TOLEDO FIRE & RESCUE DEPARTMENT

B-14 Discipline

Non-Emergency Manual

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Policy/Procedure

1. Company officers shall be responsible for proper discipline of the on-duty personnel under their command. All members shall obey the Charter and Codes of the City of Toledo, Civil Service Rules, and the policies of the Toledo Fire and Rescue Department expressed in published rules and regulations, manuals, or through directives, written or verbal, and establish Rules of Conduct for the Department.

2. When reprimanding or counseling members, the dignity of the individual should not be violated; therefore, tact and diplomacy shall be exercised. Discipline shall be addressed in the privacy of the Officer's Quarters. Fairness shall prevail, but the Department's position shall not be compromised. On the fireground, corrective action may be taken without regard for privacy. The manner in which disciplinary action is handled at the fire scene may be secondary to the objective to be achieved.

3. Disciplinary problems of a minor nature shall be satisfactorily resolved at the lowest possible level. However, problems of discipline which may adversely involve the effectiveness of the Department, or any segment thereof, or which may cast an unfavorable image of the Department must be brought to the attention of the appropriate Battalion Chief or appropriate Deputy Chief as soon as possible.

4. Company officers shall be held accountable when they fail to enforce rules and procedures. When a Battalion Chief is unsuccessful in an attempt to obtain enforcement by a company officer, the matter shall be brought to the attention of the Field Operations Deputy.

5. Whenever a member of the Department is suspected of violating Departmental Rules or Regulations, the member shall be directed to submit a statement on a 100-5 regarding the matter. A written statement shall include any and all facts that may be pertinent to the case and is to include such dates, times, places, names, or other information that might have a bearing on the case. The statement shall set forth all of the circumstances, extenuating or otherwise, that might be pertinent. If there are no unusual circumstances surrounding the incident, the member should so state. The statement shall be

forwarded through channels to headquarters for review by the Deputy Chief of Operations.

6. When legal and proper orders are forwarded they shall be in the name of the officer issuing them. Knowledge and information should never be arbitrarily withheld from personnel affected unless security of the action outweighs the benefit of disclosing such information. The reasoning behind a directive shall be explained if this knowledge would enhance the atmosphere in which compliance is sought.

7. The statutory authority for disciplinary action involving suspension, demotion, or discharge is reserved for the Fire Chief. However, under unusual circumstances which place the Department or City at risk of liability, such as the commission of a violent act by a member of the Department, the presence of an on duty member who appears to be intoxicated or under the influence of drugs, or is so emotionally distraught they cannot effectively perform the duties for which they are responsible, the Battalion Chief may temporarily remove an individual from responding with an apparatus until the Deputy Chief of Operations and or Fire Chief can be summoned for an opinion.

8. Chief and Company Officers shall continually evaluate personal qualifications and leadership techniques. The most damaging effect on the state of discipline within a district or company occurs when an officer’s personal appearance, attitude, professional knowledge or ability become substandard.

See Also:

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