



# FOREST LAKES FIRE DISTRICT NEW HIRES POLICY NUMBER 0004



## Purpose

To establish policy for the actions involved in hiring new employees or re-hiring former employees.

## Definitions

The Board-Elected members of the Forest Lakes Fire District Board.

New Hire – Individuals who have never, to date, been associated with the Forest Lakes Fire District.

Re-hires – Individuals who have been employed in the past by the Forest Lakes Fire District, left the District's employ and are now seeking reinstatement.

On Duty Staff – Professional first responders, currently employed at other Arizona fire districts, who provide the primary support for the District.

Administrative Office Staff-Both Full time and part-time personnel currently employed by the Forest Lakes Fire District to manage and assist in the administrative operations of the District.

Green Waste Transfer Station employees-Those personnel hired by the Forest Lakes Fire District to oversee the operations the Green Waste Site.

Fire Department Volunteers-Citizens who provide assistance to the Forest Lakes Fire Department without any financial reimbursement.

Paid on Call – Paid volunteers, typically local to Forest Lakes, who provide back up support for the District's mission and activities

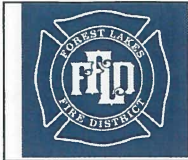
## