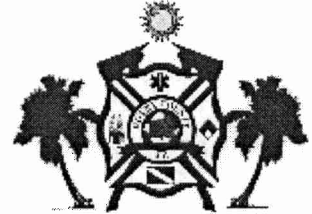




**HORRY COUNTY**  
**FIRE/RESCUE DEPARTMENT**  
PROUD \* PREPARED \* PROFESSIONAL



***STANDARD OPERATING GUIDELINE***

---

APPROVED BY GARRY B. ALDERMAN, FIRE CHIEF:

DATE: July 24, 2009

---

**SOG 403**

**DISCIPLINARY ACTIONS FOR VOLUNTEER MEMBERS**

**PURPOSE OF THIS STANDARD**

This Standard Operating Guideline (SOG) sets forth the guidelines, procedures and responsibilities for disciplinary actions pertaining to volunteer members within Horry County Fire Rescue (HCFR).

**SECTION 1 – GENERAL DISCIPLINARY GUIDELINES**

1. Discipline should be administered in the spirit of improving the performance of the volunteer member. The following are guidelines to help supervisors administer discipline in a consistent and equitable manner.
2. In many cases, potential problems may be corrected by casual comment or informal discussion between the volunteer member and the immediate supervisor. These discussions are encouraged. When it becomes necessary to administer discipline, such discipline should be administered in a consistent manner to the extent allowed. Further, all disciplinary actions should be documented and placed in the volunteer member's personnel file located in the HCFR Administration Office. In addition, Battalion Chiefs may direct any/a supervisor under their supervision to consult with them prior to taking disciplinary action. Further it is required that all terminations or suspensions be approved by the Fire Chief prior to such actions being administered. Terminations and suspensions of volunteer members should be administered by the Fire Chief or his/her designee.

3. It is recognized that HCFR personnel are held to higher duties and standards of care. These factors should be taken into consideration in determining applicable disciplinary action appropriate for an offense.
4. Volunteer members past performance should also be considered before rendering disciplinary action. Disciplinary action should be consistent; however, each situation should be weighed based on its merits.

## **SECTION 2 - DOCUMENTATION**

1. Documentation of discipline should be done in a clear and concise manner; a disciplinary action form is provided by the department to aid in this process.
2. Review Of Disciplinary Form:
  - a. Name – Volunteer member's name
  - b. Today's Date – Date of disciplinary action
  - c. Social Security Number – Volunteer member's Social Security Number
  - d. Department – Volunteer member's company.
  - e. Date/time of incident – The date and time the violation occurred. To maintain consistency, this date should be relatively close to the block titled "Today's Date."
  - f. Type of violation – Clearly indicate what the volunteer member did, the standard he/she violated. Proper disciplinary action should be based on a singular incident at the time.
  - g. Disciplinary Actions(s) to be Taken – Clearly check the appropriate block
  - h. Explanation of Disciplinary Action that was Taken – Clearly indicate why you took this action. If "other" was checked in item (g), indicate exactly what "other" means.
  - i. Supervisor's Statement – Clearly indicate why you took the action you did. What did you uncover during the investigation
  - j. Witness – List the individuals that actually seen observed (witnessed) the violation
  - k. Consequences should incident occur again – Clearly indicate the action that may be taken if the volunteer member violates this or other standards in the future and the type of disciplinary action that may be taken

- l. Supervisor's Signature – The supervisor who issued the disciplinary action should print and sign his/her name.
- m. Employee's Statement – Give the volunteer member the opportunity to comment on this action. If no statement is given, have the employee write, "NO COMMENT." If the volunteer member refuses to write "NO COMMENT", the supervisor should write in the statement block, "VOLUNTEER MEMBER REFUSES TO MAKE A COMMENT."
- n. My Signature indicates – Have the employee sign. Stress to the volunteer member that his/her signature does not constitute a "guilty plea" any admission of guilt, but indicates that the employee has received a copy of this action. BE SURE TO GIVE THE VOLUNTEER MEMBER A COPY OF THIS REPORT. If the volunteer member still refuses to sign indicate in the block, "VOLUNTEER MEMBER REFUSES TO SIGN," and have a witness sign beside this comment.
- o. Routing – Forward to department head, division director and Human Resources the battalion chief, chief of operations and HCFR administration for acknowledgement. It's important to discuss disciplinary action with these individuals prior to issuing the action.

### **SECTION 3 – DISPOSITION OF DISCIPLINARY ACTION**

1. Copies of the Disciplinary Action Reports should be distributed as follows:
  - a. Copy to volunteer member receiving disciplinary action
  - b. Copy to supervisor issuing disciplinary action
  - c. Original to HCFR Administration to be filed in the volunteer member's personnel file
2. Disciplinary reports that are sent to HCFR Administration for filing will remain in the volunteer member's personnel file..
3. A volunteer member whose is terminated is not eligible for re-hire/reinstatement. However, this requirement may be waived by the County Administrator in extraordinary circumstances.



# HORRY COUNTY FIRE RESCUE VOLUNTEER DISCIPLINARY REPORT



**DISCLAIMER**

**IMPORTANT NOTICE:**

THE PURPOSE OF THIS FORM IS TO DOCUMENT DISCIPLINARY ACTION. NOTHING ON THIS DISCIPLINARY FORM SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES OF THE COUNTY ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY OR NO REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON.

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Volunteer ID #:** \_\_\_\_\_ **Station #:** \_\_\_\_\_

**Date/Time of Incident:** \_\_\_\_\_

**TYPE OF VIOLATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISCIPLINARY ACTION(s) TO BE TAKEN**

- Oral Reprimand
- Written Reprimand
- Suspension
- Discharge
- Reimbursement of incurred County Costs
- Other

**Explanation of Disciplinary Action that was Taken:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISOR'S STATEMENT:**

---

---

---

---

---

---

---

---

**WITNESSES:**

---

**Consequences should incident occur again:**

---

---

---

**SUPERVISOR SIGNATURE:**

---

**VOLUNTEER MEMBER'S STATEMENT:**

---

---

---

---

---

---

---

---

---

**MY SIGNATURE INDICATES ACKNOWLEDGEMENT OF RECEIPT, NOT AGREEMENT.**

\_\_\_\_\_  
**Volunteer Member's Signature**

<b>ROUTING</b>	<b>INITIALS</b>	<b>COMMENTS</b>
Battalion Chief	_____	_____
Operations Chief	_____	_____
HCFR Administration	_____	_____

**This report is to be made part of the official record of the above-mentioned volunteer member and filed in the PIF.**