

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Memorandum	M2018-004
	NOTICE OF DISCIPLINARY ACTIONS	Effective: 8/4/2018
		Expires:
		From: C. Barron

Emergency Services District 5 believes in the practice of progressive discipline and the use of discipline to correct issues, not simply to punish. However, discipline must also be appropriate for the degree of the infraction. Sometimes this means that the initial disciplinary action is on the higher end of the scale (suspension, termination). This can create confusion and foster misinterpretations of disciplinary actions when members do not have basic information on the facts of the matter. Additionally, having an understanding of disciplinary actions will help educate the membership on the importance of operating within our rules and regulations.

Moving forward, when a member receives disciplinary actions that involves a loss of time or greater punishment, a memo will be released providing anonymous information regarding the facts of the case, the violations, and the degree of discipline administered.

The intent behind this process is not to ‘shame’ or ‘call out’ individuals, but rather to allow the disciplinary process to serve as an educational tool to our membership and to hopefully lessen the occurrences of disciplinary procedures.