**Butte County Fire Department**

**Notice of Disiplinary Action**

Name:

Rank:

Volunteer Fire Company:

Home Address:

The Butte County Fire Department hereby notifies you, that in accordance with the procedures set forth in the Butte County Fire Department Volunteer Standard Operating Procedures Manual, the following Disiplinary Action is being initiated:

I. STATEMENT OF THE NATURE OF THE DISIPLINARY ACTION

 You are hereby notified of an Official Action:

 [ ]  Corrective Interview [ ]  Matter has been dismissed

 [ ]  Letter of Warning [ ]  Rejection during Probation

 [ ]  Suspension from BCFD [ ]  Demotion

 [ ]  Termination from BCFD [ ]  See Notes

 [ ]  Termination from BCFD (VFF can never return to the department)

Notes:

II. EFFECTIVE DATE:

III. STATEMENT OF CAUSE(S)

 This Disiplinary Action is being taken against you in accordance with the Butte County Fire Department Volunteer Firefighter Standard Operating Procedures Manual, Chapter 4.

IV. STATEMENT OF FACTS

 The specific violation of the Butte County Fire Department’s Volunteer SOP manual is  The above SOP manual section(s) were violated on .

Specific details of the violation are as follows:

 [ ]  See attached Documentation

V. THE RIGHT TO APPEAL

 You are entitled to appeal this action (within 15 days) to the appropriate Division Chief and/or Fire Chief as outlined in Section 4.11 of the Volunteer Operating Manual and have the right to inspect relevant documentaion and policies. The appeal decision from the Fire Chief is final.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Volunteer/Career Captain/Chief Date