

SAN JUAN COUNTY FIRE DEPARTMENT

PROGRESSIVE DISCIPLINE:

Policy Number: SJCFD 103-05

Issue Date: December 2008

Page 1 of 2

Policy Statement

All fire department personnel may be subject to disciplinary action.

Any officer shall have the authority to administer disciplinary action. The District Chief shall review all disciplinary action and shall consult the Fire Chief, if deemed necessary.

Disciplinary action will be progressive and shall involve a three step process:

1. Verbal with written documentation (retained for one year).
2. Second offense, related or not, will require written signed document and six months probation.
3. Termination.

Final appeal of disciplinary or termination action will be to the County Fire Chief.

Cause for disciplinary action may include, but not be limited to:

- A. Insubordination.
- B. Conduct detrimental to the fire department.
- C. Responding to alarms under the influence of alcohol or drugs.
- D. Misuse of county equipment.
- E. Failure to comply with Fire Department and County Policies and Procedures.

Any member may file a complaint against any other member by submitting, in writing, the allegations of any circumstances surrounding the incident(s) including but not limited to the following:

1. Date
2. Time
3. Location
4. Witnesses

This complaint shall be signed by the complaining member and be submitted to the district chief within seven (7) days.

All complaints shall be reviewed by the district chief and/or personnel board for further action.

Any member that is arrested shall be placed on suspension until the elected officers review the case and a further determination is made. It is the member's responsibility to notify the district chief within seventy two hours. Lack of notification is grounds for disciplinary action.

Any conviction of a felony shall be cause for immediate termination.

Any conviction of arson shall be cause for immediate termination.

Certain situations may be grounds for immediate termination based on the discretion of the district chief.

Officers may levy any disciplinary action against any member including but not limited to the following:

1. Probation.
2. Revocation of certain privileges.
3. Suspension.
4. Termination following district chief and/or Personnel Board inquiry.

Any action taken by the officers or Personnel Board may be appealed to the Fire Chief, who shall render findings within fourteen (14) days after receiving the appeal.

Any member requesting an appeal must hand deliver a written request to the district chief of the District within seven (7) days of the date of the disciplinary action.

All information and documentation involved with the formal appeals process shall be considered and treated by all involved as confidential and not made a matter of public record.

All above sections shall apply to district officers and members within their district.