



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

This policy defines the disciplinary action taken when personnel are not at their assigned station at shift change time.

It is the responsibility of all personnel to be at their assigned station at shift change time. The officer in charge is responsible for documenting anytime someone is tardy for work and to forward the documentation to the Fire Chief's office.

POLICY

Shift personnel not at their assigned stations at 7:30 a.m. shall be tardy.

Disciplinary Action:

- First Offense - Written warning by the officer in charge forwarded to the Fire Chief's office.
- Second Offense - Written reprimand to the individuals personnel file if within 12 months of the 1st offense.
- Third Offense - 24 hours off without pay if within 18 months of the 2nd offense.
- Fourth Offense - If occurring within 24 months of the 3rd offense the employee's position with the fire department will be evaluated. Minimum – Three (3) 24 hour shifts without pay.
- Fifth Offense - If within 30 months of the 4th offense; immediate termination.

Approved

Fire Chief