Southern Webster County Fire Protection District

Disciplinary Expectations & Basic Code of Conduct Policy

Policy No.: 2025-07

Effective Date: 08/12/2025

Issued By: Deputy Chief Justin Levy

Approved by: Board President. On

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1. Purpose

The purpose of this policy is to establish clear behavioral expectations and disciplinary procedures for members of the Southern Webster County Fire Protection District (SWCFPD) in order to maintain professionalism, operational efficiency, and the trust of the community we serve.

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2. Scope

This policy applies to all members of SWCFPD, including all volunteer members, probationary members, and any personnel operating under district authority.

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3. Policy Statement

All members are expected to conduct themselves in a manner that reflects positively on the department, both on and off duty, when representing SWCFPD. This includes maintaining high standards of professionalism, integrity, safety, and respect toward the public, fellow members, and district property.

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4. Basic Code of Conduct

Members shall:

1. Follow the Chain of Command in all operational and administrative matters.
2. Comply with all department policies, procedures, and directives.
3. Maintain a professional appearance and demeanor while on duty or representing the district.
4. Treat all members of the public and fellow personnel with respect, courtesy, and professionalism.
5. Operate apparatus, equipment, and tools safely and only when authorized and trained.
6. Wear appropriate PPE and follow all safety procedures.
7. Avoid the use of profane, discriminatory, or abusive language.
8. Keep district property, equipment, and facilities in good condition and report any damage immediately.
9. Be punctual for shifts, training, meetings, and assignments.
10. Avoid any behavior that brings discredit to SWCFPD or impairs operational readiness.

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5. Prohibited Conduct

The following actions are prohibited and may result in disciplinary action up to and including termination:

- Violation of department policies or SOPs.
- Failure to follow lawful orders from a superior officer.
- Insubordination or disrespect toward officers or fellow members.
- Theft, misuse, or damage of district property.
- Possession or use of alcohol, illegal drugs, or impairment while on duty or on district property.
- Harassment, discrimination, or bullying in any form.
- Engaging in unsafe acts that endanger self or others.
- Falsification of records, reports, or training documentation.
- Failure to maintain required certifications or training.

- Abandonment of post.

- Failure to meet required minimums for attendance, training, or operational participation without an approved exemption.

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6. Disciplinary Process

1. Verbal Counseling – For minor infractions; documented by the supervising officer.
2. Written Warning – For repeated or more serious violations; placed in member's personnel file.
3. Suspension – Temporary removal from duties; length determined by severity of infraction.
4. Termination – Removal from membership or employment for severe or repeated violations.

The Fire Chief or designee may bypass steps in this process based on the seriousness of the offense.

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7. Appeals

Members may appeal disciplinary actions in writing to the Fire Chief within 7 calendar days of notification. The Chief's decision may be further appealed to the Board of Directors, whose decision is final.

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8. Special Considerations

- Probationary members may be removed at any time for failure to meet performance or conduct expectations.

- Disciplinary actions will be applied consistently but may be modified based on mitigating or aggravating circumstances.

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9. References

- NFPA 1500 – Standard on Fire Department Occupational Safety, Health, and Wellness Program
- Missouri Division of Fire Safety Guidelines
- SWCFPD Policies and SOPs