# **Delaware City Fire Company**

## **Discipline Matrix**

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

# **Delaware City Fire Company**

#### **Discipline Matrix**

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

#### **Delaware City Fire Company**

## **Discipline Matrix**

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