



Aspiring Fire Officers

"Fire Officer Training"

Firefighter Bill of Rights From the Supervisor's Perspective

Intent of Discipline-

To take a good employee who has made a poor choice and cause him or her to make the right choice when faced with a similar situation.



Intent of Discipline

- Impose the least amount of discipline necessary to modify the behavior. The vast majority of issues can be taken care of with corrective counseling



Key Point

- Remember to praise in public and discipline in private.

There are exceptions to this rule.....



Do not be in a rush to discipline

- If necessary take the company out of service and call the BC
- You will not work alone on an issue of this magnitude



FFBOR – AB220

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**Created after the Police Officer's Bill
of Rights (PBOR)**



FFBOR is Triggered With Punitive Actions

- Dismissal
- Demotion
- Suspension
- Reduction in Salary
- Written reprimand
- Transfer for purposes of punishment



Punitive Action Does NOT Apply To:

- Corrective counseling/coaching
- Oral reprimand
- Instruction
- Informal verbal admonishment



What Are the Steps For Progressive Discipline?



Steps For Progressive Discipline

- Corrective counseling/coaching
- Oral reprimand
- Written reprimand
- Suspension
- Demotion
- Termination



Corrective Counseling/Coaching

- Informal discussions intended to correct simple miscues in behavior
- Often times no documentation is recorded



Oral Reprimand

- Supervisor logs it in a notebook including specific infraction, time, and date
- Kept in a secure location
- Supervisor uses the information to complete the annual performance evaluation
- Oftentimes written on the back of the dispatch printout
- Employee is informed that future infractions will lead to increased discipline



Written Reprimand

- Will be written with input from the BC (may have to be signed by BC)
- Will include the particulars of the event
- Will be included in members' permanent personnel file (sunset clause)
- Inform the member that the next step will result in suspension



Do Lieutenants and/or Captains Have the Authority To Issue a Written Reprimand?



**Employee Has the Right To
Union/Association Representation If
the Results of the Meeting Can Lead
To Discipline.**



According To FFBOR, What Is Considered Discipline?



A Written Reprimand or Higher.



Union Representation Is NOT Allowed When:

- Critique of an incident
- Employee evaluation
- Unplanned meeting
- The meeting will not result in formal discipline



What Is the Union/Association's Role In A Disciplinary Hearing?



**To Ensure the Process Is Followed and
Is Fair.**



**When In Doubt,
Allow Union/Association
Representation.**



Conducting A Counseling Session

- Allow adequate time for representation (remember, there is no hurry)
- Conduct the session when the member is on-duty (if member is off-duty, pay him for his time)
- Allow the member to tape record the session (provide him with a copy if you record it)



The Supervisor Should Determine the Level of Discipline Before the Meeting

- Be prepared to STOP if unexpected information becomes available
- Advise them member to get union/association representation
- Reconvene at a time that is convenient for both parties



Privacy Rights

- Member is not required to disclose property, income, assets, source of income, debts, or expenditures



A Firefighter Cannot Be Compelled To Submit To A Polygraph Test



Searching Lockers Is Prohibited Unless:

- The firefighter is present
 - The firefighter has given express consent
 - The firefighter has been informed
 - There is a valid search warrant
- * Only one of the above needs to apply



Violations to FFBOR

- Firefighters may seek injunctive relief or other extraordinary relief for employer violations of FFBOR.
- Firefighters may also seek civil penalties up to \$25,000 for every malicious violation where it is found there was intent to injure the firefighter



Questions?



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