

Springdale Fire Department
Policy & Procedures Manual
Volume 1 – Administration
Section 102 – Personnel
102.1.1 – Employer Notification

All SFD Personnel shall immediately notify their supervisor if they are arrested by a law enforcement agency, or charged with a criminal offense for violation of any federal, state, or local law. The employee's supervisor shall make notification to the Fire Chief of such event by use of the chain of command.

In the event the employee is unable to make such notification, it is acceptable and expected that a family member will make the notification on behalf of the employee. If circumstances prevent the notification to the employee's immediate supervisor, attempts shall continue to additional supervisors within the chain of command up to and including the Fire Chief.

The employee shall contact the Fire Chief as soon as possible to arrange a meeting to discuss the situation and provide copies of all supporting documents.

Citations issued for moving violations shall be reported to the employee's supervisor at the start of their next on-duty shift. The employee's supervisor will then make notifications up the appropriate chain of command to ensure the Fire Chief is aware of the violation.