

Purpose: This policy establishes the procedure for Active and Junior Active CTFD volunteer personnel to file formal grievances reporting possible offenses by other CTFD personnel and starting the disciplinary process.

Administration: The Fire Chief and Assistant Fire Chief will have joint responsibility for administration of this policy within the scope of their job descriptions.

Formal Grievances

- The CTFD Disciplinary Procedure (see Policy 14.1) can be started by any CTFD Probationary, Active or Junior Active member only by filing a formal, written grievance.
- All grievances shall be filed using the CTFD Member Grievance form (attached).
- All grievances shall be filed with the Assistant Fire Chief, except in cases where the grievance directly involves the Assistant Fire Chief.
 - If the grievance involves the Assistant Fire Chief as either as the party filing the grievance or the party accused of an offense, the grievance shall be filed with the Fire Chief.
- The procedure for investigation and disciplinary action (if any) resulting from the filing of a formal grievance is detailed in Policy 14.1: Disciplinary Policies and Procedures.

Informal Complaints

- Any CTFD Probationary, Active or Junior Active member may make an informal complaint about the actions or behavior of another member to a CTFD officer.
- Informal complaints can only be resolved by informal corrective counseling by the appropriate CTFD officer. Informal complaints cannot be used to start the CTFD Disciplinary Procedure.
- The discretion to undertake corrective counseling lies solely with the CTFD officer to which the informal complaint is directed.

Reference:

11.1A Grievance Form (11/26/2010)