



SUBJECT:	DISCIPLINE
POLICY:	To insist that high standards of on-the-job and/or job-related personal conduct be consistently respected. The intent of discipline is to assure observation of the rules, regulations, and customs of the department with respect and consideration for associates.
PURPOSE:	To provide consistent guidelines for the administration of discipline within Clark County Fire & Rescue. The system of discipline outlined herein is based on the principle that good discipline is corrective, not punitive.
SCOPE:	All Clark County Fire & Rescue members.
RESPONSIBILITY:	<p>Members</p> <p>All members of the department, regardless of rank or assignment, are required to discharge their assigned duties conscientiously and to conduct themselves, at all times, in a manner which will bring credit on the department and themselves. They shall, at all times, show respect for the authority of those directing their work and observe the spirit as well as the letter of the guidelines, policies, procedures, practices, and customs of Clark County Fire & Rescue.</p> <p>Officers</p> <p>Officers are charged with the responsibility of making assignments, reviewing and evaluating performance, approving requests, resolving disputes and maintaining proper conduct and discipline among the members under their supervision. The Officer is responsible to:</p> <ol style="list-style-type: none">1. Maintain an atmosphere, which will generate good employee/management relations and efficient performance.2. Keep members informed of the guidelines, administrative instructions, directives and conditions they must observe.3. Take all possible steps, through the application of good management techniques, to prevent situations that might lead to disciplinary action.4. Gather and analyze all facts and carefully consider circumstances before taking disciplinary action.5. Constructively counsel members individually and in private.6. When circumstances warrant, initiate or recommend more severe disciplinary action to the senior officer. <p>Administrative Officers</p> <p>Administrative officers will maintain discipline equitably within all units under their command. A primary responsibility is to determine that all members of their command know and understand the operating guidelines, administrative instructions, directives and conditions they must observe. These officers are responsible to:</p>



1. Be consistently aware of the attitude and conduct of members under their command through frequent conferences with subordinate officers and review of company and departmental records.
2. Administer or initiate necessary disciplinary action and, when conditions warrant, order the temporary suspension of personnel (with pay for paid employees), pending further disciplinary action.
3. Recommend more severe disciplinary action to the Fire Chief.

Fire Chief

The Fire Chief shall coordinate all disciplinary actions and shall have responsibility for the administration of equitable discipline throughout the department and will communicate to all members the rules, regulations, and other conditions of membership and employment that must be observed.

PROCEDURE:

The Fire Chief shall fix and enforce the following corrective disciplinary actions consistent with department policy. Specific disciplinary actions shall be as follows, listed in ascending order of their severity:

1. **Oral Reprimand.** An oral warning is usually for a minor offense. The reprimand should include an explanation of the violation and a request for corrective action on the part of the member.
2. **Written Reprimand (Minor).** A written reprimand (minor) is a formal disciplinary action of minor misconduct, moderate deficiency in performance or repeated lesser infractions. A written reprimand will be documented on Form No. 524.11.01. This reprimand should include the required corrective action on the part of the member. A copy of the written reprimand shall be placed in the member's personnel file and shall include the date the reprimand will be removed from the member's file. The date for removal is hereby established at one (1) year.
3. **Written Reprimand (Major).** A written reprimand (major) is a formal disciplinary action of significant misconduct, deficiency in performance, or repeated infractions. The reprimand will be documented on Form No. 524.11.01 and will include the required corrective action on the part of the member. The reprimand shall remain in the member's personnel file for three (3) years.
4. **Suspension.** A suspension is a temporary enforced absence from duty for serious or flagrant violations.
 - o In an instance where a suspension for disciplinary purposes may be necessary, written charges will be made by the appropriate officer and forwarded to the Chief, who will then conduct an interview with the affected employee or member. An employee may be suspended "with pay" pending further investigation. If the investigation shows

that the actions of the individual warrant a suspension without pay, the Chief may order the suspension. Suspensions may be for periods of four (4) hours, eight (8) hours, twelve (12) hours, twenty-four (24) hours or more than one shift for paid or career personnel, and ten (10) to sixty (60) days for volunteers.

- Officers may temporarily suspend members for refusal to obey an order. Temporary suspensions of employees will be “with pay” pending further investigation.
- A statement outlining the circumstances surrounding the suspension along with any required corrective action on the part of the member will be filed on Form No. 524.11.01 and placed in the member’s personnel file with a copy to the member. Suspension is a severe disciplinary action that is made a matter of permanent record.

5. **Demotion and Discharge.** Demotion or discharge represents the most severe form of disciplinary action and will be administered by the Fire Chief and the Board of Fire Commissioners. Usually, actions of this magnitude will follow a progression of lesser disciplinary actions before determination is made to demote or dismiss. Certain violations, however, may be serious enough to warrant demotion or dismissal on a first or second offense. The action should be appropriate and fully warranted for the offense. Consideration should be made of the potential impact on the organization and the level of seriousness of the issue.

If dismissal is recommended, a pre-determination hearing will be held prior to final action.

APPEAL PROCEDURE:

Disciplinary action may be appealed to the Fire Chief by submitting a written request for review within ten (10) days following the disciplinary action. A written determination by the Fire Chief will be submitted to the member within fifteen (15) days.

If after full review by the Fire Chief, the member wishes to appeal the action further, the member may request a review by the Board of Fire Commissioners. A written request for review by the Board shall be submitted to the Fire Chief within ten (10) days following the determination of the Fire Chief. The decision of the Board shall be final unless superseded by a previous agreement.

This appeal process applies to non represented members. Bargaining unit members shall follow the grievance procedures of their current contract.