



## **Greenfield Fire Territory Merit Commission Rules & Regulations**

These adopted Merit Commission Rules and Regulations are published for the guidance and governing of the active members of the Greenfield Fire Territory.

Adopted: (Date)



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## Section I: Applicability of Indiana Merit Law

- A. Title – This document shall set forth the Greenfield Fire Territory Merit Commission Rules and Regulations.
- B. Definitions – As used throughout the Greenfield Fire Territory Merit Commission Rules and Regulations:
  - 1. Commission – The Greenfield Fire Territory Merit Commission
  - 2. Territory – Greenfield Fire Territory formed by the City of Greenfield and Center Township of Hancock County.
  - 3. Council – City of Greenfield Common Council
  - 4. Board of Public Works and Safety – City of Greenfield Board of Public Works and Safety; also serves as the Governing Board of the Territory
  - 5. Merit Commission Rules – Greenfield Fire Territory Merit Commission Rules and Regulations which apply to the active full-time paid firefighters and paramedics employed by the Territory.
  - 6. Merit Law – The Indiana Merit Statute, I.C. 36-8-3.5-1 et seq.
  - 7. Policy Manual – The Greenfield Fire Territory Fire Policy Manual.
  - 8. Procedures Manual – The Greenfield Fire Territory Fire Procedures Manual.
- C. A merit system has been established for the Territory in accordance with IC 36-8-3.5-5.5, whereby, the Territory was an eligible fire department for purposes of IC 36-8-3.5-5.5 (c) and the Board of Works and Public Safety, as governing board of the Territory, approved Resolution #2024/081324 BOW-2 which affirmed the use of the Board of Public Works and Safety to provide oversight for the Territory and rejected the establishment of a merit system for the Territory. However, a majority of the active, full-time, paid members of the Territory voted against Resolution #2024/081324 BOW-2 on September 5, 2024 indicating the members favored the establishment of a merit system and, therefore, a merit system became effective by operation of law on January 1, 2025 in accordance with IC 36-8-3.5-5.5 (f).
- D. While the merit system set forth in these Merit Commission Rules may be amended or dissolved in accordance with IC 36-8-3.5-5.5 (g), after January 1, 2029 and before January 31, 2029, both the Board of Public Works and Safety and the active full-time paid members of the Territory must vote as to whether to dissolve the merit system in accordance with IC 36-8-3.5-5.5(i).



- E. After a notice and a public hearing, the Commission has adopted these Merit Commission Rules to govern the hiring, promotion, dismissal and reprimand of members of the Territory. The Merit Commission has adopted the Merit Law, however, as amended and supplemented herein.
- F. The Policy Manual and Procedures Manual (collectively, the “Manuals”) govern the day-to-day operations of the Territory and are incorporated by reference to these Merit Commission Rules. The Manuals may be amended at any time by the action of the Fire Chief, or the Fire Chief’s designee, to supply a copy of the proposed revisions to the Manuals to all active members of the Territory and allow a ten (10) day comment period, whereby the members may submit written comments on the proposed revisions. The proposed revisions and the written comments received shall be presented to the Merit Commission. The proposed revisions to the Manuals shall be approved by the Merit Commission before becoming effective. Should a conflict arise between the provisions in the Manuals and the Merit Commission Rules, the Merit Commission Rules shall prevail.
- G. If any of the Merit Commission Rules shall be invalidated for any reason, the remainder of the Merit Commission Rules shall continue in full force and effect.



## Section II: Merit Commission General Procedures

A. Objectives – The Commission shall seek to accomplish the below objectives and responsibilities in coordination with the Fire Chief of the Territory:

1. Develop and approve policies that will encourage persons of high qualifications and moral character to pursue lifetime careers with the Territory.
2. Establish rules and procedures for the governing and administration of the Commission itself.
3. Select a President, Vice-President & Secretary at the first Commission meeting each calendar year.
4. Retain the services of other persons when necessary to assist the Commission in the performance of its duties.
5. Consider recommended changes and improvements to policies and procedures recommended by the Fire Chief and/or the firefighter's labor union.
6. Review and approve the applicant hiring list after the approved hiring process has been conducted.
7. Review and approve the promotion list after the approved promotion process has been conducted.
8. Review, approve and enforce the Merit Commission Rules concerning high level discipline of a firefighter.
9. Require the maintenance of personnel records as may be necessary to assist the Commission in making decisions and adhere to appropriate guidelines regarding privacy of personnel records.
10. Insure that a copy of the Merit Commission Rules are given to each firefighter employed by the Territory and that all amendments thereto be enacted and promulgated as required either by the Merit Law or the Merit Commission Rules.
11. Prepare and submit an annual budget to the Fire Chief for inclusion in the overall Territory budget submitted to the Council.

