

HALIFAX FIRE DEPARTMENT R&R ARTICLE 3	DISCIPLINE
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1. The officer in immediate charge shall be responsible for the discipline, efficiency and operation of the working group, and the well being of the entire Department's physical property.
2. Personnel designated to temporarily perform the duties of a higher rank, i.e., an acting Position, shall be accorded the obedience, respect and courtesy given by these rules and regulations for the higher rank.
3. Any member of the Halifax Fire Department considering themselves aggrieved by the Orders or actions of a superior Officer may enter a complaint in writing to the Fire Chief. Where the complaint involves the meaning, application or interpretation of a specific term of the Collective Bargaining Agreement, the member shall utilize the grievance procedure.
4. In order to maintain efficiency and performance standards, a personnel accountability and disciplinary system must be in place. A clearly defined disciplinary policy enables members to know what is expected of them and to understand a progressive discipline system. It is imperative that a standard of fairness and equity be maintained throughout the Department.
5. Members and employees may be disciplined for just cause. This would include any misconduct or unsatisfactory behavior which impairs the departments efficiency and effectiveness.
6. There shall be a discipline code that may include any and all but not be limited to the following:
 - a. Oral reprimand, with written verification placed on file
 - b. Written reprimand
 - c. Transfer
 - d. Suspension from duty, less than 5 days
 - e. Suspension from duty, 5 days or more
 - f. Demotion and pay reduction
 - g. Termination from service
7. A complete record of all disciplinary actions will be maintained in the personnel file of the member involved.

8. Members in probationary status, having less than 1 year of service, that are charged with any infraction or violation of any Rule, Regulation or policy may be subject to immediate discharge without the right to a hearing or appeal.
9. Members will not be subjected to unjust, capricious or frivolous complaints and they will be exonerated when investigation determines that they were carrying out their duties in accordance with law and department procedures.
10. Members shall have the right to review their personnel file upon request and have their objections, if any, attached to written reprimands or any item in their personnel file.
11. Department standards of conduct and performance will be enforced in a uniform and consistent manner and the disciplinary measures taken will be based upon the seriousness of the charges.
12. Any willful violation of the Rules and Regulations, General Orders, General Operating Guidelines or other orders issued by the Chief shall constitute an offense which shall be punishable by the progressive discipline code.
13. Members may report or offer a complaint to the Chief which relates to other members or to a Department action, in writing, spelling out their charge(s) with the name of the person committing the offense and the person making the complaint will sign said complaint.
14. The Chief will investigate the complaint within 10 calendar days, excluding Saturday, Sunday and Holidays, provide for a hearing if necessary, and reach a decision. Either person or persons involved may appeal to the Board of Selectmen within 5 days, excluding Saturday, Sunday and Holidays, of the decision. These time periods may be extended by mutual agreement by all parties concerned.