**CLINTON FIRE DEPARTMENT**

Village and Township of Clinton, Michigan

**POLICY: Verbal or Written Warning** **Policy # 76-131**

**NOTICE:** This is a **[ ]** Verbal Warning Notice **[ ]** Written Warning Notice of the following Departmental Rules and Regulations Infraction by the named employee. (Enforcement and Discipline Policy # 76-111).

Employee named: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Infraction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Any member of the Fire Department may be suspended or dismissed for cause for any of the following list of offenses which is not to be considered as all Inclusive.
* Thievery.
* Immoral or indecent conduct that would be offensive to the average citizen.
* Insubordination.
* Refusing an order from an officer.
* Leaving an alarm incident early without permission of the officer in charge.
* Giving Fire Department information to unauthorized persons. (All inquiries should be directed to the officer in charge.)
* Loss of valid Michigan Motor Vehicle Operator’s license.
* Misuse of Fire Department equipment.
* Failure to use proper chain of command, involving matters or procedures pertaining to fire department operations.
* Loaning out fire department identification or equipment to unauthorized persons.
* Responding to an incident in a careless/reckless manner.
* Failure to complete required training/emergency responses.
* Any conduct which brings discredit to the Fire Department.
* Abuse of leave time or absence without leave.
* Unsatisfactory work performance.
* Illegal use of drugs.
* Failure to follow department Operating Procedures.

**Narrative of Infraction:**

AUTHORIZED BY: Dennis Keezer

TITLE: Fire Chief

DATE: October 31, 2013