

The Board recognizes its mandated responsibility to provide fire prevention, protection and suppression, and the regulation of fire hazards and other related and incidental fire functions and duties within the District. A necessary and implicit component of this mandated charge is to ensure that there is no risk or harm to the public or property within the District community and therefore it is necessary that a high standard of care and responsibility be maintained. In order to fulfill its responsibility, the Board employs the services of the firefighters in Engine Co. No. 1, Rescue Co. No. 2, Jr. Hose Co. No. 3, Reliance Hose Co. No. 4 and Hook & Ladder Co. No. 1.

It is the intent of the Board to treat the personnel fairly; to make all reasonable provisions for their safety and health; to provide adequate instruction, direction and equipment; and to treat all personnel with justice, dignity and respect. All personnel are expected to work diligently and conscientiously for the benefit of the District as directed by their supervisors and maintain a high level of conduct on and off the job. The Board shall strive to provide corrective guidance to all personnel to assist in achieving the highest and most professional level of conduct. Personnel shall include all firefighting members of Engine Co. No. 1, Rescue Co. No. 2, Jr. Hose Co. No. 3, Reliance Hose Co. No. 4 and Hook & Ladder Co. No. 1.

In order to ensure the above standards are maintained, the Board shall develop disciplinary procedures in an effort to strive to provide corrective guidance to all personnel to assist in achieving the highest and most effective level of conduct. The procedures shall include, at a minimum, disciplinary guidelines, basis for discipline, discipline and/or corrective action procedures including counseling, reprimands, suspension, termination and administrative leave and an appeal process.

The Board encourages the use and application of progressive discipline whenever practical. Accordingly, mild disciplinary actions may be taken when an individual first has problems with attendance, work performance or behavior that is disruptive or inappropriate in nature. If the individual fails to correct the problem, or develops other problems, more severe disciplinary action shall be taken. Using progressive discipline in such a manner maximizes an individual's opportunity to correct problems and improve performance.

Utilizing progressive discipline, however, does not preclude or inhibit the District from exercising its right to impose severe discipline, including the immediate termination of an individual, whenever such action is deemed appropriate. While in most cases the disciplinary action taken will depend upon the degree or severity of the offense(s), the record of the offender and the seriousness of

the consequences of the offense(s), there are certain offenses which will result in severe disciplinary action regardless of the disciplinary record of the offender.

The purpose of the standard disciplinary procedures is to make it easier to be consistent by applying similar penalties for similar offenses. However, personnel have the discretion to take circumstances into account when taking disciplinary action. The responsibility for justifying the circumstances of the disciplinary action taken will belong to the Chief.

The Board shall enact rules and regulations, procedures or guidelines and directives to implement or otherwise effectuate the purpose and intent of this Policy and federal, state and local laws, and rules, regulations, procedures, guidelines or directives promulgated thereto, as amended, which were enacted to insure or supplement the intent and purpose of this Policy. Said rules and regulations, procedures or guidelines and directives may be amended or supplemented by the Board as it deems necessary.

This Policy does not modify existing Board policies, procedures, guidelines, rules, regulations or directives and shall be read and construed in conjunction with other Board policies, procedures, guidelines, rules, regulations or directives so that any inconsistencies or ambiguities in this Policy may be resolved by referencing other Board policies, procedures, guidelines, rules, regulations or directives. Any interpretation as to the meaning of this Policy shall not be contrary to federal, state or local laws, or contrary to or inconsistent with the mandated charge of the Board. If any provision, paragraph, sentence, clause or phrase set forth in this Policy is for any reason held or determined to be unconstitutional or invalid, same shall not affect the remainder of this Policy.

Legal References: N.J.S.A. 40A:14-70.1(a) and (b)
N.J.S.A. 40A:14-81.3

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