

POLICY: DISCIPLINE/SUSPENSION/TERMINATION

Hadley Township Fire Department
Policy #008

ARTICLE I: Enforcement and Discipline

1. The Fire Chief, with advice from the Board of Directors, shall have full responsibility and authority to enforce these Rules and Regulations.
2. Any Charge against an employee shall be investigated and a conclusion of fact reached which will be as follows:
 - A. Proper conduct
 - B. Improper conduct
 - C. Policy and/or procedure failure
 - D. Insufficient evidence
 - E. Unfounded complaint
3. If discipline is required, every effort will be made to respond to the deficiency with training or counseling.
4. Violations of any of the provisions of the Rules and Regulations, Directives, Procedures, and Special Orders, or the neglect or evasion of the duties and responsibilities contained herein shall be the subject of disciplinary action up to and including discharge.
5. Any member violating these Rules and Regulations may be subject to any of the following disciplinary action with due regard for the nature of the offense and the member's previous record of conduct.
 - A. Reprimand: oral or written.
 - B. Restriction of activities or privileges.
 - C. Requirement of restitution.
 - D. Demotion.
 - E. Suspension.
 - F. Probation.
 - G. Discharge.
6. Any member of the Fire Department may be suspended or dismissed for cause for any of the following list of offenses that is not to be considered as all-inclusive.
 - A. Intoxicated.
 - B. Use of intoxicants while on duty.
 - C. Thievery.
 - D. Immoral or indecent conduct that would be offensive to the average citizen.
 - E. Insubordination.
 - F. Refusing an order from an officer.

- G. Leaving an alarm incident early without permission of the officer in charge.
- H. Giving Fire Department information to unauthorized persons. (All inquiries should be directed to the officer in charge.)
- I. Loss of valid Michigan Motor Vehicle Operator's license.
- J. Misuse of Fire Department equipment.
- K. Failure to use proper chain of command, involving matters or procedures pertaining to Fire Department operations.
- L. Loaning out Fire Department identification or equipment to unauthorized persons.
- M. Responding to an incident in a careless / reckless manner.
- N. Failure to complete required training / emergency responses.
- O. Any conduct which brings discredit to the Fire Department.
- P. Abuse of leave time or absence without leave.
- Q. Unsatisfactory work performance.
- R. Illegal use of Drugs.
- S. Failure to follow Standard Operating Procedures / Directives.

ARTICLE II: Formal Charge Procedure

1. The Fire Chief and Assistant Fire Chief can suspend any member of the Fire Department at any time, and charges must be preferred by the officer in writing, and referred to the Chief of the Fire Department within twenty-four (24) hours, or the charges are automatically dropped. The Fire Chief must address all charges within five (5) working days. In the event that the Fire Chief is not available, his/her duties would be the responsibility of the Assistant Fire Chief.
2. The Chief of the Department may ask for termination from the Hadley Township Board or suspend any member for cause, after apprising the member of the action to be taken and reasons therefore. Upon dismissal or suspension, a member shall have the right to appeal said action by submitting a written appeal to the Fire Chief, outlining the reasons why said member feels aggrieved by the action taken.
3. Due process rights will be exercised as follows:
 - A. Notice of the charge in writing.
 - B. Time to prepare a defense, 48 hours.
 - C. Formal hearing with the Fire Chief and Board of Directors.
 - D. Right of rebuttal and the calling of witnesses.
 - E. A written notice of findings.
 - F. Appeal outlined in Article II Section 2.

This policy presented by the Michigan Township Participating Plan, is intended as general guidelines for members of the Michigan Township Participating Plan Program. This policy should not be construed as legal advice. The viewer or reader of the material should consult legal counsel to review the information presented before implementation of any policy or procedures.