

# NORTH BERRIEN FIRE RESCUE

## Standard Operating Guideline

Number: 102

### Red Letter Policy

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Approved By: \_\_\_\_\_ Date: November 19, 2015  
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Fire Chief

### Purpose

The purpose of this document is to establish a discipline policy for violation of any “Red Letter Policy” of the North Berrien Fire Rescue Department.

### Scope

This policy shall be applied to all members of the North Berrien Fire and Rescue Department.

### Policy

Should any member of the North Berrien Fire Rescue Department violate any “Red Letter Policy” (policies that are printed in red ink, rather than black ink), the minimum disciplinary measure shall be a 30 suspension without pay.

As with all disciplinary actions, The Fire Chief shall have the right to assess any incident on a case by case basis. Violation of a “Red Letter Policy” could result in discipline up to and including termination, regardless of the number of offenses. This decision will be made at the Fire Chief’s discretion.