



OGLETHORPE COUNTY FIRE RESCUE STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Disciplinary Action

SECTION/TOPIC: Administration

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These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 SCOPE

- 1.1 This standard identifies disciplinary action and how disciplinary action should be handed down.
- 1.2 This standard applies to all leadership, officers, and members of the department.

2.0 PURPOSE:

- 2.1 Fire Department members are required to conduct themselves in a highly self-disciplined manner, obeying the Oglethorpe County Rules and Policies, fire department rules of conduct, and Departmental Standard Operating Procedures.
- 2.2 In situations where members do not adhere to these expectations, supervisors will take the necessary action to correct the problem.

3.0 GENERAL INFORMATION:

- 3.1 The following are alternatives for disciplinary actions against Oglethorpe County Fire Rescue personnel:
 - 3.1.1 Counseling
 - 3.1.2 Written Warning
 - 3.1.3 Three (3) to six (6) months suspension
 - 3.1.4 Dismissal
- 3.2 Progressive discipline is desired, with severity of offense determining the disciplinary action to be taken. However, this is just a guide.
- 3.3 A firefighter or officer can be dismissed from duty at any time if the situation warrants disciplinary action.
- 3.4 Examples of offenses that would require disciplinary action are (but not limited to):
 - 3.4.1 Failure to follow established SOPs.
 - 3.4.2 Falsifying an application of incident report.
 - 3.4.3 Stealing.
 - 3.4.4 Drinking, using or under the influence of any amount of alcohol or illegal drugs while driving fire apparatus or personal vehicles to emergency scenes, or at any emergency scene.
- 3.5 All disciplinary actions will be documented and kept on file at the Station Chief's office, and one copy will be sent to the Oglethorpe County Fire Chief.
- 3.6 In all cases the firefighter or fire officer shall be made aware of any disciplinary action taken against him/her.