

Scotts Valley Fire Protection District	Policy: 901
Subject: Grievances of Disciplinary Action	DATED: March 23, 1998

Policy 901: Grievances of Disciplinary Action

Any person aggrieved by the imposition of any disciplinary measure that is appealable to the Board of Directors, or who has been suspended pending disciplinary procedures, may appeal the imposition of such discipline or suspension to the Board, by filing a written appeal with the administrative secretary on or before 5:00 P.M. of the fifteenth (15th) day following the date the imposition of discipline or suspension became effective.

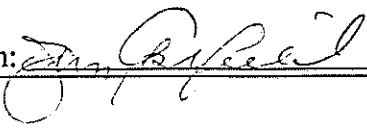
The Board of Directors shall consider any appeal made pursuant to these provisions at its next regular meeting occurring more than three (3) days after the appeal is filed, or at the next special meeting occurring thereafter, if a special meeting occurs prior to such regular meeting, and if the appellant so requests. The appellant in any case shall be given at least three (3) days written notice of the hearing.

The Board shall hold a hearing in closed session and shall hear from the appellant and from any person having knowledge of the circumstances of the violation charged, at the request of the appellant, and may hear from any persons having such knowledge, or who were involved in the disciplinary proceedings, and from the chief, at the discretion of the Board. The appellant shall be entitled to be present throughout the hearing. At the conclusion of the hearing, the hearing shall be closed, and no more evidence shall thereafter be taken, unless the hearing is reopened. The Board may then consider and deliberate upon the appeal in a closed session, with the appellant and the chief not present, or may consider the appeal with both the chief and the appellant present. The Board may deny the appeal, and sustain the disciplinary action imposed by the chief, or it may impose any less stringent disciplinary measure, or no discipline at all. If requested to by the appellant prior to the close of the hearing of the appeal, the Board shall make specific findings of fact to support its action. The Board may continue the hearing for a period not to exceed forty-five (45) days. The appellant may, if he/she wishes, be represented at the hearing by counsel, at appellant's expense, and may, if he/she wishes, pay for a certified stenographic transcription of the hearing, but in such case, it shall be the responsibility of the appellant to provide for such transcription at the time of the hearing, and the Board shall not be obligated to continue the hearing so that the appellant may procure such stenographic transcription.

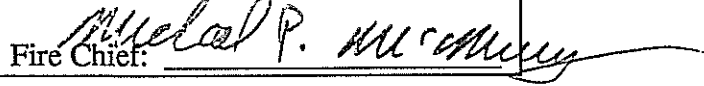
Revised: 3/13/98

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Board Chairperson:



Fire Chief:



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Violations of these rules and regulations, laws, ordinances, special orders, memoranda, notices, verbal orders, or commands issued by lawful authority, shall result in penalties commensurate to the offense and the degree of the offense.

Minor infractions such as tardiness, slovenliness, etc., may be corrected by the officer in charge, without recourse to the formal procedures specified in the policy. Such infraction should be documented in the supervisor's anecdotal file for the purpose of possible progressive discipline.

Major infractions may cause suspension from duty without pay, reduction in rank, dismissal, or such punishment as the chief, or the Board of Directors upon appeal may direct, as specified in this policy.