



PRINCE GEORGE FIRE AND EMS

Section: Administrative

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Section No: 2.01

Date: ~~December 27, 2023~~

Title: Discipline of Volunteers

Authorized By:

I. Purpose

The purpose of this policy is to ensure all volunteer members of Prince George Fire and Emergency Services consistently adhere to the established PGFEMS departmental policies, procedures, and behavioral and performance expectations. Upholding these standards fosters a respectful, efficient, and law-abiding workplace. Violations, especially those involving moral turpitude, such as lying, cheating, or stealing, jeopardize the trust and integrity of the organization and thus warrant disciplinary action.

II. Scope

This policy applies to all volunteer members of PGFEMS, outlining the obligations to comply with PGFEMS departmental guidelines. Any deviation from these guidelines, whether stemming from non-performance, misconduct, violations of behavioral policies, or actions prohibited by law, will place the employee under review for potential disciplinary measures, ranging from remediation to possible dismissal. All employees of PGFEMS will follow Prince George County Policy 29.1- 29.8.

III. Discipline of PGFEMS Volunteers

All PGFEMS Volunteers shall comply with county and departmental policies, procedures, and expectations of behavior and performance. Non-compliance with these expectations must be remedied and will subject the non-complying volunteer to disciplinary action, which may include dismissal. Failure to perform duties or related requirements in an unsatisfactory manner, offenses or misconduct which violate policies of behavior or are specifically prohibited by law, and acts involving moral turpitude, such as lying, cheating, or stealing, will also subject the volunteer to disciplinary action.



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IV. Counseling

It is the goal of the Prince George County Fire and Emergency Services Department to educate and motivate all volunteer members to exhibit behavior which will contribute to individual growth and development and to the successful operation of County government. All station chiefs and officers are encouraged to meet with their members to discuss the circumstances, and counsel the members, if appropriate, about suitable performance, behavior, and expectations. Whenever a volunteer member is counseled, a record of the members counseling shall be completed and placed in the members file at the station as well as in the Fire Administration Office. A record of counseling is not grievable.

V. Situationally Appropriate Discipline

- A. The following guidelines for disciplinary actions will be applied to all PGFEMS volunteer members equitably, without bias or prejudice. Discipline should be characterized as corrective and constructive and should be utilized as an element to contribute to the members meeting performance and behavior expectations. Disciplinary action will be taken to remedy, punish, or discourage unsatisfactory behavior, performance, or non-compliance with county or departmental policies and procedures.
- B. The need for disciplinary action may arise as a result of different kinds of actions on the part of the volunteer member. The following principles will be observed when considering disciplinary action:
 1. The disciplinary action shall be situationally appropriate and shall be consistent with the special needs of the department, the seriousness of the member's behavior and performance, and the repetition of the behavior or performance.
 2. The disciplinary action taken must be consistent (similar penalties for similar circumstances).
 3. Officers, Supervisors, managers, and professionals, because of their positions, shall be held to a higher standard of performance and behavior than other volunteer members.



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A handwritten signature in black ink, appearing to read "Paul T. Beaman", is written over a horizontal line.

4. The Fire Chief of Prince George County and Emergency Services reserves the right to conduct investigations and administer disciplinary action to volunteers as per the county ordinance.