OP Area Coordinator Receives a Written Complaint OR a Poor Performance Evaluation in an “AFTER ACTION” Report.

- **Yes**: If allegations of criminal activity are present, review as part of the regular annual “AFTER ACTION” process with follow-up as needed.
- **No**: If no criminal activity, suspend individual from future OP Area Assignments until resolved.

Is the issue of an urgent nature—such as a violation of policy or threat to safety?

- **Yes**: Forward to appropriate chief of the department/district to investigate.
- **No**: Review as part of regular annual “AFTER ACTION” process with follow-up as needed.

Was the evaluation or complaint placed against a Fire Chief?

- **Yes**: Forward to appropriate agency contact to investigate (Board President/City Manager).
- **No**: Forward to appropriate agency contact to investigate (Board President/City Manager).

1. Forward Information to Appropriate Law Enforcement Agency.
2. Suspend Individual from Future OP Area Assignments until Resolved.

Were allegations substantiated?

- **Yes**: Corrective action plan forwarded to OP Area Coordinator.

Corrective Action Plan Forwarded to OP Area Coordinator.

CICCS Reviews Agency Actions and Establishes Requirements (if any) for Reinstatement.

Were allegations substantiated?

- **Yes**: Advise OP Area Coordinator (Lift Suspension).
- **No**: 300 level or above?

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- **Yes**: Advise OP Area Coordinator (Lift Suspension).
- **No**: Done

1. Follow local agency policy for investigation
2. **Temporary Suspension from Assignments.**

The suspension will be established at a base level - 100, 200, 300, etc. (Depending on the nature of the complaint) and apply to all ICS Qualifications that are equal to or greater than that level.