

# HAMILTON FIRE DEPARTMENT STANDARD OPERATING GUIDE

PROCEDURE:	PERSONNEL	POLICY P-2
TITLE:	Corrective Action	

PURPOSE: Corrective action is intended to provide an opportunity for personnel to correct substandard performance or conduct. Minor issues should be addressed and usually resolved by discussions between personnel, Line Officers and the Fire Chief. When warranted, personnel may be subjected to the following more formal means of corrective action.

Corrective action shall be administered by a supervisor at an appropriate time and place. At no time shall a firefighter be publicly reprimanded. It is generally understood that the fireground is not an appropriate venue for corrective action.

Awareness Discussion: Personnel are verbally notified in a discussion with their supervisor that there is a discrepancy. The supervisor should reference SOGs, written standards, acceptable practices, and training guides to provide the firefighter with a clear understanding of what needs to be changed in order to be in compliance. The supervisor shall strive to accomplish this discussion in a non-threatening manor with the goals focusing on remediation and encouragement.

Written Warning: After repeated awareness discussions without compliance, or if a serious situation warrants, the Fire Chief or designee may issue a written warning. The situation shall be clearly documented in writing. The firefighter will be presented with the written warning by the Fire Chief or designee, and there shall be a non-involved witness present. The firefighter will be provided with a copy of the written documentation, and will be asked to sign the notice. The notice will be kept on file by the Fire Chief. At the time the firefighter is presented with the notice, they shall be entitled to a complete explanation of the situation and written expectations for achieving compliance. If the firefighter refuses to sign the notice, a statement of the reason for refusal shall be documented and/or suspension should be considered.

APPROVED BY:	Ross Hoham	EFFECTIVE DATE:	2/13/07
TITLE:	Fire Chief	LAST REVISION:	2/25/08

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**SUPENSION:** After repeated written warnings without compliance, or if a serious situation such as insubordination warrants, the Fire Chief or designee may suspend a firefighter for up to 30 days. The situation shall be clearly documented in writing. The firefighter will be presented with the written notice of suspension by the Fire Chief or designee, and there shall be a non-involved witness present. The firefighter will be provided with a copy of the written documentation, and will be asked to sign the notice. The notice will be kept on file by the Fire Chief. At the time the firefighter is presented with the notice, they shall be entitled to a complete explanation of the situation.

A firefighter who has been suspended shall turn in all issued equipment to the Fire Chief. They shall not be allowed onto the fire department property. They will not attend any training drills and cannot participate in any firematic activity. The President of Fountain Fire Company #1, the mayor, and Village of Hamilton Board shall be notified of any firefighter suspensions.

**TERMINATION:** If a situation of serious misconduct occurs, the option of immediate termination may be considered. Fountain Fire Company #1 officials and company membership shall be thoroughly advised and included in this matter. The mayor and village board may also be consulted along with the County Fire Coordinator as warranted.

**APPEAL:** Cases of suspension or termination may be appealed. The firefighter shall be instructed at the time of notice that their course of appeal is to plead their case to the mayor and Village of Hamilton Board.

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