

**Purpose:** This policy establishes disciplinary procedures for Active and Junior Active CTFD volunteer personnel with respect to offenses occurring during firefighting activities.

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

**Definitions:**

**Firefighting Activities:** Activities including training, service details, public relations and public education details and emergency response while acting under the auspices of the CTFD, as well as any activities involving CTFD apparatus and equipment or occurring on properties owned or leased by the CTFD.

**Offense:** Any action by a CTFD member during firefighting activities violating established CTFD policy, constituting defiance of or failure to carry out directives or orders issued by CTFD officers (except when compliance with these orders or directives may cause imminent danger to life safety), causing or potentially causing injury or property damage, harmful or potentially harmful to the public image of the CTFD or constituting a criminal offense. Conviction of a felony in a court of law, regardless of whether the precipitous act is related to CTFD activities, will also be considered an offense against the CTFD.

**Policy:**

**Reporting and Investigating Offenses**

- Any CTFD member may report an offense by another CTFD member by filing a Grievance, per CTFD Policy 11.1.
- Upon receipt of a Grievance, the Assistant Fire Chief and a minimum of one additional chief officer, will initiate an investigation of the alleged offense.
  - At minimum, the investigation will include interviews with the member filing the Grievance and the member accused of the alleged offense, but should be as extensive as needed to determine the validity of the Grievance and the nature and severity of the offense, if any is found to have occurred.
  - Under no circumstances shall any member filing a Grievance or accused of an offense participate in the investigation process. In the event this rule affects the Assistant Fire Chief's ability to participate in the investigation, the Fire Chief will designate another chief officer to perform his/her duties during the investigation.
- Upon completion of the investigation, the Assistant Fire Chief will make a written report on the findings of the investigation to the Fire Chief.
  - At minimum, the written report will include a determination of whether or not an offense occurred for which sanction is indicated, the type of offense which occurred (if any), recommendations for sanction (if indicated), and a summary of the activities and facts revealed during the investigation.
- Upon completion of the investigation report, the Fire Chief and Assistant Fire Chief will determine and execute the course of action to be taken to resolve the Grievance.
- All written reports and memos related to a finding that an offense has occurred will be placed in the member's personnel file.

**Types of Offenses**

- **Minor Offenses:** Offenses which are not likely to cause harm to personnel or property damage, could not be considered criminal in nature, and/or do not constitute purposeful defiance of CTFD policy or orders and directives issued by CTFD officers.
- **Major Offenses:** Offenses which are likely to cause harm to personnel or property damage, may be considered criminal in nature, and/or constitute purposeful defiance of CTFD policy or orders and directives issued by CTFD officers.

**Available Sanctions** (listed from lowest to highest severity)

- **Verbal warning/counseling:** Behavior leading to the offense is corrected through counseling or remedial training for the member without formal documentation.
- **Written verbal warning:** Offense is addressed in an informal meeting between the member and a CTFD officer and documented via disciplinary memo prepared by that officer.
- **Written warning:** Offense is addressed in a formal meeting between the member and two CTFD officers, one of whom must be a chief officer. Meeting is documented via formal disciplinary report from the chief officer conducting the meeting.
- **Limited suspension from duty:** Offense is addressed by removing the member from specific duties for a period of time not less than 7 days and not more than 30 days by the Fire Chief or Assistant Fire Chief. Specific duties may include, but are not limited to, driving all or some CTFD apparatus, interior firefighting duties, station access, etc. Suspension is documented via formal disciplinary report by the Fire Chief or Assistant Fire Chief.
- **Full suspension from duty:** Offense is addressed by removing the member from all firefighting duties for a period of time not less than 14 days and not more than 60 days by the Fire Chief or Assistant Fire Chief. During the period of suspension, the member shall not be on properties owned or leased by the CTFD, be in attendance at any CTFD activities, or participate in any training under the auspices of the CTFD. Suspension is documented via formal disciplinary report by the Fire Chief or Assistant Fire Chief.
- **Removal from duty:** Offense is addressed by terminating the member's Active status in the CTFD. Termination is documented via formal disciplinary report and letter of termination by the Fire Chief or Assistant Fire Chief.

**Guidelines for Determining Sanctions**

- Verbal warning/counseling is reserved for minor offenses only.
- The minimum sanction for a major offense should generally be a written warning.
- A repeat offense should be resolved with more severe sanction than was imposed for the preceding offense of that type, but any sanction of increased severity (including a longer suspension, if applicable) may be chosen.
- Accumulation of two major offenses in any period of three years or less may be considered grounds for immediate removal from duty.
- The following shall be considered grounds for immediate removal from duty:
  - Felony conviction of any type or commission of a felonious act on properties owned or leased by or while acting under the auspices of the CTFD, regardless of conviction
  - Theft of or intentional damage to CTFD property or member property stored on properties owned or leased by the CTFD
  - Major offense resulting in serious injury to, or death of, another member or civilian
  - Sexual misconduct involving CTFD personnel or property

**Reference:**

Policy 11.1 Grievances