

**PLAINSBORO TOWNSHIP BOARD of FIRE COMMISSIONERS**  
**FIRE DISTRICT No. 1**  
**ARREST and CONVICTION POLICY**

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Any member of the Plainsboro Volunteer Fire Co. No. 1 or employee of the Plainsboro Fire District charged with a crime (other than a minor traffic offense), offenses, or DWI arrest shall report being charged with such crime, offenses or DWI arrest within 72 hours of being made aware of such charge. Members of the Plainsboro Volunteer Fire Co. No. 1 must report same to the President and Fire Chief, employees of the Plainsboro Fire District must report same to the Fire Commissioner in charge of Personnel and the Fire Chief. Failure to report being charged with such a crime offenses or DWI arrest may result in appropriate disciplinary action, including suspension or termination of membership of the Plainsboro Volunteer Fire Co. No. 1 or employment with the Plainsboro Fire District.

The Membership Committee for members of the Plainsboro Volunteer Fire Co. No. 1 and the Board of Fire Commissioners for employees of the Fire District shall review the nature of the crime, offenses or DWI arrest the facts and circumstances that can be determined through the investigation process, and make a determination on what, if any, action should be taken regarding the members/employees status until resolution of the charge.

Members of the Plainsboro Volunteer Fire Co. No. 1 or employees of the Plainsboro Fire District shall notify the appropriate parties within 24 hours of the outcome of a criminal case. Failure to report a conviction or guilty disposition may result in appropriate disciplinary action, including termination.

The Membership Committee/Board of Fire Commissioners shall review the nature of the crime and make a determination on what, if any, action should be taken regarding the member's-employee's status based upon the facts and circumstances.