

General Items

218.1 VIOLATIONS

Violation of any guideline or order shall be reported in writing to the Chief of the Department, and such writing shall contain specific information concerning the violation, date, time, location, member(s) involved and all other members witnessing and/or in attendance.

Report of violation shall be signed and dated by the reporting party. Anonymous violations reports will not be reviewed.

218.2 LEAVE OF ABSENCE

Leaves of absence shall be granted to the members of the Department at the full discretion of the Chief.

Such leaves will be in 3-month increments and can be extended at the Chief's discretion.

Members need to apply in writing for such leaves, including the reason why and the length of leave requested.

Leaves of absence shall be in accordance with the town of Dover's Personnel Bylaws

Members with leaves of absence shall not attend calls, training or other fire department activities.

218.3 SUSPENSIONS/REMOVAL FROM WORK

In circumstances making such action advisable or necessary, the Chief may summarily suspend or remove from active duty any person(s) subject to his orders and authority.

The Officer in Command at an incident may remove any member from active participation at an incident if necessary.

Suspended members shall surrender their department ID and badge, and shall not:

Respond to calls or attend training.

Receive compensation.

Represent themselves as members of the Town of Dover Fire Department

Come to the Fire Station without being instructed by the Chief

218.4 PROPERTY

No member shall sell, give away, or otherwise dispose of any property belonging to the Town of Dover Fire Department, nor shall any property be loaned to any person without the permission of the Chief.

All property of the Department shall be returned upon resignation, retirement, or discharge of the member.

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218.5 OBEDIENCE

Members must readily and punctually obey the orders and instructions of their superiors.

If such orders or instructions appear to be unreasonable or improper, the member may, after carrying out the same, appeal to the Chief in writing.

If the appeal involves the Fire Chief, the member may go to the Board of Fire Engineers in consultation with the Town's HR Director.

218.6 COMPLAINTS AND GRIEVANCES

Any member feeling aggrieved at the treatment or orders of a superior officer, or any member, wishing to call attention to the matter or firefighter's business, neglect of duty, or make recommendations for the improvement of services, shall communicate in writing with the Chief of the Department.

Resolution to all complaints and grievances should be handled at the lowest level possible while following the chain of command (Lt., Capt., Deputy Chief, Chief, BOFE)

218.7 DEPARTMENT ACTIVITIES

Unless authorized by the Chief of the Department, members shall not disclose to any person, information relating to Department business or any happenings in the Department. This includes forwarding of any emails/notices/correspondence pertaining to Department business to persons within and outside of the Department.