



Stamford Fire Department

201 E McHarg

Stamford, Texas 79553

Subject: Documentation of Disciplinary Action
Revision: 3/21/05, 4/3/05, 11/15/08

Purpose

The purpose of this guideline is to establish documentation requirements for situations when disciplinary action(s) may result. It is imperative that all SFD supervisory personnel follow proper documentation procedures when an irregularity occurs.

13.01 Written Statement By Member/Employee

- A. The member/employee may write any comment he/she feels appropriate, but the statement must include the following three elements as a minimum.
 - 1. That the member did, or did not know (if not, why not), the rule or procedure that was violated.
 - 2. That in the case of a Conduct Standard, or SOG violation, the member/employee did receive a copy of that order, and
 - 3. Whether the member/employee realizes (at the time the statement is written) that he/she violated the rule or order.
- B. The member/employee shall not be released from duty until the supervisor is satisfied that member/employee's written statement contains the above information.
 - 1. If the member/employee submits an incomplete statement, the supervisor must inform The member/employee of the deficiencies and order him/her to complete the statement immediately.
 - 2. If the member/employee refuses to add to the statement, the supervisor must note such refusal in his/her statement.

13.02 Supervisor and Witness Statements

- A. The supervisor must submit a written statement containing the two elements listed below. This statement should be written after he/she receives the member/employee's comments.
 - 1. The statement must identify the violated rule or procedure and contain details of the incident, the member/employee's role, the supervisor's observation, etc.
 - 2. The statement must contain the supervisor's recommendations regarding appropriate follow-up, including disciplinary action if warranted. This report should also document why the supervisor believes his/her recommended counseling or punishment is appropriate.
- B. Other member/employees who can verify unusual circumstances must also provide written statements regarding their observations.



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13.02 Officer or Assistant Chief Statement

- A. In cases where a written reprimand or stronger discipline is warranted, a written statement from the appropriate fire ground officer is required.
- B. This statement should document all applicable events and may include references to SOGs, previous discussions or meetings, or any past history or other elements that is pertinent to the current situation.
- C. It is critical that this report be written from the perspective of answering all possible questions which may arise as a result of this particular incident, especially questions from an unfamiliar party, such as an arbitrator.

13.03 Situations Requiring Immediate Removal From The Fire Department

- A. There are a few drastic circumstances, such as acts of workplace violence, when a supervisor must have the authority to dismiss a member/employee from the premises. Such action is hereby authorized for the chief, all assistant chiefs, and captains if there is no other reasonable alternative immediately available.
- B. Any member/employee removed from the workplace shall be placed on administrative leave without fire/drill pay, pending review of the incident by the Fire Chief.
- C. A decision regarding other disciplinary action will be at the earliest possible time after the review.
- D. In every case, proper notification of chief officers is required.

13.03 Conclusion

- A. It is the purpose of this SOG to thoroughly and accurately document all unusual incidents, so an equitable and reasonable disposition can be achieved.
- B. All statements must be completed within 24 hours of the incident, including instances where an immediate suspension is given. **THERE ARE NO EXCEPTIONS.**