

# Operating Guidelines

Section: Human Resources

Subject: Discipline/Dismissal

Policy #: 305

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## Procedure

### 305.1

The Fire Department endorses the concept of progressive corrective discipline with the objective of encouraging and guiding Firefighters to correct unsatisfactory behaviour/performance, reserving dismissal as an undesirable last resort. In most instances, depending on the severity of the infraction, the Firefighter will be made aware verbally of unsatisfactory behaviour/performance by the Deputy Chief, who will indicate to the Firefighter that disciplinary measures will be taken if unsatisfactory performance continues.

In order to ensure fairness to all Firefighters, discipline will be as prompt as possible, fair, impartial and consistent. For this reason, allegations of unsatisfactory behavior/performance will be investigated promptly and thoroughly.

### 305.2

Disciplinary measures will be progressive and involve increasingly more serious sanctions for each recurrence. These measures could include the following steps:

1. Warning - verbal and written
2. Suspension - one week, three weeks, one month or up to six months
3. Discharge

### 305.3

The expectations of the Department will be clearly outlined and the Firefighter will be given an opportunity to correct his/her behavior/performance. Mitigating circumstances will be considered prior to determining disciplinary action. The severity of the infraction and previous disciplinary actions will determine the type of sanction required. More serious infractions may result in more serious forms of discipline and, therefore, all steps outlined above may not be included.