

	<b>West Fargo Fire &amp; Rescue Policy and Procedure</b>			Authorized by:  D. Fuller Fire Chief
	Subject: BOARD OF REVIEW			
	Section: ADMIN	Date Authorized: 8/5/2015	Date Reviewed: 11/1/2017	
	Number: 109			

**Intent**

The intent of this policy is to establish the procedures for forming the Board of Review

**Policy**

There shall be a committee of 5 members hereinafter called the West Fargo Fire Department Board of Review. It shall be composed of the Fire Chief, the First and Second Assistant Chiefs, a Captain and a member selected from the department membership. The Fire Chief will be designated as chair.

The Board of Review will be convened at the discretion of the Fire Chief for the purpose and term the Chief shall specify.

The duties of the Board of Review may include but will not be limited to:

- Investigations of the circumstances surrounding violations or alleged violations of the rules and regulations.
- Investigations of charges filed by a citizen or member against a member of this department
- Areas of disagreement or difference where executive resolution by the Fire Chief is not desirable
- Review recommendations of commendations for employees, other city employees, and citizens.

When the Board is convened to investigate the circumstances surrounding an incident where formal charges may be or have been filed the following shall apply.

- The subject at his/her option may be allowed one member of the department for assistance and advisement. The advisor and subject may confer but may only address the board with permission of the chair and may not unnecessarily delay the proceedings.
- Testimony before the board, its deliberations, and findings shall be kept in strict confidence. Board members, advisors and witnesses shall not discuss the proceedings with anyone not directly involved in their investigation.
- At any time an individual does not find satisfaction they may proceed with a formal grievance to the West Fargo Fire Department Board of Directors.