



SENECA COUNTY

Emergency Medical Service



Seneca County Emergency Medical Services Standard Administrative Guideline

Subject: Discipline Policy

Reference Number: 5

Effective Date: 6-2008

Revision Date: 6-2011

Purpose:

Seneca County Emergency Medical Services believes that a clearly written discipline policy serves to promote fairness and equality in the workplace, and will minimize potential misunderstandings in disciplinary matters. Certain basic principles, as set forth below, must consistently be applied in order to effectively and fairly correct unsatisfactory performance and behavior:

Policy & Procedure:

1. District coordinators shall be responsible for discipline.
2. Immediate attention shall be given to policy infractions unless special circumstances warrant further investigation or delay.
3. Discipline shall be applied uniformly and consistently throughout SCEMS as possible, and any deviations from standard procedure should be justified and documented.
4. Each offense shall be dealt with as objectively as possible
5. Discipline shall usually be progressive, but dependant upon the severity of the offense, may proceed to immediate dismissal from SCEMS following immediate suspension and investigation.
6. Members should be advised of expected job performance and behavior, the types of behavior that SCEMS has determined to be unacceptable, and the penalties for unacceptable behavior

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Authority for Suspension pending Investigation:

1. District Coordinators have the authority to suspend any member within their department or district for cause pending investigation by the office of the EMS Director. The duration of suspension recommended by a District Coordinator may not exceed thirty (30) days, based on the severity of the infraction, charges or other incident(s) leading to the Recommendation for Suspension.

2. Assistant District Coordinators can **recommend** disciplinary action to either District Coordinators **for cause** pending investigation, based on the severity of the infraction, charges or other incident(s) which they observe, leading to the Recommendation for Suspension. Assistant District Coordinators have the authority to suspend or terminate on-scene **actions only** which they view as imminently dangerous or hazardous to the life safety of the member or other safety workers. Assistant District Coordinators cannot suspend **members**, they can only suspend or terminate **actions**.

3. The authority to confirm the Suspension or Termination of membership rests with the Seneca County Board of EMS Coordinators. The Seneca County EMS Director shall provide recommendation, guidance, and assist with investigation. The EMS director will hear recommendations from the coordinators and make a decision.

4. The route of appeal for suspended or terminated members is through Seneca County Board of EMS Coordinators. Final Appeal may be made through the Seneca County Board of Commissioners.

“For cause” means that the Coordinator recommending disciplinary action must be specific in the written recommendation as to actions or inactions **observed, threats or assaults made, dates & times of insubordination or verbal threat, assault or other charge(s)**

All recommendations will follow the theory of “Progressive Discipline”. The less severe the charge(s) or infraction(s), the less severe the disciplinary action recommended. The more severe the observed infraction(s) or charge(s), the more severe the discipline applied.

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The criteria for disciplinary action up to and including recommendation of suspension or termination may be, but is not limited to:

Insubordination - arguing with or willfully failing to follow the directive of a superior officer, department directive or general order

Physical Assault or Battery to another member or the public we serve

Threatening another member or the public, verbally or in written form

Reckless or Negligent Driving of Apparatus

Leaving the Scene of an M.V.A. in which they are a vehicle operator/driver (response to scene, station or emergency is no excuse)

Repeated Safety Violations

Negligent Action / Inaction at Emergency Scenes

Refusal to Follow a Justified and Proper Order at Emergency Scenes

Public Disrespect for a Superior Officer in S.C.E.M.S.

Repeated Failure to Follow the S.C.E.M.S. Chain – of – Command

Any violation of the S.C.E.M.S Substance Abuse Policy

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