

## **Rules and Regulations for Conduct In and Around the Fire Stations of the King of Prussia Volunteer Fire Company**

The following rules and regulations will apply equally to both the Allendale Road Station and the Beidler Road stations. There will be certain items that, due to the nature of the facility, will apply only to one station or the other.

### **1. Levels of Disciplinary Actions**

#### **Verbal/Written Warning**

A verbal or written warn warning will be issued as a result of an initial violation of a rule or regulation unless otherwise indicated. In most cases only one warning will be given for any offense, and after this initial warning, any further violation of the rule will result in Level I or higher actions.

#### **Level I**

Level I action will consist of a monetary fine of \$5.00. As will be the case in all monetary fines, the member will be under suspension until the fine is paid.

#### **Level II**

Level III action shall consist of a monetary fine of \$10.

**NOTE: Any fine not paid or made provisions for payment  
in 15 days will result in an automatic Level IV  
action**

#### **Level III**

Level III action shall consist of suspension from all firefighting and firefighter activities for a period of no less than 15 days and no more than 90 days at the discretion of the Fire Chief or a consensus of Assistant Chiefs.

#### **Level IV**

Level IV action shall consist of the offending Firefighter being removed from the roll of active Firefighters and be returned to his/her previous status within the fire company in accordance with the By-Laws. Other charges at the company level may accompany Level IV action.

**King of Prussia Volunteer Fire Company  
Standard Operating Guidelines**

It should be understood that most violations will be initially dealt with by a verbal/written warning, and repeated violations shall result in increasingly higher level of disciplinary actions. In certain instances, however, a Level I or higher disciplinary action may be taken, at the discretion of the Fire Chief or a Consensus of the Assistant Chiefs.

All fines collected will be turned over to the Deputy Chief, who will make a complete accounting of the fines collected and place them in a Firefighters Fund to be held by him. These funds shall be turned over to the Fire Company at the end of each quarter unless used for some purchase approved by the Fire Chief and the Board of Trustees. (i.e. stocking the refrigerator, etc.)

## **2. Appeals**

According to the By-Laws of the King of Prussia Volunteer Fire Company, a Firefighter may be disciplined by the Fire Chief or two Assistant Chiefs. Any Assistant Chief, Lieutenant, Captain, or the Chief Engineer can issue a verbal/written warning. It will be up to the Fire Chief and/or an Assistant Chief to levy and collect any fines.

Before Level III or Level IV action can be taken, the attending Firefighter will be brought before the Fire Chief (and/or Deputy/Assistant Chiefs) and given an opportunity to state his/her case before the line officer.

In the case of a Level III offense, there will be no appeal unless the Firefighter wants to take his/her case before the general membership. This procedure is outlined in the By-Laws and will be handled accordingly

In the case of a Level IV offense, if a Firefighter feels that he/she has not been treated fairly he/she may make a formal appeal to the Fire Chief, ***in writing***, giving the particulars of his/her case and the reason he/she feels that there was a problem with the above stated proceedings. Upon receiving this appeal, the Fire Chief will appoint an Appeals Committee that shall consist of himself, one person selected by the offending Firefighter, and two Other Firefighters selected at random. After deliberation, a Level IV action can be overturned with the 3/4 vote of this committee. As with a Level III offense, a Firefighter can take his/her case before the Company as outlined in the By-Laws.

