

MARMORA VOLUNTEER FIRE COMPANY
FIREFIGHTER CONDUCT, DISCIPLINE AND ADVERSE ACTION
STANDING OPERATING PROCEDURES (SOP)

CHAPTER 1
GENERAL

804:1-1-1. PURPOSE. This SOP provides Marmora Volunteer Fire Company (MVFC) Line Officers with the guidance for Firefighter conduct, discipline and adverse action. This SOP complies with, compliments and reinforces the requirements of the MVFC Constitution and By-Laws.

804:1-1-2. RESPONSIBILITIES.

a. The Chief has direct responsibility to supervise, manage and determine duty assignments for members of the MVFC. In addition, he has the responsibility, along with the Company President, for investigating and deciding allegations of prohibited activities and actions.

b. Line Officers are considered part of the management team and are responsible to assist the Chief within their area of responsibility, to effectively supervise, manage and direct members in the performance of their respective duties.

c. The elected Company Officers are expected to perform their duties and responsibilities in accordance with paragraph 3, of the MVFC By-Laws.

d. Firefighters and members of the MVFC are expected to perform their duties and responsibilities in accordance with paragraph 4, of the MVFC By-Laws.

CHAPTER 2
CONDUCT

804:2-2-1. MEMBERSHIP. Residents and/or owners of real estate within the MVFC Fire District 3 or surrounding communities, 17 years or older, shall be eligible for membership, upon evidence of good character, payment of the initiation fee and upon acceptable completion of application forms.

804:2-2-2. DISQUALIFICATION. In addition, the Company may deny application for membership and continued membership for any of the following reasons:

a. Previous removal or suspension from the MVFC in accordance with the MVFC Constitution and By-Laws.

b. Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.

*This SOP supersedes SOP 804, this Company, dated 1 Apr 1998

- c. Intentional false statements or deception or fraud in examination, investigation or appointment.
- d. Refusal to furnish testimony in regard to matters inquired of or arising under the Constitution and By-Laws, rules and operating procedures administered by the MVFC.
- e. Habitual use of intoxicating beverage to excess.
- f. Habitual use of drugs.
- g. Any legal or other disqualification which makes the Firefighter unfit for service in the MVFC.

804:2-2-3. CONDUCT. It is imperative that the members of the MVFC conduct themselves in a proper manner, as this Company must keep up the finest traditions, personal conduct and physical appearance within Fire District 3. It is expected that no active Firefighter and member will bring discredit upon the MVFC.

- a. Any Firefighter or member may be removed from Company office and/or expelled from membership for improper conduct, breach of trust or noncompliance with paragraph (4) of the MVFC Constitution and By-Laws; or for any reason that any member deems important enough to make a charge and have brought to the attention of the general membership.
- b. In addition any Firefighter or member may be disciplined and/or expelled from membership for violation of paragraph 804:2-2-2 above.
- c. The President will handle all recommendations for expulsion or suspension of members under the provisions of the MVFC Constitution and By-Laws. These offenses will be determined as Major or Minor Offenses, and handled in accordance with paragraph 7 of the By-Laws.
- d. The Chief will handle disciplinary action under the provisions of Chapter 3 this SOP.

CHAPTER 3 **DISCIPLINE**

804:3-3-1. GENERAL. In those cases where corrective action becomes necessary, the disciplinary measures taken should have a constructive effect. Disciplinary action will be taken for the sole purpose of correcting offending Firefighters and members and problem situations and maintaining discipline and morale among the membership.

- a. Where corrective action can be accomplished through closer supervision, on-the-job training, or oral admonitions or warnings, formal disciplinary action should not be taken. Results to be achieved diminish in proportion to the time allowed to elapse between the offense and the corrective action taken.

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b. In determining the corrective action to be proposed or taken it should be established whether the Firefighter knew or could reasonably be expected to know what standards of conduct were expected.

c. In taking disciplinary actions, like penalties should be imposed for like offenses. The Chief should be as consistent as possible when deciding on disciplinary actions. Adherence to this principle will help to insure equitable and uniform treatment to all personnel against whom adverse actions are proposed. The General Guide of Penalties for Misconduct listed in appendix A, this SOP will be used as a guide for the Chief in establishing the penalties imposed.

804:3-3-2. INFORMAL DISCIPLINE. This consists of oral admonitions and is the first step in constructive discipline. An oral admonishment is an interview between a Line Officer and a Firefighter or member. It is the least formal and least severe of the disciplinary actions, having no ply when it occurred (date/time of the incident), and he will be permitted to explain his conduct or act of commission or omission.

804:3-3-4. FORMAL DISCIPLINE. This consists of written reprimands, suspensions and or removal.

a. Although formal disciplinary actions will be initiated and signed normally by a Line Officer, no such action will be taken without the review and coordination of the Chief.

b. It is emphasized that suspension or removal actions require strict adherence to the adverse action procedures, and that the President of the Company and/or the Chief bring the proposed action to the membership during a Business Meeting, in accordance with paragraph 7 of the MVFC By-Laws.

804:3-3-5. FIREFIGHTER CONDUCT, DISCIPLINE PROCEDURES. There is no specific procedural requirements, nor prescribed format, and there is a high degree of flexibility for the Chief. However, the following basics will be followed:

a. These admonishments will be recorded in the personnel records, in pencil and maintained for two (2) years.

b. As a general rule, such actions are taken by the Line Officer on his own initiative in situations of a minor nature involving violation of a rule, standard of conduct, or authoritative instructions.

c. The Firefighter or member shall be advised of the specific infraction or breach of
conduct and exact