B. Commission Make-up and General Procedure for Conducting Meetings and Maintaining Records

1. Appointment of Commissioners – The nine (9) Commissioners shall consist of:
  - a. The five (5) members of the Board of Public Works and Safety (which is also the Territory Governing Board);
  - b. Three (3) persons who are elected by the active members of the Territory; and
  - c. One (1) person, appointed by the Council.
2. Qualifications for the Commissioners are as follows:



- a. The Board of Public Works and Safety members must meet the qualifications for the Board of Public Works and Safety and shall follow the terms of office for that body.
  - b. Two (2) of the three (3) members elected by the active members of the Territory must be of different political parties as determined through the voters' registration records of the three (3) most recent primary elections. In addition, they must be a legal resident in the Territory's jurisdiction for three (3) consecutive years; be of good moral character; be at least 21 years of age; may not be an active member of a police or fire department or agency; must not receive any remuneration as salary from the City of Greenfield, Center Township, or the Territory.
  - c. The third member elected by the active members of the Territory must be a legal resident in the Territory's jurisdiction for three (3) consecutive years; be of good moral character; be at least 21 years of age; may not be an active member of a police or fire department or agency; must not receive any remuneration as salary from the City of Greenfield, Center Township, or the Territory. In addition, this member must not be a *past* member of a police or fire department or agency.
  - d. The Council appointee must be a legal resident in the Territory's jurisdiction for three (3) consecutive years; be of good moral character; be at least 21 years of age; may not be an active member of a police or fire department or agency; must not receive any remuneration as salary from the City of Greenfield, Center Township, or the Territory.
3. Terms of Office for the Commissioners who are Board of Public Works and Safety members coincide with the term of office for that body. For the four (4) other Commissioners: the term of office is four (4) years, however, initially, the Council appointee and the Republican member elected by the active members shall serve two (2)-year terms; for purposes of the initial appointments, all terms are considered to have started as of January 1, 2025. The four (4) Commissioners who are not members of the Board of Public Works and Safety shall serve at the pleasure of the electing or appointing authority and may be removed at any time, with or without cause. In the case of the removal of a Commissioner who was elected by the members of the Territory, the Board of Public Works and Safety shall call a meeting of the active members of the Territory under the procedures specified in IC 36-8-3.5-4 if a recall petition is signed by a majority of the active members is submitted to the Board of Public Works and Safety.
4. Duties of the President – The president shall be the principal executive officer of the Commission and, subject to the control of the Commission shall in general,



- supervise and control all of the business and affairs of the Commission. The president shall, when present, preside at all meetings of the Commission.
5. Duties of the Vice-President – In the event the President is absent and unable to serve, the Vice-President shall function in place of the President. The Vice-President will perform all other such duties as assigned by the President.
  6. Duties of the Secretary – The Secretary, or the Secretary's designee, shall be responsible for keeping minutes of all meetings; seeing that all notices are duly promulgated in accordance with Merit Commission Rules; act as custodian of the records of the commission; sign with the President & Vice-President, any rules, regulations, procedure orders or other documents that are adopted by the Commission; and perform other such duties as assigned by the President.
  7. Conduct of Meetings – Meetings of the Commission shall be conducted in accordance with the laws and guidelines for public meetings. Meetings shall be subject to the provisions of Indiana Open Door Law, I.C. 5-14-1.5 et seq. A special meeting may be called upon 48 hours notice to Commissioners, the media (if applicable), and to the public by posting at Greenfield City Hall and at all fire stations. A special meeting may be called by the President of the Commission or any three (3) members of the Commission. The Commission may hold executive session meetings upon the call of the President or any two (2) members of the Commission for any purpose permitted in I.C. 5-14-1.5-6.1. At least forty-eight (48) hours notice of the executive session must be given to all Commissioners, the media (if applicable) and to the public by posting at Greenfield City Hall and all fire stations.
  8. Quorum & Official Action – The presence of a majority of Commissioners at any meeting shall be necessary to constitute a quorum. Action by the Commissioners shall be authorized by the affirmative vote of a majority of Commissioners acting at a properly called meeting which a quorum is present. The Commission may adopt a policy in accordance with IC 5-14-1.5-3.5 for allowing members to participate in meetings electronically.
  9. Regularly Scheduled Meetings – The Commission shall establish and post a schedule of regular meetings at the beginning of each calendar year with the dates, times and location of those meetings. At least 48 hours prior to a regularly scheduled meeting, notice shall be posted at the meeting location. If there is no anticipated business, upon approval of the President of the Commission, a regular meeting may be canceled by posting notice at least 24 hours in advance of the regularly scheduled meeting.
  10. Maintenance of Records – An official record of all Commission meetings shall be maintained in accordance with I.C. 5-14-1.5-4 (b) and (c) and shall be available for inspection at the Clerk-Treasurer's office during normal business hours. The



