

STANDARD OPERATING GUIDELINES

**DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY**

S.O.G. E57-21 Revision: 1

SUBJECT: Disciplinary Procedure

DIVISION: Ambulance

INITIAL DATE: Unknown

EFFECTIVE DATE: 23 December 2002

PURPOSE: To define roles and responsibility when disciplinary actions are necessary.

APPLICABLE TO: All Personnel

AUTHORITY: DCVFC Ambulance Committee

1. It shall be the duty of the ambulance committee of the Delta-Cardiff Volunteer Fire Company to assure good quality emergency care.
2. The ambulance committee shall recommend disciplinary action when there is justifiable cause. The following are what is to be considered, but not limited to:
 - A. Minor offenses not involving patient care will result in verbal reprimand by the ambulance captain. Repetitive offenses will result in written reprimand by the ambulance captain, with further review by the ambulance committee. Examples are, but not limited to the following:
 1. Driving infractions
 2. Inappropriate conduct
 3. Failure to notify crew chief when unavailable for assigned duty tour.
 - B. Major offenses may result in, but are not limited to; suspension from any type of EMS activity by the ambulance captain until an ambulance committee meeting can be held, if necessary until a board of directors meeting can be held within 7 days and/or recommendation for desertification/loss of credentials. Examples are, but not limited to the following:
 1. Deceptive or fraudulent procurement of certification or credentials
 2. Willful or negligent practice beyond the scope of certification authorization
 3. Abuse or abandonment of a patient
 4. Rendering services while under the influence of alcohol or drugs
 5. Operating or allowing to be operated, an emergency vehicle in a reckless manner, or while under the influence of alcohol or drugs
 6. Unauthorized disclosure of medical or other confidential information

7. Willful preparations or filing of false medical reports or records, or the inducement of others to do so.
 8. Unauthorized destruction of medical records
 9. Refusal to render emergency medical care because of patient's race, sex, creed, national origin, sexual preference, age, handicap, medical problem, or financial ability to pay.
 10. Failure to comply with ambulance trip reporting requirements
 11. Conviction of a felony or crime involving moral turpitude. Conviction includes a judicial finding or verdict of guilt, a plea of guilty, or a plea of nolo contendere.
 12. Intentional failure to complete details on a patients' medical record
 13. Misuse or misappropriation of drugs/medication from an ambulance
 14. Failure to obey reasonable orders or direction of higher trained medical personnel/crew chief rendering patient care
 15. Removing equipment from ambulance without authority from the ambulance captain or ambulance lieutenants
 16. Failure to follow the standard operating procedures of this company without justifiable cause
 17. Failure to follow the protocols issued by the state emergency medical services of Pennsylvania
 18. Demonstrated incompetence or inability to provide adequate service
 19. Failure to obey a reasonable order by an ambulance officer either elected or appointed
3. Other cases may arise that are not outlined above and shall be considered by the ambulance committee.
 4. In all instances of disciplinary action, the individual in question will receive ample opportunity to reply to the charges at an ambulance committee meeting or meeting of the fire company board of directors if necessary.
 5. Any person subject to disciplinary action shall have the right and be given an opportunity to appeal any decision to first, the Ambulance Committee and second, the Board of Directors. All appeals shall be submitted in writing to the appropriate authority within seven days of the disciplinary action.
 6. Written documentation, which is required to be placed in an employee's personnel file, shall remain in place in either an active or inactive status.
 - A. Documents that are listed as being in an active status shall be considered during subsequent disciplinary actions.
 - B. Documents that are listed as being in an inactive status will remain in the personnel file but shall not be considered during subsequent disciplinary actions.
 - C. The following will serve as the definition for active status for these documents:
 1. Verbal Reprimands/Counseling Forms 12 months
 2. Written Reprimands/Accident Investigations 24 months
 3. Suspensions 36 months

D. At no time shall these types of documents be removed from any personnel file within the Ambulance Division.

Approved: /s/ C. Glenn Feveryear
Vice-President