



Standard Operating Guidelines
Section 260.0

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260.0		Disciplinary Process	
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Disciplinary Process

Disciplinary action is taken to promote the efficiency of department operations. In exercising discipline, the department will give due regard to each member's legal rights and will ensure that disciplinary actions are based on objective considerations without regard to age, color, disability, national origin, political affiliation, race, religion, gender, sexual orientation, or other non-merit factors.

Where violations are reoccurring, the standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted.

- A. Warning Notice (verbal)
- B. Written Warning
- C. Suspense and Final Notice
- D. Removal from the department.

There will be three (3) classes of discipline. They are as follows:

Class I: Immediate discharge.

Class II: Written warning, suspension, termination

Class III: Oral warning, written warning, suspension, termination

Examples of Class I causes:

- Use or under the influence of drugs or alcohol while on duty.
- Theft of department property or another Firefighters property.
- Intentional destruction of department property.
- Falsifying reports.
- Gross insubordination such as refusal to work, threatening, abusing or striking a superior. - Striking a fire fighter or bystander
- Lying or willfully omitting critical information on an application.

Examples of Class II causes:

- Reckless driving of department vehicles.
- Disobeying traffic laws when responding to the fire station.
- Negligent or careless use of department equipment.
- Failure to comply with published departmental or city rules or regulations.
- Fighting.

Examples of Class III causes:

- Foul and/or abusive language
- Inefficient, incompetent or negligent performance of work.
- Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter, with a copy being kept in their personnel file.

