

FREWSBURG FIRE DISTRICT OPERATIONAL POLICY	Section 2	GENERAL RULES	
	SUBJECT	PROGRESSIVE DISCIPLINE	
	Policy 2-09	PAGE 1 OF 4	DATE: 04-17-2023

I. SCOPE

The purpose of this policy is to define progressive discipline measures and the appeals process within Frewsburg Fire District.

II. GUIDELINE

The Frewsburg Fire 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 guidelines. In the event disciplinary action is warranted against a member or officer 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 or Assistant Chiefs, shall be responsible to relieve or suspend from active status any firefighter for disobedience, insubordination, violation of any rules, regulations and guidelines of the district, or if the firefighter is deemed incapable of performing the required duties. The suspension will be reviewed by the Chief Officers. The Chief Officers will then determine the level of disciplinary action to be taken. If suspension is warranted the member or officer, they shall be suspended only until the following district meeting. At which time the officers will present the case to the board of fire commissioners. The board members will make a decision if the suspension is warranted and the length of suspension that shall be imposed. Consideration of the sliding scale should be used.

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Disciplinary Actions Defined

Any offense against the rules, regulations, and guidelines of the Frewsburg Fire District 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 Membership

Any of the first three actions can be repeated if the Fire District Command Staff and/or Board of Fire Commissioners deem appropriate.

Disciplinary action to include personnel regardless of status.

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

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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 Frewsburg Fire District.

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 Frewsburg Fire District

The Frewsburg Fire District should strive for excellence through positive forms of discipline.

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Termination of Employment or Membership:

All members of the Frewsburg Fire District are subject to termination of 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 Frewsburg Fire District 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