

321 POLICY: Discipline Sanctions, Volunteer Members

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Approval: BOFC

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Revision: #1

321.1 PURPOSE AND SCOPE

It is the goal of OIFR to foster positive motivation and effective team leadership. Additionally, the quality and effectiveness of our work is critical to our mission. Therefore, OIFR will utilize the discipline process to identify and correct areas of performance improvement.

321.2 POLICY

Imposition of disciplinary action is at the sole discretion of the Fire Chief.

321.3 INVESTIGATION

Alleged offenses may, at the discretion of the Fire Chief, be investigated. Any investigations of alleged offenses will be fair and objective.

321.4 SEVERITY

The severity of discipline imposed will be at the discretion of the Fire Chief. Disciplinary decisions often involve considerations far beyond the typical factors of the seriousness of the conduct at issue and the member's past disciplinary record. Other factors, including but not limited to a member's attitude, motivation, teamwork, and ability to receive feedback and adjust behavior accordingly may be relevant. For these reasons, OIFR does not follow a progressive discipline approach.

321.4 TYPES OF DISCIPLINE

Disciplinary actions may include, but will not be limited to any of the following:

- Verbal reprimands
- Written reprimands
- Demotion
- Suspension/Last Warning
- Termination

321.4 TYPES OF MISCONDUCT

Behavior, conducts, acts, violations of OIFR's SOG's and/or violations of any federal, state or local rules and regulations that may result in disciplinary action, include, but are not limited to the following:

- a. Theft.
- b. Insubordination or refusal to comply with directions or failure to perform reasonably assigned duties.

- c. Leaving a fire, medical call, or training scene early without permission from the Officer in charge.
- d. Failure to meet minimum response requirements.
- e. Failure to meet minimum membership requirements.
- f. Failure to respond when available.
- g. Failure to complete required training.
- h. Disregard or violation of safety rules.
- i. Lack of a valid Washington State Driver's license/auto insurance coverage.
- j. Driving in a reckless manner to an emergency scene in a POV or District Apparatus.
- k. Any conduct unbecoming a member which could bring discredit to OIFR or is deemed detrimental to the public image of OIFR.
- l. Falsifying employment documents, such as applications, timecards, personnel records or other departmental documents or records.
- m. Unauthorized possession or use of District equipment, property, resources or materials or of other members' personal property.
- n. Carrying weapons or explosives.
- o. Conviction of a felony or a misdemeanor involving moral turpitude.
- p. Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any member or damage any piece of equipment.
- q. Reporting for duty at the station or at the scene of an emergency response under the influence of drugs or alcohol.
- r. Possession, use, or transmission of illegal drugs or controlled substances.
- s. Engaging in acts of immorality, dishonesty, fraud or sabotage.
- t. Threatening, intimidating, coercing, using abusive or vulgar language, or otherwise interfering with the performance of other members.
- u. Discourteous treatment of the public or other members.
- v. Incompetency, inefficiency, inattention to or dereliction of duty.
- w. Damaging or destroying either district property or other member's personal property due to careless or willful acts.
- x. Breaching of confidentiality in regards to information seen or heard while acting in an official capacity as a member of OIFR.
- y. Making comments or statements to third parties either directly or indirectly, that could be misconstrued, to the detriment of OIFR, its members, its elected or appointed officials, or neighboring departments.
- z. Displaying an attitude that is not in line with OIFR's expectations for exceptional public service.

321.5 WRITTEN DOCUMENTATION

All disciplinary notices will be maintained in the member's personnel file.

321.6 INACTIVE VOLUNTEER STATUS

OIFR reserves the right to terminate the employment of a volunteer who demonstrates an inactive status for 90 days or more and has a disciplinary action of written reprimand or higher on file. Inactive status is defined as not participating in drills, training or responding to calls.