

Cedarville Township Volunteer Fire Department

Discipline Standard Operating Guideline

2024

Disciplinary action is necessary to uphold minimum standards. Discipline should be reasonable, timely, and progressive. For the purpose of this guideline, the steps of discipline are verbal counseling, written warning, suspension, and termination.

- Driver status is covered by a separate guideline. Members may have their driver status revoked outside of the disciplinary process outlined here.
- Discipline should be completed by a fire department officer, but may be initiated and informed by involved department members. Suspension and termination require the written approval of the fire chief. The fire chief maintains the authority to modify and/or advance disciplinary action at his/her discretion.
- Each step of discipline should be documented and placed in the member's file.
- Previous discipline should not be considered after the following timelines
 - Quarterly requirements including call quota and training hours: rolling 12 months
 - Other discipline: rolling 18 months
- Verbal counseling or incident report: should be completed at the officer's discretion for an isolated offense. A member with verbal counseling or incident report alone should be considered "in good standing".
- Written warning: should be completed after verbal counseling or incident report for a similar offense. May also be the first discipline for a significant offense at the discretion of the officer.
- Suspension: should be completed after a written warning for a similar offense. The member should be notified in writing of the reason for suspension, required actions to complete, and a deadline to complete those actions. A member may be suspended from responding to calls, department functions, and/or access to the station.
- Termination: should be completed after a failure to meet the requirements of suspension by the deadline. May also be completed by the fire chief for a significant offense or legal action.

Effective February 10th, 2025

Date: _____

Kyle E. Miller
Fire Chief
Cedarville Township Volunteer Fire Department