



TOWNSHIP OF UPPER PROVIDENCE
DEPARTMENT OF FIRE AND EMERGENCY SERVICES
Standard Operating Guideline

Departmental Infractions Policy

Administration Management	Issued: 24-Jan-2018	Pages: 2
102.00	Revised: N/A	Revision: N/A

Purpose: This policy is to describe the progressive discipline and enforcement of policies established by the Chief of Fire & Emergency Services, and the affect infractions will have on the company(s) involved.

Scope: This policy will affect the Department, and all Contract Emergency Service Providers responding to dispatched calls for service within the municipal boundaries of Upper Providence Township.

General: The Township of Upper Providence has established policies and procedures to maintain an effective emergency response. Through these Township wide policies and procedures, the community benefits from the consistent planning and efficient use of manpower and emergency equipment. Many of these policies have been established from the foundations of nationally recognized best practices while others may be specific to the municipality or a section thereof. Infractions of these established policies and procedures can affect the safety and wellbeing of the citizens we serve as well as the responders of occurred. To that point it is critical that established policies and procedures be adhered to.

PROCEDURE

When infractions of established policies and procedures occur a thorough review of the matter shall be conducted to establish the facts (the who, what, when, where, and why) surrounding the incident. The information gathered during this review shall be taken into consideration to determine if established policies and procedures shall be modified for enhanced safety and service to the community. After a review of the incident; where infractions of established policies and procedures have created a safety risk, the following procedure shall be initiated for each policy infraction:

- (1) For the 1st infraction, the Chief of Fire and Emergency Services shall verbally notify the respective Chief. This verbal warning shall be documented in the department's file with all supporting documentation.
- (2) For the 2nd infraction, the Chief of Fire and Emergency Services shall prepare a written warning of the infraction. This documentation of the infraction shall be sent via certified mail with copies to the respective Company President and Municipal Manager. This shall be documented in the department's file with all supporting documentation.
- (3) For the 3rd infraction, the Chief of Fire and Emergency Services shall prepare a written documentation of the infraction and reduce the company's annual allotment by a sum of \$2,500. This documentation of the infraction and contribution reduction shall be sent via certified mail with copies to the respective Company President and Municipal Manager. This shall be documented in the department's file with all supporting documentation.
- (4) For the 4th infraction, the Chief of and Emergency Services shall prepare a written documentation of the infraction and recommend to the Township's Manager forfeiture of the respective company's annual general allotment and/or termination of the respective companies contract. This shall be documented in the department's file with all supporting documentation. This documentation of the infraction and the outcome shall be sent via certified mail with copies to the respective Company President and Municipal Manager.



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This policy supersedes any and all previous policies regarding the same topic.

This policy is hereby effective by order of the Chief of Fire and Emergency Services.

Signed: _____ Date: 1/25/2018