



DELAWARE CITY FIRE COMPANY, NO. 1, INC.  
815 5TH STREET  
P.O. BOX 251  
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
Disciplinary Policy		
Policy #: 15-011	Original: January 1, 2018	Revised: July 2022
Approval: Company Floor		Date: 7/6/2022

Discipline within the Delaware City Fire Company is outlined in our By-Laws in Article XI. This policy provides further clarification that is not governed in our By-Laws.

- 11.0 The purpose and necessity to administer discipline is to correct unwanted and unacceptable behavior within the department.
- 11.1 When discipline is administered, it is our intention to use a progressive disciplinary process. For instance, minor infractions will be handled by a counseling session which is documented and placed in the members file. If that does not correct the unwanted behavior, further progressive discipline may be administered. The next steps from a counseling session will be a written warning, suspension and possible expulsion; all of which will be documented and placed in the members personnel file.
- 11.2 Disciplinary material placed in a members file will be valid for (1) rolling calendar year. After the one (1) year rolling calendar has been exhausted, and no further discipline has occurred, all previously administered discipline will become irrelevant within the confines of the progressive disciplinary process.
- 11.3 When administering discipline, the “Just Cause Standard” will be used. The Just Cause Standard requires: (a) Knowledge of the rules (b) Adequate warning of the consequences (c) Equitable application of the rules (d) A fair and objective investigation (e) Due process rights through a grievance process (f) Substantial evidence and proof of guilt and (g) A penalty this is appropriate to the misconduct.
- 11.4 All officers of the Delaware City Fire Company have the authority to administer discipline up to and including suspensions. When a member is disciplined, they have the right to appeal / grieve the discipline as outlined in the By-Laws. The first appeal, or first step in the grievance process, will begin with the Discipline Committee; followed by the membership at a company meeting, and finally to the Board of Directors.
- 11.5 When a member is disciplined, they will be provided with a written summary of the charge(s), the discipline that was imposed, and a copy of the policy outlining the grievance process.
- 11.6 For major infractions, where a counseling session may not be adequate, an officer has the right to use any means of discipline he or she feels appropriate as outlined above. If the member doesn’t agree, they have the right to appeal the decision as outlined above.



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- 11.7 Any member has the right to file charges against another member. A written statement will be given to the President as outlined in Article XI; Section 2 of the By-Laws.
- 11.8 All discipline administered to employee of the Delaware City Fire Company will be administered by the Career Staff Supervisor, Fire Chief and/or President. Members filing charges against any employee will be submitted to the President within 72 hours of the incident. The President will also immediately notify, and provide a copy of the charges to the Career Staff Supervisor and Fire Chief.
- 11.9 Disciplinary action administered against any full time career staff member will be conducted in accordance with our employee handbook and in cooperation with their Labor Union.
- 11.10 The career staff members covered by the Labor Union, have the right to request representation by a shop steward on any matter that could lead to discipline. Once a request is made for a shop steward, all questioning must cease until the shop steward is present.
- 11.11 Any members being compensated on the stipend or part time programs will be disciplined using the same procedure as regular members. Part time employees are not entitled to union representation; although they may be part of the union at their full time place of employment.
- 11.12 The attached matrix will be used as a reference when disciplining our members. The matrix is not all inclusive, and will never cover every scenario, but will serve as a guide to ensure fairness and consistency to all members being disciplined.
- 11.13 A standard discipline form will be provided and filled out completely for every disciplinary action. If an officer disciplines a member, they will be responsible for filling out the form and placing a copy in the members file. The same will occur if discipline is administered by the Discipline Committee.