Commission shall be governed by, and all records of the Commission shall be maintained in accordance with I.C. 5-14-3 et. seq.





### Section III: Applicant Requirements

- A. General Requirements – To be appointed as a career Firefighter or Paramedic to the Territory, subject to IC 36-8-4.7, applicants must meet the following requirements:
1. Be a citizen of the United States.
  2. Have a high school diploma or have attained an equivalent certification.
  3. Be at least eighteen (18) years of age, but under forty (40) years of age; however, age requirements do not apply to a person who has been previously employed as a member of the Territory.
  4. Must not have any felony convictions (applies to appointment, reappointment or reinstatement).
  5. Be residents of the state of Indiana prior to appointment.
  6. Possess a current valid Indiana Driver's License.
  7. Be able to read, write, speak and understand the English language.
  8. Meet all requirements and be accepted to the INPRS 1977 Police and Fire Pension (Civilian Medics must meet all requirements and be accepted to the INPRS Civilian PERF Pension).
  9. Must not have been dishonorably discharged from military service.
  10. Successfully complete a series of tests and interviews as described in the Territory hiring policy before being placed on the eligibility list.



#### Section IV: Applicant Hiring Process

- A. Notification of Hiring Process – Potential applicants may be notified of the Territory hiring process through local print and/or electronic media, postings in public spaces, job fairs, or the internet.
- B. Hiring List Creation – Applicants shall be rated on selection criteria and testing methods developed by the Territory and approved by the Commission prior to the hiring list creation process in accordance with I.C. 36-8-3.5-12(e).
- C. Development of Eligibility List – Applicants who meet or exceed the minimum score on all components will be placed on the eligibility list in order from highest to lowest computed score of all the components. The Commission shall certify the list to the Board of Public Works and Safety. The list will be valid for up to two (2) years from the date of certification. The Commission may decertify the eligibility list before expiration upon recommendation from the Fire Chief for any reason. After two (2) years, a person may reapply as an applicant. Subject to IC 36-8-4.7, if an applicant reaches the applicant's fortieth birthday, the applicant's name shall be removed from the eligibility list.
- D. Conditional Offer of Employment – The Fire Chief, with approval of the Commission shall make conditional offers of employment to as many candidates as necessary to fill vacancies within the Territory. Offers of employment will generally start with the applicant having the highest score on the list followed by the candidates on the list ranked in order of score. The Fire Chief, with approval of the Commission, may make conditional offers of employment to candidates out of order, but within the top 25% of the list, based on the needs of the Territory.
- E. Order of Seniority – The order of seniority will be determined by the candidates start date with the Territory. For cases where multiple candidates are hired with the same start date, then seniority will be based on which position they finished in the hiring process. Firefighters who leave the Territory and are later reappointed will have seniority based on the later hiring date.
- F. Probationary Status – Every person appointed to the Territory will remain on probationary status for one (1) year after the person's start date of employment. Upon request of the Fire Chief, the Commission may dismiss any probationary firefighter or paramedic within the probationary year so long as it is acted upon prior to the person's anniversary date. The probationary member does not have the right to a hearing or appeal before the Commission.



## Section V: Lateral Hiring Process

- A. Lateral Hiring – The Fire Chief, with notification to the Commission, may choose to fill a vacant Firefighter position with a lateral entry Firefighter in any of the following instances:
  - 1. A recruit academy is not scheduled.
  - 2. New positions.
  - 3. Retirement or disability retirement.
  - 4. Resignation or termination.
  
