the agreement reached between all three (3) groups) and the consequences of failure to live up to it. The firefighter, Fire Chief and a representative of the Board of Directors sign the agreement and retain copies of the agreement. The person then returns to active status. When after two (2) years have elapsed after the agreement, and there have been no failures, the written agreement may be destroyed. If the person decides to quit, process the termination.