



Carroll County Department of Fire & EMS

Standard Operating Procedure: 2.03	Effective Date: 12-1-2022
Subject: Disciplinary Policy	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

The policy outlines the procedures, criteria, and guidelines for assessing, evaluating and administering discipline to employees.

II. DEFINITIONS

- A. The term Supervisor as used in this policy may refer to the immediate supervisor, including anyone in a higher-ranking position within the chain of command, or a designee of the Director/Chief. A supervisor shall minimally hold the rank of Lieutenant or greater.
- B. The personnel file is that file kept and maintained by HR for each DFEMS employee.

III. REASONS FOR DISCIPLINARY ACTIONS

- A. Listed below are some of the reasons which may be causes for disciplinary action, but disciplinary action is not limited to the offenses listed below:
 - 1. Failure to perform assigned duties properly
 - 2. Insubordination (disobedience or refusal to perform assignments/duties)
 - 3. Chronic or habitual absenteeism or lateness
 - 4. Being absent without approved leave
 - 5. Unauthorized use of, removal of, theft, or intentional damage to the property of the County or another employee, independent contractor, or customer
 - 6. Giving false statements to any County official or employee, or the public
 - 7. Violation of County Ordinances, administrative regulations or division/department/agency rules, policies, or procedures
 - 8. Use, sale, or possession of illegal drugs and/or alcohol on the job, on County property, or in County vehicles
 - 9. Conviction of violation of law bearing on job performance
 - 10. Accepting an inducement to perform or fail to perform

11. Refusal to be examined by a County appointed medical professional when so directed
12. Conduct which is unbecoming of a County employee
13. Violation of a posted safety, fire prevention, health, or security rule
14. Falsification of County records (e.g. hours worked)
15. A false statement in an employee's application for employment
16. Abuse of sick leave
17. Under the influence of an illegal drug, a controlled dangerous substance, or alcohol while on the job or the use of a tobacco product under the tobacco abstinence policy.
18. Dishonesty or theft
19. Endangering the safety of or causing injury to other personnel or the public
20. Unsatisfactory performance evaluation
21. Violation of civil rights as defined under Title VII of the United States Code (USC).

IV. PROCEDURES

A. Disciplinary Action

1. The provisions formulated in this Rule are within the scope of the Director/Chief's authority to make such Rules and Regulations as may be deemed necessary for the efficient operation and governance of DFEMS.
2. Discipline shall be imposed by the DFEMS in accordance with the provisions of this Rule, and shall be progressive in nature; that is, generally beginning at a low level and progressing to higher levels, as necessary. Progressive Disciplinary Action is a tiered concept. The purpose of counseling employees is to correct behavior and ensure future compliance with the Rules and Regulations, Standard Operation Procedures and Departmental policies.
3. Neither the concept of progressive discipline nor the availability of formal proceedings shall be considered to replace or modify the provisions of the Carroll County Code (ref. Ch. 37) for suspension of Department employees.

B. Progressive Discipline.

1. In most cases, but not all, supervisors shall impose a progression of disciplinary actions before recommending discharge.
2. The county reserves the right to judge each case individually, based on such factors as the seriousness of infraction, the employee's performance record and length of county service, and any other relevant consideration.
3. Progressive discipline may include the following based on an investigative process and a determination of the severity/impact of the disciplinary offense. There shall be no requirement for progressive discipline to occur at the lowest level, rather it shall be applied based on the significance of the disciplinary infraction.
 - a. Verbal reprimand.
 - b. Written reprimand.

- c. Suspension (with or without pay)
 - d. Transfer within DFEMS
 - e. Demotion of rank
 - f. Termination
4. Suspensions, demotions and terminations are at the discretion of DFEMS management and HR.
 5. Should a disciplinary infraction be of such a nature that progressive discipline is inappropriate then DFEMS shall, following an investigation, refer the matter to the Director/Chief of Fire & EMS for further action.
 6. Any disciplinary action may be appealed through the grievance procedure as set forth by Chapter 37.

VI. RECISION

This Standard Operating Procedure rescinds all directives regarding Disciplinary Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.