- B. Requirements – The Commission shall require the following criteria when a firefighter is hired as a lateral firefighter:
  - 1. Prior experience as a full-time/career Firefighter.
  - 2. A current member of the 1977 Police and Firefighters' Retirement Fund.
  - 3. Completed Territory employment application.
  - 4. Valid State of Indiana Driver's License.
  - 5. Valid Indiana Firefighter II Certification.
  - 6. Valid Emergency Medical Technician certification or Paramedic License through the State of Indiana.
  - 7. Satisfactory background check completion.
  - 8. Oral Interview.
  - 9. Successful completion of the Work Performance Evaluation.
  
- C. Conditions of Employment – The following conditions will apply to all lateral entry candidates:
  - 1. Candidate must have successfully completed all requirements set forth in this policy.
  - 2. Candidate must complete all required Territory training and orientation.
  - 3. Candidate will be a probationary employee for one (1) year from first date of hire.
  - 4. Candidate will receive year for year credit of full time, sworn service from the candidate's previous department up to fifteen (15) years for purpose of vacation day accrual.
  - 5. Candidate will, at a maximum, be hired at the rank of Senior Firefighter based on the 1:1 years of service obtained. Merit ranks from other organizations will not be recognized by the Territory.
  - 6. Only full completed years of service at another organization will be counted.
  - 7. For purposes of all seniority, the later employee will be placed on the seniority list by the employee's first date of hire. If multiple lateral candidates are hired at the same time, then seniority will be determined as it is in section IV. E.



- D. Lateral List – The Territory may maintain the list of lateral candidates for up to two (2) years at the Fire Chief's recommendation and approval by the Commission.



#### Section VI: Rehiring of Previous Merit Firefighters & Paramedics

- A. Rehiring Former Members – This will include all merit Firefighters and Paramedics who were formerly employed by the Territory and separated employment on good terms with no disciplinary action or proceedings pending.
- B. Conditions of rehire – The following will apply as conditions of re-employment:
  - 1. The applicant must successfully complete the applicant requirements set for in the Merit Commission Rules, Section V, regarding the lateral hiring process.
  - 2. The applicant will be solely responsible for repayment of any funds necessary for the Indiana Public Retirement System (INPRS).
  - 3. The rehired member shall be a probationary firefighter, as defined herein, regardless the pay grade the member returns to.
  - 4. The rehired member shall achieve seniority based only upon their rehire date. Time in grade for promotions will follow the same rules as a lateral transfer and begin with the member's rehire date.



## Section VII: Professional Standards

- A. Professional Standards -- A list of minimum certification or license levels shall be developed by the Territory, approved by the Commission, and provided in the Policy Manual. Professional Standards must be achieved and maintained for every position in the Territory.
- B. Job Description – Job descriptions will be developed by the Territory and adopted by the Commission. Each new hire will receive a copy of the job description for the job hired, which shall be signed by the new hire and placed in the new hire's personnel file.



### Section VIII: Promotion Process

- A. Promotion Process – Members participating in the Territory’s promotional process shall be rated on selection criteria developed by the Fire Chief and adopted by the Commission prior to the process starting. The full promotion process is a part of the Policy Manual.
- B. Merit Positions – The Merit Commission Rules for promotion apply to the following merit positions:
  - 1. Firefighter Private (after completion of Probationary year)
  - 2. Firefighter 2<sup>nd</sup> Class (After completion of Private year)
  - 3. Firefighter 1<sup>st</sup> Class (After completion of 2<sup>nd</sup> Class year)
  - 4. Senior Firefighter (After completion of 1<sup>st</sup> Class year)
  - 5. Civilian Paramedic
  - 6. Lieutenant
  - 7. Captain
- C. Promotion Requirements – Each promoted position has educational and experience requirements that must be met prior to the promotion or be able to be obtained within the first year of promotion. Requirements are part of the Territory’s Professional Standards policy as provided in the Policy Manual.
- D. Registration for the Process – Candidates wishing to participate in the promotion process will be required to submit a resume to the Fire Chief or the chief’s designee by the due date and time.
- E. Independent Review – The Commission may utilize an outside agency to act on its behalf to construct, evaluate, administer, grade and report on all aspects of the promotion process.
- F. Establishment of a Promotional List – After the process is complete, the final tabulated scores shall be presented to the Commission. The Commission shall establish a promotional eligibility list for the rank of Lieutenant and Captain, ranking personnel on each list in order of their cumulative scores from highest to lowest.
- G. Promotion of Members – When a vacancy in rank occurs, the Commission shall certify to the Fire Chief the three (3) members with the highest scores on the eligibility list for that rank. Within six (6) months, the Commission, upon recommendation of the Fire Chief, shall promote one (1) of the three members to fill the vacancy.



