



## Firefighter Bill of Rights (FBOR) Decision Worksheet

FBOR “Role Play” Decision Acronym - C.A.R.E.

### 1. Check the Severity:

- Is this a minor issue or early performance decline? → **Consider Coaching and Counseling.**
- Is this a repeated minor issue or a more significant concern? → **Move to Documented Verbal Counseling.**
- Is this a serious policy violation or a repeated offense? → **Consider a Written Reprimand.**

### 2. Assess Representation and FBOR Needs:

- Will this meeting involve potential disciplinary action or impact pay, rank, or employment status? → **Advise the employee of their Representation and FBOR Rights.**
- If representation is required, pause the meeting and allow time for the employee to secure representation.

### 3. Review Documentation Requirements:

- Will this issue be formally documented? → **Ensure accurate, timely documentation, including date, time, and specific details of the incident.**
- Are there prior records of similar issues? → **Include these in your assessment to identify patterns.**

### 4. Establish Next Steps:

- Has the employee received appropriate coaching and counseling prior to escalation? → **Document this to show a pattern of support and development.**
- Are there clear performance expectations moving forward? → **Set these expectations and outline the potential consequences of continued issues.**