

# **POINT PLEASANT BEACH FIRE DEPARTMENT**

## **Progressive Discipline and Grievance Procedures**

### **Standard Operating Guideline**

#### **Purpose:**

The members of the Point Pleasant Beach Fire Department are required to conduct themselves in a professional manner at all times while operating on the fire ground. In addition to their personal demeanor, members are further required to follow all policies and guidelines adopted by the Board of Fire Officers. In situations where members do not adhere to these requirements, officers will take the appropriate steps in promoting compliance.

#### **Progressive Discipline:**

Progressive discipline provides for an increase in punishment for each subsequent offense committed by any given member. These steps have been adopted to ensure that all members will be treated fairly and impartially. There shall be four steps in the Point Pleasant Beach Fire Department progressive discipline guideline:

- A. Oral warning
- B. Written reprimand
- C. Suspension
- D. Dismissal and Termination

- **Oral Warning:**

When it has come to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure constituted a minor infraction, the Captain, or in his/her absence the 1<sup>st</sup> or 2<sup>nd</sup> lieutenant of that members company will be responsible for issuing an oral warning. The purpose of the oral warning provides an opportunity for the member to be explained his/her infraction and to promote compliance in the future. No documentation will be filed in the members records for this type of discipline.

- **Written Reprimand:**

When is has come to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure is of a repetitive nature or would constitute a serious offense, a documented account of the incident will be made and placed in the

members personnel file for an undetermined amount of time. The written reprimand and length of time the letter remains in the members personnel file will be voted on by the Board of Fire Officers and submitted to the Department Chief and Assistant Chief for their consideration in making a decision. After discussing the incident, the Assistant Chief and Department Chief will have full authority in determining if a written reprimand will be issued and how long it will stay in the members personnel file.

- **Suspension:**

When it has come to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure is of a repetitive nature, or a written reprimand has already been issued for same or similar offense, or that the incident in question constitutes a serious offense or a crime, under New Jersey Law, the member will be immediately suspended by the Department Chief or in his/her absence the next senior line officer or member on the fire ground. All other proceedings will be handled as per the Borough ordinance. (See Borough Ordinance 2-13)

- **Dismissal and Termination:**

When it comes to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure is of a repetitive nature, or a written reprimand has already been issued for the same or similar offense, or that the incident in question constitutes a serious offense or a crime, under New Jersey Law, the member will be immediately suspended by the Department Chief or in his/her absence the next senior line officer or member on the fire ground, pending a hearing as per the Borough ordinance. (See Borough Ordinance 2-13) After discussing the incident with each other, the Board of Fire Officers may write a letter to the President of the Fire Company where the member belongs, recommending dismissal and termination.

### **Grievance Procedure:**

All grievance procedures are to be handled as per the Point Pleasant Beach Borough Ordinance, 2-13.