

DAYVILLE FIRE COMPANY
STANDARD OPERATING GUIDELINES

Section: General

Date Issued: 6-1-02

SOG: A-6

DAYVILLE FIRE DISTRICT DISCIPLINE POLICY

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The following is the procedure that will be followed for disciplinary action for the Dayville Fire District.

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| A.) First Offence | Verbal Warning (To remain on record for 6 months) |
| B.) Second Offence | Written Warning (To remain on record for 6 months) |
| C.) Third Offence | 30-Day Suspension (To remain on record for 1 year) |
| | (Person will not be allowed on District property during this suspension) |
| D.) Fourth Offence | Termination from the District |
| | (Person will not be allowed on District property at any time) |

NOTE: Steps may be omitted depending on the severity of the infraction.

This disciplinary action will be instituted for one or more of the following reason.

- A.) **INSUBORDINATION:** A member shall promptly obey and execute any and all safe and lawful orders of a superior officer. This will include orders relayed from a superior officer by another member of the department. The disobedience of any order or abusive language or conduct toward a superior officer, shall be insubordination.
- B.) **VIOLATION OF RULES, REGULATION, and OR CODE OF ETHICS:** All members will obey all rules, regulations, and the Code of Ethics of the district.
- C.) **ENDANGERMENT TO OTHERS:** All members of the Dayville fire district will act in a safe and proper manner and will not endanger any other individual.
- D.) **HARASSMENT:** All members will act and perform in a profession manner and will never harass another person.

In the event a member believes another member has committed an infraction, that member will inform the Chief in writing as soon as possible. The Chief has the power to handle all complaints himself by investigating the complaint and decide upon disciplinary action in such regard. The Chief may convene with the Panel of Officers (which will be made up of all Chief and Line Officers) to discuss the violation and decide upon disciplinary action in such regard. The member shall have the right to appear before the Chief and Officers and may call upon witnesses, if applicable. Upon reaching a decision, the Chief and Panel of Officers will forward their verdict to the member. If the complaint is against an Officer, that Officer will not be allowed to be on the Panel. All complaints against the Chief will be address to the Board of Directors of the Dayville Fire District.

If a member believes they were wrongly disciplined, the member has the right to appeal in writing this decision within 60 days to the Board of Directors for a ruling more favorable to the member. The Board of Directors may uphold or reduce the disciplinary action, but will not have the right to increase the action. This will insure the member's rights and provide a fair method in which the department handles discipline.

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The following action has been established to handle the severe situations.

A.) USE OF DRUGS: A member **SHALL NOT** use a narcotic, hallucinogen or controlled drug except when prescribed by a licensed professional. If a prescribed medication will impair the judgment of a member, he/she shall notify their superior officer and remove him or herself from the active volunteer list until completion of the medication.

If in the opinion of his or her superior, a member is found to be under the influence of drugs, that member shall immediately be suspended pending a hearing. A hearing of the Panel of Officers will be held within 10 days of the alleged violation. Based on the findings of the Panel of Officers, disciplinary action will be administered up to and including termination. If terminated, the member will be prohibited from entering District property. The member shall immediately return all property belonging to the District, including a key for the building, if he or she is a life member in the Company.

If a member is arrested for the use or sale of drugs (whether or not the charge has any direct relationship to the District) the member shall immediately be suspended. In the event the member is found guilty of the charge in a Court of Law, the member shall be terminated and the member shall be prohibited from entering District property. Thereafter, the member shall return all property belonging to the District, including the key to the building, if he or she is a life member in the Company). In the event the member is found not guilty of the charge in a Court of Law he or she will be reinstated as a full member.

B.) UNDER THE INFLUENCE OF ALCOHOL: A member believed to be under the influence of alcohol, in the opinion of his or her superior, at any scene and or on District property (unless the Board of Directors has granted special permission) a member shall be immediately suspended pending a hearing. A hearing of the Panel of Officers will be held within 10 days of the alleged violation. Based on the findings of the Panel of Officers, disciplinary action will be administered up to and including termination. If terminated, the member will be prohibited from entering District property. That member shall immediately return all property belonging to the District, including a key to the building, if he or she is a life member in the Company.

C.) VIOLENCE IN THE WORK PLACE: Any person(s) that has committed violence toward one person or persons will be immediately suspended pending a hearing. A hearing of the Panel of Officers will be held within 10 days of the violation. Upon being found guilty that person will be terminated and will not be allowed on District property. That member must return all Districts' property (including key if they are a Life Member in the Company) as once.

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If a member believes they were wrongly disciplined, the member has the right to appeal in writing this decision within 60 days to the Board of directors of the Dayville Fire District.

The Dayville Volunteer Fire Company organization has its own by-laws concerning grievances and will be responsible to handle their own matter unless District property is affected or the violation happens on District property.

This S.O.G. was last reviewed and/or updated on June 17, 2008.