

Fire Officer I – Assignment #3
Utah Fire and Rescue Academy

Situation:

Bill Hobbes is a 10-year firefighter. He typically uses slurs to describe people of other ethnicities and emphasizes female anatomy openly to the crew. As far as you are aware, no administrative action has ever been taken against Bill since he was hired with the department. His actions have been tolerated, as far as you know.

You are a new company officer, and Bill has been assigned to your new crew as your engineer/driver operator. A rookie firefighter's wife came to the station, and Bill made a rude, sexually suggestive comment about her to the rookie; you overheard it. The rookie doesn't want to "make a big deal about it."

Assignment:

1. Is it time to talk to Bill? If so, in what kind of setting?
2. Explain how you will handle the situation in a memo to be placed in Bill's personnel file.
3. Is it required to let your chief officer know about the memo to Bill? Explain.

Requirements:

1. Type your assignment (which should include answers to the questions and a memo to Bill), double-spaced, using a word processing or other data entry software program. Be sure to proofread for grammar and spelling.
2. Make it professional and worthy of presentation to your department superiors. You may use your department letterhead if you wish.
3. Remember, if you are reprimanding an employee, this document will become part of the employee's legal recourse. Be thorough and professional.
4. Also, remember that you are the first one to formally address the issue with Bill. Start at the beginning of the process if his behavior has not been previously documented.
5. Note the policy reference from your organization in the memo.
6. Add your name and rank to the memo and provide a place for Bill to sign. This will indicate that you formally went over it with him, and he understands it. He doesn't have to agree with it, just acknowledge that he knows about it.
7. Submit the assignment electronically as a .doc or .docx.

State Skill #4, #5