

POLICY AND PROCEDURES
BLOOMFIELD GENOA CITY
FIRE & RESCUE

PROGRESSIVE DISCIPLINE

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Policy and Procedure

Progressive Discipline Procedures

Bloomfield Genoa City Fire & Rescue (BGCFR) will normally follow a system of progressive discipline so that the member will have adequate opportunity to correct actions and safeguard his/her job with BGCFR. Disciplinary action will be taken depending on the seriousness of the offense and possible mitigating circumstances.

1. A thorough investigation of a violation of any rule, regulation, policy or procedure will be made. An attempt will be made to ascertain whether the infraction was made in good faith, with partial justification, or with no justification.
2. The penalties will be appropriate to the offense. Wisconsin statute 62.13 will apply to any disciplinary action.

ORAL REPRIMAND

An oral reprimand with a written record placed in the personnel file of the member or employee. Examples of an infraction that may bring an oral reprimand are, but not limited to...

- a) Failure to respond to an assigned shift call or duty shift.
- b) Failure to complete assigned duties.
- c) Improper uniform.
- d) Inability to work with others.
- e) Failure to take proper care of equipment.

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WRITTEN WARNING

A written warning advising the member that he/she could be subject to suspension or possibly discharged from the service in the offense is repeated. Examples of an infraction that may bring a written warning are, but not limited to...

- a) Unprofessional conduct.
- b) Destruction of service property through neglect.
- c) Neglect of duty.
- d) Failure to complete required records.

SUSPENSION

Suspension of the member or employee, with a written record in the member's or employee's file. Examples of an infraction that may bring a suspension are, but not limited to...

- a) Repeated oral and written warnings.
- b) Failure to follow orders from officers, Board of Directors or Board of Fire Commissioners.
- c) Delivering poor patient care.
- d) Confrontation with the general public.
- e) Giving false or misleading statements to this service officers, Board of Directors, Board of Fire Commissioners or law enforcement.
- f) Attending trainings or calls while impaired by alcohol, controlled substances or medications, etc.

DISMISSAL

Dismissal of the member or employee, with a written record of this placed in the member's or employee's personnel file. Examples of an infraction that may bring discharge are, but not limited to...

- a) Repeated written warnings and suspensions.
- b) Leaving duty or shift without relief.
- c) Intentional destruction of company property.
- d) Using intoxicants or controlled substances while on duty.

- e) Falsifying reports, records, and or communications.
- f) Insubordination.

NOTE: Progressive discipline also means that after a number of general offenses, regardless of whether the offenses are identical, BGCFR reserves the right to dismiss the member or employee for just cause.

APPEALING ALL DISCIPLINARY ACTIONS

Any member or employee receiving any disciplinary action may appeal that action by submitting a written response to the charges in a reasonable time. This written appeal shall be presented to the Chief for review. It shall contain the charge, the officer who took the action, the date the incident occurred, and the action taken. This shall be placed in the member's or employee's personnel file. An appeal may also be made to the Bloomfield Genoa City Fire & Rescue Board of Fire Commissioners if the action taken was for suspension or dismissal.