



Marion Volunteer Fire Department
Disciplinary Guideline
14 Mar 2024

Disciplinary Action Guideline

The Marion Volunteer Fire Department strives to maintain a positive re-enforcement attitude regarding behavior modification. All members are responsible for compliance with organizational rules, regulations, and guidelines. In the event disciplinary action is warranted against a member, the following guidelines are in effect. These guidelines offer acceptable discipline options to promote a positive outcome to negative events.

DISCIPLINE - The Fire Chief, Assistant Chief, or President shall be responsible to relieve or suspend from active status any firefighter for disobedience, insubordination, violation of any rules, regulations, guidelines, or by-laws of the department, or if the firefighter is deemed incapable of performing the required duties. Then the Disciplinary Committee will be convened to review the suspension. The Disciplinary Committee can adjust the length of suspension and can assess other disciplinary actions that it considers appropriate.

COMPLAINT

1. A written complaint made against a member of the Marion VFD will be submitted within 7 (seven) days of the incident to a member of the officer staff. Complaints after the 7 days recommended time will be acted on if it is felt by the officer staff to be significant in nature and recent enough to investigate the details.
2. The written complaint must include your name, the name of the member(s) involved, date, time, and any witnesses to the alleged action. The complaint must be signed and dated by the person making the complaint.
3. The complaint will then be investigated and managed following the Discipline Policy noted below.
4. Any offense against the rules, regulations, and guidelines of the Marion Volunteer Fire Department that may result in:
 - 1: Counseling
 - 2: Reprimand
 - A: Verbal
 - B: Written (Personnel File)
 - C: Special project assignment, remedial training/education on the offense.
 - 3: Suspension
 - 4: Termination of Membership



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5. If the *complaint* is not properly presented as described, it can be dismissed by Marion VFD Chief and/or President.

Progressive Discipline Action

Progressive discipline involves a three-step process, a verbal warning, a written warning, and finally action by a disciplinary committee. These steps will be taken for complaints involving the same or same “type” of offense. All discipline actions should be documented and filed into all involved persons personnel files. NOTE: If the severity of the complaint warrants starting at a higher level or even directly to a Disciplinary Committee it can be directed there by the Marion VFD Chief and/or President.

Level 1. **VERBAL WARNING:** This is the first attempt to notify a member that their behavior is not acceptable. The officer giving the verbal warning will keep written notes of the warning.

Level 2. **WRITTEN WARNING:** A formal document describing the infraction and any prior related incidents, and any prior corrective actions taken. It should define the inappropriate or hazardous action(s) or behavior that warranted the discipline. The rule or policy not followed and the negative effect the action has. Note the corrective plan to prevent repeating the behavior.

Level 3. **DISCIPLINARY COMMITTEE:** A Disciplinary Committee will be convened to investigate and evaluate the complaint. The member during the hearing will be allowed to defend his/her actions. All parties involved can be interviewed and questioned by the committee. The committee will decide if any corrective action is needed; If so, they can assess restrictions, suspension, and termination. The decision of the Disciplinary Committee is final.

The Disciplinary Committee will consist of: Marion Fire Chief, President, and two other department members who were not involved in the complaint.



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Any action(s) recommended by the disciplinary committee, shall be implemented using the following guidelines:

Counseling and or reprimand: A presentation of facts concerning a performance issue in relation to a violation of rules, regulations or guidelines of the Marion Volunteer Fire Department.


Counseling should include a documented objective plan for

- 1: Behavior modification and /or Performance improvement goals
- 2: Consequences of actions
- 3: Determination of improvement time limit
- 4: Follow-up counseling session to discuss behavior performance by a specific date.


Written Reprimand defined: Should include the above in a documentation format to be added to the personnel file including action taken. The member in question must be provided with the original document and sign it for the personnel file.

Suspension defined: Action taken in denying personnel the privilege of performing his/her duties in consequence of violating the rules, regulations, and guidelines of the Marion Volunteer Fire Department.

The Marion Volunteer Fire Department should strive for excellence through positive forms of discipline.

 Date: 15 April 2024

Jeremy Davenport, Chief

 Date: 2 Apr 2024

Tom Amen, President



MARION VOLUNTEER FIRE DEPARTMENT PERSONNEL REPORT
DISCIPLINARY / SEPARATION TRACKING FORM

Employee Name _____ Date _____

DISCIPLINARY ACTION

SUMMARY OF INCIDENT:

(If more space is needed use the back of this form)

ACTION TAKEN

Oral Reprimand _____
Written Reprimand _____

Suspension _____ Number of Days _____
Termination _____ Return To work on _____

APPROVAL: _____ Fire Chief
_____ President
_____ Officer

EMPLOYEE SIGNATURE _____ DATE _____
I HAVE READ AND UNDERSTAND THE ACTION OUTLINED; MY SIGNATURE DOES NOT INDICATE AGREEMENT WITH CONTENTS.