

<b>Sugar Loaf Fire Department – Standard Operating Procedure</b>			
<b>Subject: Code of Conduct and Discipline</b>		<b>SOP#:1.2.4</b>	<b>Revision: B</b>
<b>Category: Administration</b>	<b>Type: Standard</b>	<b>Effective date: 10/21/14</b>	<b>Page: 1 of 3</b>

### 1. PURPOSE:

The purpose of this procedure is to clearly establish the Code of Conduct and the Disciplinary Policy for the Sugar Loaf Fire Protection Department. This policy is intended to provide overall guidance and to be used in conjunction with other policies which relate to specific issues such as, but not limited to, sexual harassment, drug and alcohol use, and scene photography and social media.

### II. SCOPE:

Sugar Loaf Fire Protection Department personnel are subject to standards of performance not only for their specific job functions but also for their general conduct because they serve the taxpayers and visitors of the Sugar Loaf community. The public nature of their decision and commitment to volunteer requires that all personnel adhere to high standards of ethical and moral behavior in their job functions and in their personal conduct.

Personnel are expected to exercise sound judgment in carrying out their duties in a professional manner for the better of the community and department as a whole. They are expected to comply with all policies, procedures, and standards set forth by the SLFPD as well as all written laws of Boulder County, the State of Colorado, and Boulder county Protocols. If the behavior or actions of any member of the volunteer fire department compromise their own safety or the safety of other department members, interfere with the ability of the department to perform, or bring discredit on the department and/or its volunteers, then such actions become a serious issue and will result in appropriate disciplinary action against the member concerned.

The standards set forth in these policies and procedures are not exhaustive of all appropriate responses and actions of personnel or list every possible situation. These policies shall be used by SLFPD personnel to provide guidance as to the principles and standards they should strive for in every situation. These rules are not all inclusive; disciplinary actions including termination may be administered for behavior or conduct not specifically discussed in this policy.

### III. CAUSES FOR DISCIPLINARY ACTION

Disciplinary action may be taken either when a member's work performance is unsatisfactory, or when the member has engaged in misconduct. Examples of actionable behavior may include, but are not limited to, the following:

- deliberate or careless conduct endangering the safety of oneself or another member
- incompetence, inefficiency, negligence, or inability to perform assigned duties
- dishonesty
- insubordination
- discourteous treatment of the public, SLFPD personnel, or Boulder County personnel
- conduct reflecting discredit on the SLFPD
- sexual, religious, gender, age or ethnic harassment
  
- improper alcohol\drug use, including intoxication while performing SLFPD duties, DUI, or illegal

- drug use
- misappropriation or misuse of SLFPD property
- arrests/convictions
- willful or neglectful violation of department Standard Operating Procedures (SOPs) and protocols, such as violating patient confidentiality obligations or not wearing seat belts
- recurring unresolved issues that persist despite actions by the department which consume disproportionate amounts of staff time

#### IV. IMPLEMENTATION PROCEDURES:

- + All personnel will receive initial training on this policy.
- + A hard copy of this policy shall be made available to all members for reference.

Overall objective will be to help each individual learn appropriate behavior and correct any inappropriate behavior before the problem requires more severe action such as termination.

Common sense is the best guide to both proper conduct and appropriate discipline. However, sometimes action is necessary for the purpose of improving undesirable behavior and preventing a recurrence of that behavior. The following steps generally will be followed to ensure that department rules and policies will be enforced fairly and consistently. The department may impose discipline not in accordance with this policy if it determines such direction is necessary.

The SLFPD uses a progressive discipline procedure, and the action taken will depend on the degree and circumstances of the violation. Some violations that are considered severe may result in immediate termination from the department. This procedure is an effort to encourage personnel to fully understand the importance and weight of their actions while representing themselves as a departmental member.

#### V. PROGRESSIVE DISCIPLINE PROCEDURES

As stated above, some violations are serious enough to result in immediate termination from the department. Most infractions, however, will be handled using progressively restrictive discipline procedures as outlined below.

Step 1. Verbal Warning. The member's direct supervisor or ranking officer (ie: Chief, Assistant Chief, Medical Chief, Battalion Chief, or Captain) discusses the problem and presents instructions to correct it. This discussion includes notification of possible disciplinary action if the problem continues. No escalation is required for the verbal warning, and the supervisor monitors the member's correction of behavior.

Step 2. Written Warning. A written reprimand is issued by the member's direct supervisor or ranking officer (ie: Chief, Assistant Chief, Medical Chief, Battalion Chief, or Captain) for more serious infractions. The reprimand includes a written statement of the violation, required corrective action on the part of the volunteer, a time-frame expected for correction, and consequential further disciplinary actions. Copies go to the member, his/her personnel file, and the Fire Chief. Written warnings are discussed at the Officer's meetings so that all officers are aware of the violations and can assist in monitoring corrective actions by the volunteer.

Step 3. Suspension. The member is suspended from all departmental emergency and non-emergency operations for serious or flagrant violations. A suspension may be issued only by the fire chief or designee. The time limit for the suspension is determined by the Fire Chief; generally, suspensions are in effect for at least 15 and no more than 90 days. The board must be notified of any member suspension.

Step 4. Termination. Termination represents the most severe form of disciplinary action. In most cases, the volunteer under consideration for discharge has clearly demonstrated unwillingness, inability, or refusal to conform to the recognized standards of conduct. Actions of this magnitude usually follow a progression of lesser disciplinary actions before determination is made to terminate the member. Certain violations, however, may be serious enough to warrant dismissal on the first or second offense. In the event of termination, the member is discharged from all duties for the department and must return all SLFPD property within one week of dismissal. The Board of Directors holds the only authorization to terminate a member.

The Fire Chief is the only member that may formally recommend termination of a member to the Board of Directors. In the event that the fire chief be recommended for termination, the Officers, (Assistant Chief, Medical Chief, 3 Battalion Chiefs, 2 Captains) with a majority vote may recommend termination of the Fire Chief to the Board of Directors.

#### VI. AUTHORITY AND EFFECTIVE DATE:

This policy replaces all previous SOPs relating to the overall guidance and procedures for code of conduct and discipline and is effective as of Oct. 22, 2014.