



GERMANTOWN FIRE DEPARTMENT - STANDARD OPERATING PROCEDURES	
SUBJECT: TREATMENT OF PERSONNEL CHARGED WITH COMMISSION OF A CRIME	S.O.P. 1.16
CATEGORY: PERSONNEL	PAGE: 1 OF 2
APPROVED BY: Chief, Germantown Fire Department	DATE: July 1, 2009

PURPOSE: To determine the procedures to be followed when a Fire Department employee or paid on call member is charged with commission of a crime.

I. ARRESTS OR COURT ACTIONS INVOLVING EMPLOYEES

- A. Shift personnel shall notify their Battalion Chief within 6 hours in the event they are arrested or court action is initiated. In the event that they are unable to contact their respective Battalion Chief, they may contact the on-duty Battalion Chief. The Battalion Chief will then notify the Assistant Chief.
- B. Non-shift personnel shall notify their respective supervisor.
- C. When an employee is arrested for a felony offense, they shall be placed on Administrative Suspension with Pay until an investigation can be completed and further action taken. An exception may be made by the Fire Chief, such as if the proposed offense may not have any affect on the employee's work or the Fire Department.
- D. Under no circumstances shall disciplinary action be taken until an internal investigation has been completed.

II. INTERNAL INVESTIGATION

- A. An internal investigation shall be conducted by the Assistant Chief.
- B. If the investigation indicates sufficient cause for disciplinary action, regardless of court outcome, the employee can be disciplined, in accordance with City of Germantown Personnel Policy.
- C. If the investigation is inconclusive as to whether sufficient cause for disciplinary action exists, but it is undesirable for the employee to continue his/her present duties, the employee can be temporarily assigned other duties or placed on leave without pay pending final court decision.
- D. If the investigation indicates that there are sufficient mitigating circumstances, the employee can be returned to full duty.

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- E. A final decision on disciplinary action will be made after the receipt of the court decision.
- F. A court decision of not guilty does not necessarily preclude termination or disciplinary action, if circumstances so warrant.
- G. It should be noted that disciplinary action less serious than termination might be appropriate in some cases.