

**TOWN OF WATERTOWN FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SECTION: Personnel Policies
SUBJECT: Disciplinary Guidelines
REVISED: 7/2013

PURPOSE:

To provide disciplinary policies, guidelines and procedures for The Town Of Watertown Fire Department.

POLICY:

- A. the establishment and maintenance of discipline is the responsibility of all fire department members.
- B. Extenuating circumstances will be taken into account. Previous conduct will be taken into account in determining the penalty.
- C. All reports of discipline will be dealt with on a case by case basis.
- D. All written & complaints will be handled by the executive committee.

PROCEDURES:

- A. all charges shall be made in writing and signed by the individual referring the complaint.
- B. Charges can be brought for the following violations:
 - 1. violation of any order of a superior officer.
 - 2. Responding to calls while under the influence of drugs, or alcohol.
 - 3. Careless or reckless operation of a motor vehicle.
 - 4. Thievery, the taking of property belonging to the fire department, or fire district.
- C. Charges shall be brought unless it is believed the charges can be proved.
- D. Any officer or member charged with a complaint shall have the right to answer the charge against them and face their accuser if they desire.
- E. After receiving a written complaint the executive committee will assign a investigative committee to investigate the complaint. The committee shall consist of the following:
 - 1. 1-Chief Officer.
 - 2. 1-Commissioner.
 - 3. 3-Members.No member can be forced to be on the committee, they can refuse.
- F. After the investigative committee completes their investigation, they will return to the executive committee with their findings.
- G. The executive committee will make a recommendation of discipline to the general membership for their approval.
- H. In the event of a motor vehicle accident, or damaged any fire department vehicles the possible party will have their driving privileges suspended by a chief officer until the next executive committee meeting.
- I. In the event of a written complaint, and have a credible evidence of a driver failing to stop at a stop sign, or intersection where a red light is indicated, the driver will have their driving privileges suspended until the next executive committee meeting.

TYPES OF DISCIPLINARY ACTION:

- A. oral reprimand.
- B. Written reprimand.
- C. Probation.
- D. Suspension of driving privileges.
- E. Suspension from the active roster.
- F. Dismissal from the department.