

# Pinion Pine Fire

Standard Operating Procedure  
2012/13 revision



## 26 - STANDARD ON DISCIPLINARY ACTION

*PURPOSE: To ensure a safe and professional work environment*

*SCOPE: All Personnel*

It is the policy of the Pinion Pine Fire District to provide a work environment that encourages freedom of thought, expression and conduct, as long as these actions support our mission and are consistent with our efforts to provide excellent public service. It is also our policy to provide a safe, harmonious and positive environment that enhances career development.

Accordingly, the fire district shall approach member performance deficiencies in a positive and supportive way, geared toward helping the member achieve success with improvement efforts. However, there may be time when performance and conduct may require some form of corrective or disciplinary action to achieve these ends.

It shall be the responsibility of the Fire Chief, with the authority empowered to the Chief by the Fire District Board, to maintain discipline and administer disciplinary actions equitably.

Every reasonable effort will be made to make disciplinary action a positive and corrective experience.

- Admonishment: Verbal reprimand to a member concerning misconduct or inadequate performance.
- Official Reprimand: Formal written notice to a member concerning significant misconduct, inadequate performance or repeated infractions of a lesser nature.
- Suspension: A designed absence from duty which may be imposed for violating the operating standards, policies and procedures, administrative directives of the fire district or breaches of good order and discipline. NON PAID
- Dismissal: Most Severe
- Complaint and grievance process:
  1. Discuss with the Fire Chief
  2. Appeal to the Fire Board