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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Discipline and Enforcement**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

All personnel shall understand the discipline and enforcement guidelines set forth in this policy to ensure all department members are within the guidelines of this document.

**Procedure:**

The Fire Chief and Department Fire Officers shall have full responsibility and authority to enforce these rules and regulations.

Any charge against an employee shall be investigated and a conclusion of fact reached which will be as follows:

* Proper Conduct
* Improper Conduct
* Policy and/or procedure failure
* Insufficient evidence
* Unfounded Complaint

If discipline is required, every effort will be made to respond to the deficiency with training or counseling.

Violations of any of the provisions of the rules and regulations, directives, procedures, and special orders, or the neglect or evasion of the duties and responsibilities contained herein shall be the subject of disciplinary action up to and including discharge.

Any member violating these rules and regulations may be subject to any of the following disciplinary action with due regard for the nature of the offense and the member's previous record of conduct:

* Reprimand: Oral or Written
* Restriction of activities or privileges
* Requirement of restitution
* Demotion
* Suspension
* Probation
* Discharge

Any member of the fire department may be suspended or dismissed for cause for any of the following list of offenses which is not to be considered as all inclusive.

* Use of intoxicants or Illegal drugs while on duty
* Operation of department equipment while intoxicated or influence of drugs Thievery
* Immoral or indecent conduct that would be offensive to the average citizen
* Insubordination
* Refusing an order from an officer
* Leaving an alarm incident early without notification to officer in charge
* Giving Fire/Medical information to unauthorized persons
* Loss of valid \_\_\_\_\_\_\_\_\_\_\_\_\_ Motor Vehicle Operators License Misuse of fire department equipment
* Failure to use proper chain of command, involving matters or procedures
* Loaning of fire department identification or equipment to unauthorized persons
* Responding to an incident in a careless I reckless manner
* Failure to complete required training I emergency response guidelines
* Any conduct which brings discredit to the fire department
* Abuse of leave time or absence without leave Unsatisfactory work performance
* Failure to follow Department Standard Operating Guidelines

Any member of the fire department can be suspended by an officer, at any time, and charges must be preferred by the officer in writing, and referred to the Fire Chief within twenty-four (24) hours, or the charges are automatically dropped. All charges must be acted upon by the Chief within five (5) working days.

The Fire Chief may dismiss or suspend any member for cause, after apprising the member of the action to be taken and reasons therefore. Upon dismissal or suspension, a member shall have the right to appeal said action as outlined m the employee handbook within twenty-four (24) hours.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

Memphis (MI) Fire Department