

Hauser Lake Fire Protection District

Policy Statement Discipline

Effective: 3/10/2025
Revised: N/A

POLICY 24

24.01 PURPOSE

To outline progressive disciplinary steps and to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

24.02 GENERAL CONSIDERATIONS

- A. Supervisors/officer adequately document employee performance and/or behavior issues and retain for future reference at the fire station.
- B. Appropriate disciplinary action may involve progressive disciplinary measures or may result in immediate release/discharge. The disciplinary action utilized will be determined based on the fire department's evaluation of all circumstances involved and the nature and severity of the violation. Management is not obligated to follow any or all of these steps in any predetermined order; these are for reference purposes only.
- C. Any disciplinary steps taken beyond counseling shall be approved by Chief, Deputy Chief or Captain prior to delivering to the employee and shall be signed by the Chief or Deputy Chief and placed in the employee's personnel file.
- D. A Disciplinary Action form and Performance Improvement Plan template is attached. The employee will have the opportunity to document his/her comments on the report. The employee's signature on the report merely acknowledges that the report was discussed with the employee and does not necessarily indicate the employee's agreement with the contents of the report.

24.03 DISCIPLINARY STEPS

- A. Counseling: This action advises the employee that a specific situation needs to be changed or corrected and sets forth expectations. Once verbal counseling has occurred, the supervisor/officer will document the details of the discussion and retain for future reference at the fire station.
- B. Verbal warning: A supervisor/officer verbally counsels an employee about an issue of concern advising the employee that a situation needs to be changed or corrected and clearly outlines expectations and the steps the employee must take to resolve the problem. It is formally documented and placed in the personnel file.
- C. Written Warning: Written warnings are used for behavior or violations that a supervisor or officer considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Employees should recognize the grave nature of the written warning.

- D. Suspension and/or Probation: This action may be taken to impress upon the employee the serious nature of his/her act or offense and may include time off with or without pay. This should be considered as a notice that the employee is facing possible termination if his/her performance or attitude does not improve.
- E. Release or Discharge: The Department retains the right to terminate employees at its sole discretion, irrespective of the above-referenced disciplinary guidelines.
- F. Performance Improvement Plan: A Performance Improvement Plan may be put in place at any time when a performance problem has been identified and improvement is needed and may be used to document, monitor and measure behaviors of an employee in an effort to improve performance or modify behavior.

24.04 RESPONSIBILITY

- A. Issued: It is the responsibility of each supervisor/officer to enforce policies, procedures, work rules and behavior expectations fairly and uniformly.
- B. Fire Department Officers shall oversee day-to-day administration of this procedure.
- C. The Fire Department Officers shall have overall responsibility for administration of this procedure.

Approved



Commissioner

Date: 10 Nov 2015

DISCIPLINARY ACTION FORM

Employee: _____ Date of Warning: _____

Supervisor/Officer: _____

Type of Violation (Conduct, Safety, Insubordination, Other): _____

Violation Date: _____ Violation Time: _____

Violation Location: _____

You are receiving this disciplinary warning because of the following actions:

Supervisors/Officers Statement: _____

Employees Statement _____

PERFORMANCE IMPROVEMENT PLAN

Employee: _____ Position: _____

Supervisor/Officer: _____ Date: _____

Areas for Improvement (What expectations have not been met): _____

Improvement Goals and Activities (Specific Goals to address and improve areas of concerns, and activities to achieve these Goals): _____

Expected Results (Details of desired outcome and how success will be measured): _____

Timeline for Improvements, Expectations, and Consequences (Schedule for progress guidelines for assessment, and consequences of insufficient effort.): _____

Employee: _____

Signature: _____ Date: _____

Supervisor/Officer: _____

Signature: _____ Date: _____