



Lauderdale-By-The-Sea Volunteer Fire Department

S.O.P Number: 300	Effective Date: July 1, 2010
Section: 301 - 302	
Subject: Discipline	
By Order of the Fire Chief: Steven Paine	

Article 300: Discipline

Section 301: Offenses

Chief Officers may take disciplinary action against a member based on the nature and severity of the offense. Offenses include, but are not limited to:

- Any violation of the VFD drug-free workplace policy. Includes but are not limited to responding to emergency calls under the influence of alcohol or drugs. use of intoxicants during an emergency call (fire or medical call) or attending a fire or medical call with the smell of alcohol or drugs on clothes or breath.
- Thievery.
- Profanity.
- Immoral or indecent conduct as measured by community standards.
- Insubordination. This includes refusing an order from a superior officer.
- Leaving a fire, medical or training run early and/or without permission from the officer in charge.
- Failure to meet minimum response requirements.
- Failure to respond to calls when available.
- Failure to attend required Department activities, i.e. maintenance, fund-raising, etc.
- Failure to complete required training programs in the required time frame
- Giving fire department information to unauthorized persons without permission from the Fire Chief.
- Lack of a valid Florida motor vehicle operator's license.
- Misuse of Department equipment or apparatus.
- Repeated failure to use proper Chain of Command at a call.
- Violation of a Department SOPS
- Failure to complete required paperwork in the specified time period.
- Failure to communicate run information to the proper member within the specified time period.
- Failure to report and complete an Unusual Incident Report when an unusual incident occurs within the specified time period.
- Failure to complete a drug and/or alcohol test within the time frame allocated.
- Driving to an emergency call in a POV or apparatus in a reckless manner.
- Any conduct which tends to bring discredit to the Department. (Conduct Unbecoming a Member)



Lauderdale-By-The-Sea Volunteer Fire Department

- Conviction of a felony.
- Giving confidential information about the Department to a non-member.
- Any violations of Article 9, Section 1 – 13a of the LBTS VFD By-Laws

The above list shall not be considered as all-inclusive.

Section 302: Disciplinary Actions

Cumulative offenses will be considered when disciplinary action is being considered. Disciplinary action might be progressive and cumulative depending on the offense.

Discipline may be in any of the following forms:

- Verbal reprimand.
- Written Reprimand to be placed in members file. Written reprimand will contain the specifics of the offense, including date, time, facts, history, etc.
- Suspension not to exceed 90 days. During a period of suspension the member shall not attend or participate in any Department activities (training, responding to calls, other functions), nor wear or display any department insignia.
- Dismissal from the Department.

Any member placed on Administrative Leave, Inactive Status or Suspension, must be reviewed by the Board of Directors to determine if further actions are necessary.

Department officers are authorized to discipline a member for cause in accordance section 301 and written report must accompany disciplinary action Suspensions or Special Review Status may be appealed to the Board of Directors as discussed below.

All disciplinary action to be administered by a Line Officer, except an oral reprimand, will be discussed with the Chief prior to implementation. The Chief and Deputy Chief shall be notified immediately of any oral reprimands issued.

The general membership may vote, by a 2/3 majority, to dismiss any member from the Department if the members believe that action to be in the best interest of the Department. Discipline resulting in Suspension or dismissal will be handled in the following manner:

- a) The member shall be notified of charges as soon as practical after the incident. A written copy of the charges and action taken shall be given to the member within 48 hours of discovery of the incident.
- b) If requested by the member, an appeal may be made, and the BOD shall hold the meeting(s) with the member present, to hear the charges and any defense offered. Immediately following this meeting, the Board of directors shall confer without the presence of the member to determine the action to be taken.



Lauderdale-By-The-Sea Volunteer Fire Department

- c) The Board of directors shall notify the member in writing of the action to be taken. The Board's decision is final.

Loss of Voting Privileges

Members who are placed on Suspension, Probation, Leave of Absence, Administrative Leave or Inactive Status, are not eligible to vote in Department matters.

Probationary members

Probationary members can be terminated at any time by the Fire Chief or the BOD without justification.

Members in Medical Leave

Members who have been granted a medical leave must present medical clearance from a doctor and submit to a drug test prior to returning to full duty.

Members in administrative Leave

Any members of the fire department who is under internal or external investigation by the department or any law enforcement agency shall be placed on administrative leave until the investigation is concluded.

While on administrative leave members shall turn in all equipment to the Fire Administrator. Equipment Includes but not limited to Badge, ID card, Radio, Pager...etc)