

This operating policy establishes the Board of Fire Commissioners personnel policies and procedures.

A. General

1. The Fire Chief will carry out all personnel policies and procedures in a timely, fair, and non-discriminatory manner in accordance with Operating Policy 10-01.
2. The Fire Chief will report all decisions regarding personnel to the Board of Fire Commissioners, through the Chairman, immediately following any action taken.

B. Hiring

1. The Board of Fire Commissioners will budget for and determine when additional firefighters may be added to the force. They will establish in which quarter a new position may be filed.
2. The Fire Chief has the authority to fill any existing vacancies and new positions using the following procedures:
 - a) Advertise the vacancy in the local newspaper.
 - b) Establish a starting and ending date for accepting applications.
 - c) Set a date for administering the written and practical examinations. Applicants must pass the written examination to be eligible to take the physical examination.
 - d) Set a date for the oral interview. Only those personnel who successfully complete the written and practical examination will be interviewed.
 - 1) Qualified personnel will be hired based on the following factors:
 - a. State of Florida Certified Firefighter with the highest combined score of the written and practical examination and receiving the highest recommendation from the oral interview.
 - b. Non-certified Firefighter with the highest combined score on the written and practical examination and receiving the highest recommendation from the oral interview.

C. Disciplinary Procedures

1. Personnel may be reprimanded in writing for the following reasons:
 - a) Frequent tardiness
 - b) Failure to meet dress code
 - c) Failure to accomplish assigned task
 - d) Loss of department property
 - e) Gambling on duty
 - f) Riding on the tail board of apparatus

- g) Failure to follow Operating Instructions
- h) Unauthorized absences
- i) Unprofessional conduct

2. Personnel may be demoted for the following reasons:

- a) Three written reprimands within one year
- b) Insubordination (disobeying a direct order)
- c) Substantiated substandard performance
- d) Chronic tardiness
- e) Failure to follow department Operating Policies
- f) Making false statements to a board of inquiry to protect someone else.
- g) Harassment or discrimination as noted in OP's 20-02 and 20-04.

3. Personnel may be terminated for the following reasons:

- a) Flagrant insubordination
- b) Theft of fire district property
- c) Theft of personal property
- d) Conviction of a felony
- e) Conviction of a misdemeanor involving moral turpitude
- f) Willfully endangering the life of another
- g) Making false reports
- h) Making false statements to a board of inquiry
- i) Harassment

D. Procedure for Reprimand

1. A written letter of reprimand will be presented to the person or persons involved in any of the above-mentioned acts within three working days of the incident. A disciplinary hearing may be scheduled between the Fire Chief, Assistant Chief, and all parties involved if there is disagreement as to the charges. The Assistant Chief will act as an observer of the hearing. The hearing may be taped.

2. If the hearing involves the Assistant Chief as the reprimanded party, then a Fire Commissioner will serve as observer or witness.

3. The letter of reprimand will be placed in the individual's personnel folder and will become a part of the record for the duration as specified in the General Records Schedule for Fire Departments dated April 18, 1994 and published by the Secretary of State.

E. Procedure for Demotion

1. The immediate supervisor of the individual who has committed one of the offenses listed in paragraph C.2. above will notify the Fire Chief, in writing, requesting that a Personnel Review Board be convened for demoting an individual.

2. The Personnel Review Board will consist of two ranking officers and one firefighter. The board will review the charges and may call witnesses and hear testimony. The senior member will serve as the Board Chairman and the junior member will serve as Secretary. The process may be taped. Upon completion of the review, the Board Chairman will submit a written report to the Fire Chief with the board's recommendation.

3. The Fire Chief has five working days to review the report and discuss the board's recommendation with the Commission Chairman. The Fire Chief must inform the accused of his decision in writing.

4. The Commission Chairman will be briefed on the review board's recommendation and the Fire Chief's decision.

5. While a firefighter cannot be demoted, he / she may be suspended from duty, without pay, for a maximum of three shifts for those incidents that call for demotion.

F. Procedures for Termination

1. The immediate supervisor of the individual who has committed one of the offenses listed in paragraph C.3. above will notify the Fire Chief, in writing, requesting that a Personnel Review Board be convened for terminating an individual.

2. The Personnel Review Board will consist of two officers and one firefighter. The board will review the charges and may call witnesses and hear testimony. The senior member will serve as the Board Chairman and the junior member will serve as Secretary. The process may be taped. Upon completion of the review, the Board Chairman will submit a written report to the Fire Chief with the board's recommendation.

3. The Fire Chief has five working days to review the report and discuss the board's recommendation with the Commission Chairman. The Fire Chief must inform the accused of his decision in writing.

4. The Commission Chairman will be briefed on the review board's recommendation and the Fire Chief's decision.

G. Rights of the Accused

1. When an employee is recommended for demotion or termination, the Firefighters Bill of Rights, Florida Statute 112 will apply.

H. Reduction in Force

1. In all cases, a minimum of a two-week notice will be given.

2. The Board of Fire Commissioners is the sole authority for determining staffing levels, hours and conditions of employment.