

# Eddy County Fire & Rescue

## Notification of Disciplinary Action



Today's Date: \_\_\_\_\_

Name of Member being disciplined: \_\_\_\_\_

Date of Infraction: \_\_\_\_\_ Time of Infraction: \_\_\_\_\_  
 (provide written notice to volunteer member within ten (10) days of infraction)

Type of Infraction/  
Cause to Discipline: \_\_\_\_\_

List of witnesses: \_\_\_\_\_

<i>Examples of Grounds for Discipline:</i>	<i>Insubordination</i>
	<i>Conduct detrimental to FD</i>
	<i>Failure to comply w/ECFR policies</i>
	<i>Code of Conduct violation</i>
	<i>Performance deficiency</i>

Type of Disciplinary Action:		Verbal Counseling =	Positive Action =	Minor Deficiency
		Written Reprimand =	Corrective Action =	Serious Deficiency
		Probationary Period =	Corrective Action =	Serious Deficiency
		Investigative Suspension =	Corrective Action =	Serious Deficiency
		Disciplinary Suspension =	Corrective Action =	Serious Deficiency
		Involuntary Inactive Status =	Punitive Action =	Major Deficiency
		Involuntary Demotion =	Punitive Action =	Major Deficiency
		Termination =	Punitive Action =	Major Deficiency
		Impeachment =	Punitive Action =	Major Deficiency

Person Administering Discipline: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Plan of Action:

- Reference Discipline \_\_\_\_\_
- Policy and Procedures \_\_\_\_\_
- Please attach additional \_\_\_\_\_

\_\_\_\_\_ sheets/documentation as needed

*Appeal may be made for:  
Disciplinary Suspension  
Involuntary Inactive Status  
Termination*

Notice to Volunteer Member of right to appeal the action by submitting a written letter to the District Chief within ten (10) days of this notice

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Given by: \_\_\_\_\_

If appeal received, District Chief has ten (10) days from receipt of appeal to render their decision

Date Appeal Rec'd: \_\_\_\_\_ Time: \_\_\_\_\_ by District Chief: \_\_\_\_\_

District Chief decision: \_\_\_\_\_ Date: \_\_\_\_\_

Member may appeal the findings of the District Chief by preferably hand delivering a written request (other arrangements may be made if necessary) to both the District Chief and a Deputy Fire Chief within seven (7) days of receipt of the District Chief decision

Date Appeal Rec'd: \_\_\_\_\_ Time: \_\_\_\_\_ by District Chief: \_\_\_\_\_

Date Appeal Rec'd: \_\_\_\_\_ Time: \_\_\_\_\_ by Deputy Fire Chief: \_\_\_\_\_

If appeal received, Deputy Chief has fourteen (14) days from receipt of appeal to render their decision or they may organize an appeal hearing if deemed necessary

Date Appeal Rec'd: \_\_\_\_\_ Time: \_\_\_\_\_ by District Chief: \_\_\_\_\_

Deputy Chief decision: \_\_\_\_\_ Date: \_\_\_\_\_