

POLICY - 2.9.4 - MAJOR DISCIPLINARY ACTION PROCEDURE
SCOPE - ALL PERSONNEL AND BOARD MEMBERS

Major disciplinary action is defined as those actions involving; temporary pay reduction, suspension without pay, long term suspension, demotion, and/or termination. The following procedure is intended to provide a fair and impartial means to enact major discipline.

- A. Prior to the enactment of major disciplinary action, the Fire Chief or, as appropriate, the Board of Directors, shall give oral or written notice of the charges, notice of the evidence, notice of potential or proposed disciplinary action, and grant the individual an opportunity to be heard informally regarding the charges. Except in situations in which the Board of Directors or the Fire Chief determines, in its or his discretion, that immediate action is necessary, the notice of the charges shall be given to the individual in writing, and the individual shall have an opportunity of ten (10) days to submit a written response.
- B. After consideration of the individual's response, the Fire Chief, or as appropriate, the Board of Directors, may take such action as he or it deems appropriate.
- C. If the individual is demoted in such fashion that affects pay scale, benefits, suspension without pay, or terminated, the Fire Chief or the Board shall give to the individual written notice of the right to a post-disciplinary hearing. The notice shall state the charges and inform the individual that they may request, in writing, a hearing. The written request for a hearing must be delivered to the Fire Chief or the Board President within ten (10) days of the receipt of the notice. If the individual requests a hearing, the hearing shall be scheduled so that the individual has thirty (30) days to gather facts and evidence.