

STANDARD OPERATING GUIDELINES

DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY

S.O.G. M57-01 Revision: 0

SUBJECT: Disciplinary Procedure

DIVISION: Mason-Dixon Fair Association

INITIAL DATE: 25 March 2003

EFFECTIVE DATE: 25 March 2003

PURPOSE: To define roles, responsibilities and disciplinary actions.

APPLICABLE TO: All personnel associated with the Mason-Dixon Fair Association and its activities.

AUTHORITY: Mason-Dixon Fair Association;
Board of Directors – Delta-Cardiff Vol Fire Co.

1. It shall be the duty of the Fair Association to ensure that all Fair Association rules are followed.
2. The Fair Association Board shall consider disciplinary action when there is justifiable cause. The following are what is to be considered, but actions shall not be limited to these alone.
 - A. Minor offenses will result in a verbal reprimand with a memorandum for record placed on file for a period not to exceed 365 days. Examples are but not limited to the following:
 1. Inappropriate conduct, such as lewd or lascivious behavior;
 2. Failure to follow the published rules of the Fair Association, which shall also result in automatic disqualification from an event.
 - B. Major offenses may result in, but are not limited to; suspension by the Fair Association President from all activities of the Fair Association until a Fair Association Board meeting can be held within 7 days. Examples are but not limited to the following:
 1. Being under the influence of alcohol or any controlled or dangerous substance;
 2. Conviction of a felony or crime involving moral turpitude. Conviction includes a judicial finding or verdict of guilt, or a plea of guilty;
 3. Removing equipment from the Fair Grounds without authority from the Fair Association President;
 4. Failure to obey a reasonable order by an elected or appointed officer of the Fair Association;
 5. Failure to follow the standard operating procedures of the Fair Association;
 6. Abusive Conduct – Verbal or physical harassment with threats or actions to do harm;

7. Deceptive or fraudulent procurement of certification or credentials;
8. Willful preparations or filing of false reports or records or the inducement of others to do so;
9. Failure to turn over all Fair Association property when so directed by the Fair Association President;
10. Unauthorized destruction of Fair Association or Delta-Cardiff Volunteer Fire Company property.

The following will serve as definition for disciplinary actions;

1st Offense - 2 years suspension from all activities, and 2 years probation;

2nd Offense - 5 years suspension from all activities and 5 years probation;

3rd Offense - Total expulsion from all activities.

3. Other cases may arise that are not outlined above and shall be considered by the Fair Association Board.
4. In all instances of disciplinary action, the individual in question will receive ample opportunity to reply to the charges at a regularly scheduled Fair Association Board meeting.
5. Any person subject to disciplinary action shall have the right to and be given opportunity to appeal any decision first, to the Mason Dixon Fair Association Board; second, at a monthly meeting of the Mason Dixon Fair Association membership; and third, to the Board of Directors of the Delta-Cardiff Vol Fire Co.

Approved: _____

Title: _____