



DISCIPLINARY ACTIONS

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish the disciplinary action and member removal policy for Stoney Point Fire Department.

DEFINITIONS

Guideline - a general rule, principle, outline of a policy

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Shall - indicates a mandatory requirement

Policy Number

7A.008

Page 1 of 3

GUIDELINES

Stoney Point Fire Department is a professional emergency response organization. Members of the department are expected to perform their assigned duties in a professional and respectful manner at all times. The department requires that all members follow instructions, policies, guidelines, laws, and regulations in the course of the performance of their duties. This guideline details the consequences of a failure to adhere to these standards.

Disciplinary Action

Any member that fails to comply with established standards, adhere to policies or guidelines, violates a regulation or law, or is disrespectful or defiant of fellow members or department leadership may be reprimanded, suspended, demoted, or terminated by the Fire Chief. Department leadership shall recommend any member that fails to perform in a professional manner, fails to follow instructions, fails to attend required training, or otherwise fails to fulfill their obligations to be disciplined by the Fire Chief.

- Members shall be given 3 warnings before termination
 - initial written warning, with improvement plan
 - second written warning following continued poor performance
 - final written warning, action must be taken to avoid disciplinary action



Programs

Standard Operating Guidelines (SOG)

Written Warnings

Members shall receive a written warning prior to any negative disciplinary action is taken, unless the infraction is grievous in nature (felony, gross negligence that results in injury or death of a member or other citizen, failed drug test, etc.). The written warning shall include:

- Description of the infraction or deficient behavior
- Performance improvement plan
 - member's actions
 - supervisor's actions
 - timeline for improvement
 - metric for grading improvement
- Signatures and date of member and supervisor

Types of Disciplinary Action

There are several forms of disciplinary action that are available for Stoney Point Fire Department supervisors. Among them are:

- Termination (permanent removal from the department with prejudice)
 - approved by Fire Chief
 - North Carolina is an “at will” employment state
- Reprimand (written documentation of infraction or deficient performance)
 - maintained in member's file for potential future disciplinary action
- Suspension (temporary removal from the department)
 - approved by Fire Chief
 - for disciplinary or investigatory purposes
 - investigatory suspensions are conducted without pay for paid staff
 - if no disciplinary action is warranted the member is restored to duty without prejudice and with back pay for paid staff
- Demotion (removed from position and placed in a position of lesser responsibility and authority)
 - disciplinary or performance based

Policy Number

7A.008

Page 2 of 3



Removal from Departmental Rolls

Outside of disciplinary removal from Stoney Point Fire Department membership rolls, members may be removed for the following reasons:

- Resignation of the member
 - 2 weeks notice is expected of all members if possible
- Reduction in Force
 - member's service no longer required due to downsizing of the department's staffing
 - paid staff shall be given 2 weeks notice and 30 days of severance pay
- Retirement
- Disability
 - member is no longer capable of performing duties
 - in compliance with the Americans with Disabilities Act
- Death

Reinstatement

Members may apply for reinstatement with Stoney Point Fire Department when:

- Member resigned or was reduced in force while in good standing
 - within 3 years of separation
 - with Fire Chief approval
- Upon return from Military service without prejudice

References

Stoney Point Fire Department By Laws

Employment At Will (North Carolina Department of Labor)

Policy Number

7A.008

Page 3 of 3