GRANT COUNTY FIRE PROTECTION DISTRICT 3

TO: **DISTRICT FIRE CHIEF** DATE:_____

FROM:_____ STATION:_____

RE: STATEMENT FOR FORMAL CHARGES

1. I alleged that_____

on_____, 20_____, at _____ hours did violate the following Policy and/or Procedure or directives of Grant County Fire Protection District 3, specifically:_____

_____

_____

_____

2. The specific facts and circumstances of the violation(s) are as follows: (Use additional pages if necessary)

_____

_____

_____

3. Witnesses:_____

_____

_____

4. Recommended Penalty:_____

_____

_____

/S/_____TITLE:_____

STATEMENT OF FORMAL CHARGES
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ACCUSED STATEMENT

5. My signature indicates that I have read the above charges and fully understand them as written and is not an admission of guilt. I have been made aware of my rights and wish to offer the following statement: (Use additional pages if necessary)

_____

_____

_____

_____

_____

/S/_____

6. DUTY OFFICER IN CHARGE OF EMPLOYEE AT TIME OF VIOLATION.

The results of my investigation and my specific recommendations are as follows:

_____

_____

_____

_____

_____

_____

_____

/S/_____

5. Penalty Assessed:_____

_____

_____

/S/_____

TABLE OF OFFENSES AND PENALTIES

OFFENSE	EXPLANATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Insubordination				
a. Minor	Deliberate delay or failure to carry out assigned work or instructions in a reasonable period of time.	Oral Reprimand	Written Reprimand	Dismissal
b. Intermediate	Disrespect, insolence, or like behavior.	Official Reprimand	Dismissal	
c. Major	Refusal to obey legitimate order	Dismissal		
False statements, misrepresentation, deceit, concealment				
a. Minor	When there is evidence of misunderstanding and employee has not attained personal gain and department relations are not adversely affected.	Written Reprimand	Dismissal	
b. Major	Deliberate misrepresentation, fraud, falsification or concealment.	Dismissal		
Under the influence of intoxicants, or possession in a fire station.	Physically or mentally impaired to perform all duties because of use of intoxicants (Includes odor of intoxicants).	Suspension to Dismissal	Dismissal	
Under the influence of an unauthorized controlled substance in a fire station	Physically or mentally impaired to perform all duties because of use of unauthorized drugs. (Includes odor of drugs).	Suspension to Dismissal	Dismissal	
Disorderly conduct				
a. Minor	Language which adversely affects morale or maintenance of discipline or which by virtue of complaint is offensive to others.	Oral Reprimand to Written Reprimand	Written Reprimand	Dismissal
b. Major	Any violent act. fighting or threatening bodily harm	Written	Dismissal	

TABLE OF OFFENSES AND PENALTIES

OFFENSE	EXPLANATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
		Reprimand		
Gambling	Promotion of, or participation in gambling while on duty	Written Reprimand	Dismissal	
Theft	Actual or attempted taking and carry away District property or the property of others	Dismissal		
Loss of, damage to unauthorized use of negligent use of, improper maintenance or destruction of District property, records or information				
a. Minor	When carelessness but no willfulness or intent is involved	Oral Reprimand	Written Reprimand	Dismissal
b. Major	When willfulness, inattentive carelessness, or unauthorized use is involved	Written Reprimand	Dismissal	
Misconduct	Conspicuous misconduct which adversely affects or reflects unfavorably on the district.	Written Reprimand	Dismissal	
Failure to meet standards in appearance, dress or personal habits	Personal uncleanliness, poor appearance or substandard appearance, disagreeable habits, habitually soiled or poorly maintained clothing, equipment or facilities	Oral Reprimand to Written Reprimand	Written Reprimand to Suspension	Dismissal
Inattentiveness, unauthorized activity	Malingering; participation in activities while on duty which are outside regularly assigned or authorized activities	Oral Reprimand	Written Reprimand	Dismissal
Misuse of uniform, identification or position of employment	Unauthorized use for personal gain or gain for another, or influence to obtain immunity	Written Reprimand to Suspension	Suspension to Dismissal	Dismissal
Failure to follow safety practices				

TABLE OF OFFENSES AND PENALTIES

OFFENSE	EXPLANATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
a. Minor	Failure to use safety equipment without danger to life or property.	Oral Reprimand	Written Reprimand	Dismissal
b. Major violations of safety practices and regulations	Failure to use safety equipment or adhere to safety guidelines when danger to life and/or property exists.	Written Reprimand to Suspension	Dismissal	
Improper reporting of disability or return to duty	Improper reporting of disability or return to duty.	Written Reprimand	Suspension to Dismissal	
Improper or failure to perform assigned duties				
a. Minor	When carelessness but no willfulness or intent is involved.	Oral Reprimand	Written Reprimand	Dismissal
b. Major	Neglect or failure to perform duties when potential life or property loss is involved.	Written Reprimand to Suspension	Dismissal	
Failure to follow prescribed procedures and practices	Negligence in or failure to transmit or follow laws, adopted regulations, procedures, protocols or job description.	Oral Reprimand to Written Reprimand	Written Reprimand to Dismissal	Dismissal
Negligence in operation of vehicle	Self-explanatory	Written Reprimand	Dismissal	
Indecent or immoral conduct	Only when the reputation of the District is involved will this be considered for disciplinary action.	Written Reprimand to Dismissal	Dismissal	
Tardiness: Charges may be canceled by the Fire Chief when acceptable reason is offered	1 - 60 minutes	Oral Reprimand	Written Reprimand	Dismissal

TABLE OF OFFENSES AND PENALTIES

OFFENSE	EXPLANATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Failure to Report: Tardiness over 60 minutes: (Charges may be canceled by the Fire Chief when acceptable reason is offered				
a. Minor	When no willfulness or intent is involved, without prior notification	Oral Reprimand to Written Reprimand	Written Reprimand to Dismissal	Dismissal
b. Major	When willfulness or intent is involved or when controllable contributing factors are responsible.	Dismissal		
Accumulation of unrelated offenses	Self-explanatory	Oral Reprimand to Dismissal	Dismissal	