

**Delaware City Fire Company**  
**Discipline Matrix**

	<u>Rule</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
	<b><u>1-13 Volunteer Matrix</u></b>				
1	Failure to comply with departmental safety policies or failure to wear appropriate PPE	Counseling Session	Written Warning	15 Day Suspension	30 Day Suspension
2	Failure to comply with departmental house rules, SOP's, Memo's, or company directives	Counseling Session	Written Warning	15 Day Suspension	30 Day Suspension
3	Discourteous treatment of the public, officer, or another member of the department. Conduct that does not merit public trust---Conduct Unbecoming	Written Warning	15 Day Suspension	30 Day Suspension	90 Day Suspension / Review for expulsion
4	Failure to report an accident or injury while on company business	Written Warning	15 Day Suspension	30 Day Suspension	90 Day Suspension / Review for expulsion
5	Stealing or misappropriation of company owned assets or funds	Suspension / Review for Expulsion	Expulsion		
6	Insubordination--Refusal to follow a direct order	Written Warning	15 Day Suspension	30 Day Suspension	90 Day Suspension / Review for expulsion
7	Fighting or engaging in a physical altercation	30 Day Suspension	90 Day Suspension / Review for Expulsion	Expulsion	
8	The use of threatening, intimidating, or disrespectful conduct	Written Warning	15 Day Suspension	30 Day Suspension	90 Day Suspension / Review for expulsion
9	Sexual, racial, religious harassment	30 Day Suspension	90 Day Suspension / Review for Expulsion	Expulsion	
10	Using company owned property for personal gain or benefit	Written Warning	15 Day Suspension	30 Day Suspension	90 Day Suspension / Review for expulsion
11	Being under the influence of drugs, alcohol, or any illegal substance while on company business	Written Warning	15 Day Suspension	30 Day Suspension	90 Day Suspension / Review for expulsion
12	Conviction of a crime that harms the company's reputation or public trust	Suspension / Review for Expulsion	Expulsion		
13	Deliberately abusing or damaging company vehicles or equipment	30 Day Suspension	90 Day Suspension / Review for Expulsion	Expulsion	

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	<b><u>Rule</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>3rd Offense</u></b>	<b><u>4th Offense</u></b>
	<b><u>14- 27 Employee Matrix</u></b>				
14	Failure to comply with departmental safety policies or failure to wear appropriate PPE	Counseling Session	Oral Warning	Written Reprimand	Suspension
15	Failure to comply with departmental house rules, SOP's, Memo's, or company directives	Counseling Session	Oral Warning	Written Reprimand	Suspension
16	Discourteous treatment of the public, officer, or another member of the department. Conduct that does not merit public trust---Conduct Unbecoming	Oral Warning	Written Reprimand	Suspension	
17	Failure to report an accident or injury while on company business	Oral Warning	Written Reprimand	Suspension	
18	Stealing or misappropriation of company owned assets or funds	Suspension with a Review for Termination			
19	Insubordination--Refusal to follow a direct order	Suspension with a Review for Termination			
20	Fighting or engaging in a physical altercation	Suspension with a Review for Termination			
21	The use of threatening, intimidating, or disrespectful conduct	Written Reprimand	Suspension		
22	Sexual, racial, religious harassment	Written Reprimand	Suspension		
23	Using company owned property for personal gain or benefit	Written Reprimand	Suspension		
24	Being under the influence of drugs, alcohol, or any illegal substance while on company business	Suspension with a Review for Termination			
25	Conviction of a crime that harms the company's reputation or public trust	Suspension with a Review for Termination			

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26	Deliberately abusing or damaging company vehicles or equipment	Suspension with a Review for Termination			
27	Being Late---Failure to clock in / out at the start or end of a specific shift	Counseling Session with a loss of pay for the time missed	Oral Warning	Written Reprimand	Suspension
28	AWOL---No Call / No Show	Counseling Session with a loss of pay for the time missed	Oral Warning	Written Reprimand	Suspension