

	1, 2, 3, 4, 5 = Levels	Verbal/ Counseling	Written Reprimand	14-day Suspension	30-day Suspension	Dismissal
	One Day is equivalent to twenty-four (24) hours.					
1	Failure to keep HVFD notified of home address and telephone number (post office box, answering service, or pager number are not acceptable)	1	2	3	4	5
2	Failure to report medical conditions which may hamper the member's performance of duties.	1	2	3	4	5
3	Criticizing orders, rules, policies, or the competence of other members unless constructively communicated to a supervisor and in a civil manner.	1	2	3	4	5
4	Threatening, intimidating, or coercing other members or the public.				1	2
5	Discourteously or rudeness which may include the use of profane, or abusive, or insulting language or action directed at another.	1	2	3	4	5
6	Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the attention of others, demonstrations, or similar types of disorderly conduct.	1	2	3	4	5
7	Provoking or instigating a fight on HVFD property.				1	2
8	Fighting at any time on HVFD property.				1	2
9	Violating a safety rule or safety practice, or contributing to unsafe work conditions.	1	2	3	4	5
10	Creating or contributing to unsanitary conditions or poor housekeeping.	1	2	3	4	5
11	Failure to report an on-the-job accident or injury.	1	2	3	4	5
12	Operating equipment or a vehicle in an unsafe, reckless, or negligent manner, with or without property damage.	1	2	3	4	5

13	Failure to immediately notify an Officer of any expired of license, certification, or other credentials through revocation, suspension, or expiration, required for membership (e.g., driver's license with appropriate endorsement, EMT/Paramedic certificate, etc.)			1	2	3
14	Loss of license, certification, or other credentials through revocation, suspension, or expiration, required for membership (e.g., driver's license with appropriate endorsement, EMT/Paramedic, etc).					1
15	Driving an apparatus without a valid license or valid vehicle endorsement appropriate for the type of vehicle.					1
16	Negligence or carelessness resulting in material loss to public or private property.				1	2
17	Negligence or carelessness resulting in injury or death.				1	2
18	Failure to carry out assigned work or instructions by a specified deadline.	1	2	3	4	5
19	Violation of HVFD rules, regs, or guidelines.	1	2	3	4	5
20	Failure to comply with oral or written orders and instructions.	1	2	3	4	5
21	Insubordination by refusing to follow a direct written or verbal order from a officer.				1	2
22	Falsifying or intentional omission of official or HVFD records including membership applications, accident records, work records, purchase orders, or any other report, record, or application.					1
23	Making false claims or misrepresentation in an attempt to obtain sick benefits, leave, insurance, or workers' compensation benefits.					1

24	Engaging in an activity, or enterprise which creates a conflict of interest with one's duties, functions, and responsibilities as an HVFD member	1	2	3	4	5
25	Unauthorized use of HVFD vehicles, equipment, or property.	1	2	3	4	5
26	Operating, using, or possessing tools, chemicals, equipment, or machines which is not authorized.	1	2	3	4	5
27	Deliberately destroying, or damaging any HVFD property or property of others.				1	2
28	Theft of HVFD property or property of others.					1
29	Use of one's HVFD position or authority to either provide or obtain a fee, gift, or special favor or violation of the West Virginia Statute regarding gifts..			1	2	3
30	Unauthorized possession of an intoxicating beverage on HVFD property.				1	2
31	Violation of the Drug-Free Workplace Policy as it relates to alcohol.				1	2
32	Consumption of an intoxicating beverage or being under its influence or detection while wearing HVFD uniforms (Class A or Class B)				1	2
33	Violation of the Drug-Free Workplace Policy as it relates to illegal substances.				1	2
34	Failure to immediately notify the Chief of a criminal arrest.				1	2
35	Conviction of a felony.					1
36	Unauthorized possession of weapons or destructive devices on HVFD property.					1

37	Refusal to cooperate fully in any administrative and/or non-criminal department-related investigation.				1	2
38	Distributing non-HVFD or derogatory material via printed or electronic media.	1	2	3	4	5
39	Divulgence or allowing the divulgence of an HVFD computer system password without the approval of the Board of Directors			1	2	3
40	Accessing or causing to be accessed, any information system; preventing access of an authorized user to any information system.			1	2	3
41	Any action or inaction considered to be misconduct or a violation of HVFD rules or policies not heretofore listed.		1	2	3	4