- H. Terms of Promotion – All promotions are probationary for a period of one (1) year. At the end of the one (1)-year period, the probationary officer's supervisor shall review the probationary officer's performance and recommend to the Fire Chief to take to the Commission that either the promotion be made permanent or the promotion be revoked. The Commission shall review the report and determine the action to be taken. The probationary officer is entitled to appear before the Commission and be heard on any matter contained in the supervisor's report. The probationary officer is also entitled to representation by counsel, labor union, or another representative of the probationary officer's choice. If the Commission determines to revoke the promotion, the member shall be returned to the previously held rank before the promotion. Actions by the Commission other than making the rank permanent may be appealed within thirty (30) days to the Circuit or Superior Court of Hancock County with the Territory being named as sole defendant.
  
- I. Upper-Level Policymaking Positions – The Mayor of the City is empowered by Indiana Law to appoint upper-level policy making positions. Upper-level policy making positions refer to the Fire Chief and the next rank immediately below the Fire Chief. The Fire Chief shall be selected from the Territory and must meet the requirements as prescribed by state law, city ordinance and the Professional Qualifications policy of the Territory. Removal of an upper-level policy making position is removal from rank only and not removal from the Territory. When a member is removed, the members shall be appointed by the Commission to the rank in the Territory that the member held at the time of the member's upper level appointment or to any rank to which the member had been promoted during the member's tenure in the upper level position. If such rank is not open, the member is entitled to the pay of that rank and shall be promoted to that rank as soon as an opening is available.





## Section IX: Performance Evaluations

- A. General Job Performance Evaluation – The Territory shall administer, at least once a year, a general job performance evaluation for every non-probationary member of the Territory. Performance evaluations shall be conducted by one (1) or more of the member's direct supervisors in accordance with this procedure and on an approved format established by the Fire Chief and as approved by the Commission.
- B. Field Evaluations – Field evaluations or other evaluative tests may be utilized during the year to assess the skills of various personnel in the performance of duties.
- C. Probationary Employees – A probationary member shall receive an evaluation at least once every six (6) months after the date of hire, including an evaluation immediately prior to the expiration of the probationary period. A recommendation shall be made from the probationary employee's supervisor to the Fire Chief for presentation to the Commission regarding the probationary member's successful completion of the probationary period.
- D. Newly Promoted Officers – All promotions shall be probationary for one (1) year from the date of promotion. Following a promotion, the member shall receive an evaluation at six (6) months after the date of promotion and at eleven (11) months after the date of promotion by the member's immediate supervisor. A recommendation shall be made from the member's immediate supervisor to the Fire Chief for presentation to the Commission regarding the member's successful completion of the probationary promotion period.
- E. Records – The members' immediate supervisor will sit down and go through each member's own evaluation and give reasoning for scores in each area. The member shall receive a copy of the evaluation for the member's own records. The evaluations will be delivered to the Fire Chief for review and presentation to the Commission. Once an evaluation is approved, it will be placed in the member's personnel file.
- F. Appeals – A member who is aggrieved with the performance evaluation rating given by a supervisor may appeal in writing to the Commission for a review of the rating. The appeal must be filed with the Fire Chief within ten (10) days of receiving notice of the performance evaluation. A written narrative of the perceived evaluation discrepancy and a copy of the performance evaluation must be included with the appeal. The Commission will affirm or correct the rating at the Commission's next meeting, or at such other time designated by the Commission. The Commission shall notify the appealing party and the



Fire Chief at least forty-eight (48) hours in advance of the appeal hearing on any performance evaluation.



