

# DEPARTMENT OF FIRE AND RESCUE SERVICES



# GENERAL ORDER



## 110.13

Originating From	Issue Date	Revision Date	Attachments
<b>Administration</b>	<b>4/30/1995</b>	<b>N/A</b>	<b>A</b>

**SUBJECT: General Disciplinary Policy**

**APPLICABILITY: All Personnel**

**POLICY:**

Personnel found to be in violation of established Policy and Procedures of Howard County or the Department of Fire and Rescue Services (DFRS), shall be disciplined in accordance with the following procedure

1 DEFINITIONS

- 1.1 **Supervisor File:** a secure reference file maintained by the supervisor, usually containing disciplinary and/or other special items
- 1.2 **Employee Station File:** the file maintained in the station, and transferred with the employee, usually containing such items as leave records, training, clothing issue, commendations, etc.
- 1.3 **Employee Personnel File:** the official employee file maintained at the office of the Director of Fire and Rescue Services
- 1.4 **Progressive Discipline:** A sequential process which emphasizes corrective action. Used as appropriate to the situation.

2 GENERAL

- 2.1 Battalion/Shift Officers shall initiate the appropriate corrective and/or disciplinary action when an employee is in violation of prescribed departmental policies and procedures.
  - 2.1.1 All violations, regardless of the nature, shall require written documentation, to be placed within the appropriate file.
  - 2.1.2 At each step of the discipline process where written records or notes are prepared, the employee shall be given an informational copy, which shall be signed by the employee to acknowledge receipt of same. The employee signature shall not imply concurrence with the contents of the written record. A copy of this document, with employee signature, shall become a part of the records regarding the incident and placed in the appropriate file.

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### 3 PROGRESSIVE DISCIPLINE

3.1 The following sequence of actions for violations shall be used where appropriate. Incidents or situations of a very serious nature may require certain steps to be bypassed.

3.1.1 1st Incident - The immediate Supervisor shall conduct an oral counseling session with the employee and keep notes from the session. These notes shall be maintained in the supervisor's file.

3.1.2 2nd Incident - The immediate Supervisor shall develop a disciplinary memorandum for placement in the personnel file, and conduct an employee counseling session.

3.1.3 3rd Incident - The immediate Supervisor shall develop a disciplinary memorandum recommending suspension without pay for a period not to exceed 10 calendar days, and conduct an employee counseling session. This shall be placed in the employee's personnel file.

3.1.3.1 A disciplinary memorandum cover sheet shall accompany the documentation prior to being placed in the file. **(See attachment A)**

3.1.4 Subsequent Incidents - If an employee again becomes subject to disciplinary action within 12 months after being suspended, the employee may be dismissed if:

3.1.4.1 The conduct giving rise to the disciplinary action is of a serious nature and one for which the employee would normally be suspended or terminated.

3.1.4.2 The conduct is part of a pattern of conduct for which the employee has previously been suspended.

3.1.4.3 The cumulative impact of the employee's conduct warrants dismissal.

3.2 Incidents considered shall be based on the most recent 24 months.

### 4 ADDITIONAL INFORMATION

4.1 No leave of any nature will be used to offset time loss due to *Absent Without Approved Leave* (AWOL).

4.2 The official record presented at any proceeding shall include documentation of any incidents warranting disciplinary action which have occurred within the previous 24 months.

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- 4.3 Contingent and part-time employees may be dismissed for any incident(s) which are in violation of departmental policies and procedures.

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr".

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Joseph A. Herr  
Fire Chief

# Disciplinary Memorandum

To:

From:

(Supervisor Generating Memo)

Date:

As a result of the incident described in the attached documentation, the following disciplinary action will be taken:

SUSPENSION:	HOURS:	BEGIN:	END:
OTHER ACTION:			

	APPROVALS:	DATE:
CAPTAIN		
BATTALION CHIEF		
DEPUTY CHIEF		
CHIEF DEPUTY		
FIRE CHIEF		

**RECEIVED:** \_\_\_\_\_ \_\_\_\_\_  
*Employee* *Date*

cc: Chief Administrative Officer  
 Personnel Administrator  
 DFRS Administrative Officer  
 Personnel File