

GLENDALE FIRE DEPARTMENT VOLUNTEER Discipline Policies

PURPOSE:

Glendale Fire Department volunteers are required to conduct themselves in a highly self-disciplined manner, obeying the City of Glendale Personnel Rules and Policies & Agreement and Confidentiality Statment, Fire Department Rules of Conduct, and Department Standard Operating Procedures. In situations where volunteers do not adhere to these expectations, supervisors will take appropriate action.

GENERAL INFORMATION:

The principle objective of disciplinary action is to improve (or correct) performance, efficiency and morale of the volunteer receiving discipline as well as that of the department. Disciplinary proceedings and the results thereof are confidential. The supervisor is responsible for maintaining this confidentiality.

Corrective: in the sense that the supervisors and volunteer come to an understanding about the causes and/or reasons for the volunteer's deficiencies, correct those deficiencies, and restores the volunteer to a productive and positive volunteer status.

Progressive: in that discipline will normally begin with a verbal reprimand or warning and, when the circumstances of separate or related incidents warrant, proceed to written reprimand(s), suspension, and finally dismissal. An incident of misconduct may require any of these forms of disciplinary action whether or not a lesser form has preceded the action. This would depend on the severity of the offense.

Lawful: in that discipline and the procedure by which it is administered does not violate Departmental Rules of Conduct, Departmental Standard Operating Procedures, or the volunteer's constitutional rights.

The Program Coordinator will review all disciplinary actions imposed. The volunteer may request in writing, a meeting with the Program Coordinator, ALL pertinent documentation as to the grievance must be contained in this letter. It is the Program Coordinator's discretion if a meeting is warranted.

DETERMINING THE PROPER DISCIPLINARY ACTION:

After an incident or complaint has been thoroughly investigated and the need for disciplinary action is determined, the Program Coordinator must make a decision concerning the action that would be most effective. Factors to be considered in making this decision are:

- Seriousness of the offense
- Volunteer's past history with the department

Consistency is critical to any disciplinary system. Although disciplinary action for the same offenses should be "similar", the final decision to determine the exact action will be made after considering the factors previously listed and applying them to the particular situation.

SUPERVISORY COUNSELING:

****VERBAL:***

This is the most often used and least severe of the formal group of corrective actions. It is, simply stated, a verbal warning. When properly administered, it serves to notify volunteers that certain behaviors or performance deficiencies need to be changed or modified, and that if the behavior does not change a *written reprimand* will take place. The Program Coordinator should keep notes of the counseling sessions for future reference and guidance. Notes or records should be placed in the volunteer's file.

****WRITTEN REPRIMAND:***

The Program Coordinator may elect to use formal written reprimands to document a repeat offense of a minor infraction, or a more serious single infraction for which suspension or dismissal is not appropriate. The form used for issuing a formal written reprimand is:

- WRITTEN REPRIMAND FORM

When the Program Coordinator decides to issue a formal written reprimand he/she will prepare a Written Reprimand Form. The distribution of the document is then put in the volunteer file.

SUSPENSION OR DISMISSAL:

Suspension and dismissals are utilized as punitive, yet corrective measures taken for numerous repeated incidents of rule infractions, or single major infraction by a volunteer. It is the responsibility of the Program Coordinator to stabilize a situation in which immediate action is necessary. This may require relieving the volunteer from duty until a decision is made concerning the official action to be taken.

The Program Coordinator will make the final decision concerning suspensions, or dismissal.

Print: Name of Volunteer

Volunteer Signature

Date