

240 RESIGNATION AND TERMINATION

PURPOSE:

To provide a procedure which governs the voluntary resignation or involuntary termination of members from the Department.

SCOPE:

This procedure is applicable to all personnel.

GENERAL:

Resignation:

A member may voluntarily resign from the Department:

- upon his determining that he no longer desires to participate in providing the services performed by the Department
- upon moving outside the Township
- upon determining that external influence, such as family, school, health or employment, will prevent them from participating with the Department.

Termination:

The involuntary termination of a member from the Department by the Chief. Members may be terminated for just cause such as:

- failure to maintain minimum participation requirements
- failure to maintain minimum training standards for his level of membership
- failure to report to the Department that he has moved outside of the Township
- failure to satisfactorily complete the Recruit Indoctrination program as specified for new members
- violations of the Personal Conduct Code **Section 235**, which require termination, or as result of repeated disciplinary action under the Fire Department Discipline Code **Section 710**.
- when a member of the Department ceases to be a member of one of the fire companies.
- whenever the actions of a member of the Department jeopardizes the health or safety of department personnel or the public at large or the member's continuation in the Department adversely effects the Department's fire fighting capabilities.

PROCEDURE:

Resignation:

The member should submit his resignation, in writing, to his Station Commanding Officer. The Station Commanding Officer will review the request and, if warranted, may offer counseling. The Station Commanding Officer will endorse the Resignation and forward it to the Chief. The individual will then be removed from the Department rolls.

It is the responsibility of the Station Commanding Officer to ensure that the member returns all Department issued equipment (pagers, uniforms, turnout gear, etc.) on or before the effective date of the resignation.

Termination:

The Station Commanding Officer, the Board of Officers, or the Chief may initiate action to remove an individual from the Department rolls when it becomes apparent that the individual is not, and has no intention of, fulfilling his commitment to the Department.

Situations that may require such action include, but are not limited to, the following:

- violations of these policies and procedures.
- member fails to notify the Department that he has moved outside of the Township.
- member fails to maintain minimum training and service participation requirements
- disciplinary action as stipulated with the Personal Conduct Code **Section 235**, and required by **Section 710**
- unsatisfactory Recruit Period

It is the responsibility of the Station Commanding Officer, the Board of Officers, or the Chief as the case may be to forward written notification to the member and the Board, detailing the circumstances that may justify the termination. Upon receipt of said such information, the Chief will initiate the proper procedures according to **Section 720**.

It is the responsibility of the Station Commanding Officer to ensure that the member returns all Department issued equipment (pagers, uniforms, turnout gear, etc.) on or before the effective date of the termination.

FILING:

A copy of the Resignation or Termination documentation will be supplied to the individual (if possible) and a copy will be placed in the individual's personnel file.

OTHER CONSIDERATIONS:

Individuals who voluntarily resign from the Department shall be prohibited from re-applying for membership for a period of one year from the effective date of the resignation. The Board may make exceptions to this section, in warranted cases.

Individuals who are involuntarily terminated from the Department shall be prohibited from re-applying for membership within the Department.