

<b>Subject:</b>	<b>VOLUNTEERS- DISCIPLINARY ACTION AND REVOCATION OF VOLUNTEER STATUS</b>
<b>Section:</b>	<b>PPG# 2830</b>
<b>Chapter:</b>	<b>Personnel</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

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### Volunteers- Disciplinary Action and Termination

**Only the Chief, or his/her designee, may revoke the membership of a volunteer.**

The chief shall fix and enforce corrective disciplinary actions consistent with policies of the board of fire commissioners and procedures of the department. The process described below is for violations of Policies and Procedures **except** failure to maintain required training levels and/or failure to meet minimum shift and participation requirements. These exceptions are covered in PPG 2811.

Specific disciplinary actions shall be as follows (listed in order of severity):

1. Oral reprimand—an oral warning, usually for a minor offense and handled at the officer level. The reprimand should include an explanation of violation and a request for corrective action on the part of the volunteer. A copy of the report shall be filed in the volunteer's personnel file.
2. Written reprimand—written by the chief for more serious infractions. The reprimand should include a written statement of the violation and require corrective action on the part of the volunteer. A copy of the report shall be filed in the volunteer's personnel file, and copies given to the volunteer and the chief.
3. Suspension—a temporarily enforced absence from duty in a non-point status for serious or flagrant violations. The chief may order a suspension for disciplinary purposes for a period not to exceed the time limits specified herein. Further, an officer may temporarily suspend members from duty when continued duty status would cause a furtherance of the alleged violation, the member is physically unfit for duty, or the member refuses to obey an order.
4. Demotion and revocation of volunteer status—the most severe form of disciplinary action. In most cases, the member under consideration for demotion or discharge is unwilling or refuses to conform to recognized standards of conduct. Usually, actions of this magnitude will follow a progression of lesser

disciplinary actions before determination is made to demote or dismiss him/ her. Certain violations, however, may be serious enough to warrant demotion or dismissal on the first or second offense.

A record of disciplinary action taken against a volunteer shall be placed in the volunteer's personnel folder. The actual record of the offense shall cease to be considered in conjunction with future offenses after the following periods:

1. Any first offense not considered at the time of charges to be of a major nature shall no longer be considered after two years.
2. Any second offense not considered at the time of charges to be of a major nature shall no longer be considered after four years.
3. Any first offense considered at the time of charge to be of a major nature shall no longer be considered after four years.
4. All third offenses and second offenses in major categories shall become a permanent part of the volunteer's record.

#### **Revocation of Volunteer Membership**

A volunteer may have his/her membership in the McLane Black lake Fire Department revoked by the Chief or his/her designee. Such revocation shall be in writing explaining the cause for revocation of membership and sent by certified mail to the last known address of the volunteer. The effective date of the revocation shall be the date of the correspondence. Volunteers are required to return all Department issued equipment upon revocation of membership. A Change of Status form shall be completed by Human Resources for all volunteers whose membership is revoked. Human Resources shall notify appropriate Department personnel when a volunteer's membership status is revoked.

Any member whose volunteer status is revoked:

- Shall immediately return all issued equipment such as clothing, badges, , radio, etc. A receipt will be issued for the equipment returned. Equipment lost or damaged through neglect or misuse shall be repaired or replaced at the member's expense.
- Shall leave a forwarding address with the district so that any mail can be forwarded.
- May request in writing for the return of any money invested by him/ her in the retirement fund.

The board recognizes that order and control of staff are essential in order to serve the needs of the community. To this end, high standards of on-the-job and job-related personal conduct must be constantly maintained.

The chief shall have final responsibility for the administration of equitable discipline throughout the department. He/ she will communicate the rules, regulations and other conditions of employment, which must be observed in the operation of the department. The chief shall make final adjudication of any disciplinary actions.