



London Fire Brigade Headquarters
07 Captain Boulevard Fire Station
London fire

London Fire Brigade

Disciplinary procedure - Fire and Rescue staff

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Owner: **Head of Senior Leadership Team**
Responsible work team: **LFB Brass Team**

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1. Introduction

1.1 The disciplinary procedure and guidance for fire and rescue staff as the procedure covers conduct (**Disciplinary offences**) poor performance (**capability**)

2. Management levels of authority

2.1 The term '**manager**' within the Disciplinary Procedure applies to all members in the service.

2.2 Levels of investigation are as follows.

Informal Stage - **FRS B/Leading FireFighter/assistant operations manager;**

Formal Stage 1 - Investigation - **FRS C/Bronze command/operations manager;**

Formal Stage 2 - Investigation - **FRS D/Silver Command/operations manager; Conduct hearing/take action;**

Formal Stage 3- Investigation - **FRS E/Gold command/senior operations manager; Conduct hearing/take action;**

Hence head of Service/Gold command will hear appeals against action taken at Formal Stage 3 (**which will include dismissals**).

3. Disciplinary procedure and guidance

3.1 The basis of this procedure is that the principle of natural justice applies, at every stage, in a framework which also ensures fairness for both employees and managers, a guiding principle of the procedure is to obtain improvement to the service.

- 3.2 All managers, at every level, who may be involved in disciplinary action, shall be fully trained and competent in the operation of the procedure. Responsibility for the appropriate level of disciplinary action must be in accordance.

4. Context

4.1 “Respect all players” **Negligence, Harmful, bullying, racism, sexism,** as in LFB We do not stand for any of these.

4.2 “FailRP” this is when the person is no longer playing the role as LFB and now failing to keep the roleplay, this can make them like (**Deaf to Something,** not willing to listen to anyone or anything)

4.3 “Don't break character” There is two kinds of breaking out of character, one is **Purposely Breaking** out of character to ruin the RP and the second one is **Helping Someone** out of character on the lines of this “Out of character you should text in the Sky box if you're unconscious” that is completely fine because they have a dress they are out of character to help someone. but a firefighter swearing and arguing with someone the chances of escalating that argument Will Be Higher as they are now out of character.

5. Disciplinary Procedure

5.1 Disciplinary Note #1

First Disciplinary, will be a verbal warning, this is where any **FRS B or FRS C** can give out verbal warnings to necessary individuals who are deserving of one, if this is at station or ongoing scenes. **(this must be recorded and noted down)**

5/2 Disciplinary Note #2

Second Disciplinary, this will majority take place on station with the individual and will involve **FRS C** along with a **FRS D** what is present with them for a hearing to keep formality. **(this must be recorded and noted down)**

5.3 Disciplinary Note #3

Third Disciplinary, this is where the individual has been asked to lead the Brigade for the day as multiple warnings have been issued, they will be stated beforehand when returning back on they will have a **FRS B or C** with them, as a precaution on the previous warnings and a abilitation getting back to work safely.**(this must be recorded and noted down)**

5.4 Disciplinary Note #4

Fourth Disciplinary, if the individual persists to have multiple warnings and and been asked to leave on multiple occasions, the individual will be asked to come into a officer with **FRS D** along with a **FRS E** what is present with them to keep formality and they will be given a suspension on the necessary actions.(this must be recorded and noted down)

With this suspension will be 1 months,then 3 months if the issues still persist, as an evaluation on the individual if they are allowed to return to LFB then a retraining on core skills when on return for safe to work, they will be accompanied with a trainer who will be doing their core skills.

5.5 Disciplinary Note #5

Fifth Disciplinary, if the individual has returned after the suspension, members in **FRS E** can authorise a permanent suspension this will lead up to six months and be reviewed if they're allowed back into LFB. **(must be Logged and Notified)**

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