## Section X: Disciplinary Actions

- A. General Discipline – Both the Fire Chief and the Commission may take disciplinary action against a member of the Territory. The policies and procedures for disciplinary action are set forth in I.C. 36-8-3.5-17, -18, -19 and -19.3. The Fire Chief may issue reprimands up to suspensions without pay for a maximum of forty (40) hours without Commission approval. Any suspension without pay imposed on a member must be reported to the Commission.
- B. Discipline Actions by the Commission – The Commission may take the following disciplinary actions against any firefighter of the Territory:
  - 1. Suspension with or without pay;
  - 2. Demotion;
  - 3. Dismissal.
- C. Causes for Disciplinary Action – A member of the Territory may be disciplined by the Commission if a finding and decision by the Commission that the member is guilty of any one (1) or more of the following actions:
  - 1. Conviction in any court of a crime;
  - 2. Neglect of duty;
  - 3. Violation of rules, regulations or policies;
  - 4. Neglect or disobedience of orders;
  - 5. Continuing Incapacity;
  - 6. Absence without leave;
  - 7. Immoral Conduct;
  - 8. Conduct injurious to the public peace or welfare;
  - 9. Conduct unbecoming of a Firefighter; or
  - 10. Furnishing information to an applicant for appointment or promotion that gives that person an advantage over another applicant.
- D. Investigation – All disciplinary matters to come before the Commission shall be presented to the Fire Chief for appropriate investigation and inquiry. The Fire Chief may assign any investigation to be completed by the Fire Chief Officer's Board of Review in accordance with the Policy Manual. A copy of all investigation findings and relevant information will be delivered to the Fire Chief along with a recommendation of charges for the Fire Chief to consider.
- E. Hearing Request – After an investigation is complete, if the Fire Chief brings charges to the Commission against a member for an alleged breach of conduct, a hearing shall be



conducted upon request of the member, however, the hearing must be requested within five (5) days of the Fire Chief bringing charges.

- F. Notice of Hearing – Written notice of the hearing shall be served upon the accused member in person or by a copy left at the member's last known address at least fourteen (14) days before the date of the hearing. The notice must state:
  - 1. The time and place of the hearing;
  - 2. The charges against the member;
  - 3. The specific conduct that comprises the charges;
  - 4. That the member is entitled to representation by counsel or another representative of the member's choice;
  - 5. That the member is entitled to call and cross examine witnesses;
  - 6. The member is entitled to require the production of evidence; and
  - 7. The member is entitled to have subpoena's issued, served and executed.
- G. Commission Powers – The Commission may compel the attendance of witnesses by issuing subpoenas, examine witnesses under oath, and order the production of books, papers, and other evidence by issuing subpoenas. If a witness refuses to appear at a hearing of the Commission after having received written notice requiring the witness's attendance or refuses to produce evidence that the Commission requests by written notice, the Commission may file an affidavit in Hancock County Circuit Court. The Circuit Court will issue a summons served by the Hancock County Sheriff requiring the appearance of a witness or the production of information or evidence to the Commission. Disobedience of a summons constitutes contempt of court. All expenses related to the filing of the affidavit and the issuance of the summons shall be charged to the witness against whom the summons has been issued unless the Circuit Court provides otherwise.
- H. Determination – A determination by the Commission to discipline a member may be made only if the preponderance of evidence presented at the hearing indicates such a course of action.
- I. Record Keeping – The Commission shall keep a record of all disciplinary hearings and proceedings. The Commission shall give a free copy of the transcript of the hearing to the Member upon request if an appeal is filed.
- J. Appeals to Court – A member who is aggrieved by a decision of the Commission to issue a suspension without pay for greater than ten (10) calendar days or eighty (80) hours, demotion, or dismissal may appeal to the Hancock Circuit or Superior Court in accordance with I.C. 36-8-3.5-18. The appeal shall be made according to the Indiana Rules of Trial



Procedure with exceptions stated in the foregoing statute. The aggrieved member must file a bond at the time of filing the complaint conditioned on the member prosecuting the appeal to a final determination and paying the court costs incurred in the appeal. Within thirty days after the service of summons, the Commission shall file in court a complete transcript of all papers, entries, and other parts of the record relating to the case.

- K. Fire Chief's Disciplinary Authority – In addition to the disciplinary powers of the Commission, the Fire Chief may, without hearing, reprimand or suspend without pay a member for a maximum of forty hours. Written reprimands may also be delegated to the shift level officers for disciplinary measures within the shift. If the Fire Chief suspends a member or the Chief or his designee reprimands a member in writing, then the Fire Chief shall notify the Commission in writing of the action and reasons for the action within forty-eight (48) hours of the member receiving the discipline. A member who is reprimanded in writing or suspended, may within forty-eight (48) hours, request in writing that the Commission review the discipline. The Commission may uphold, reduce, or increase the disciplinary action after review. The forty-eight (48) hours is calculated from the date and time the member signs for receipt of the discipline. If the Commission decides to hold a hearing, then the Merit Commission Rules set forth herein for a hearing shall be followed.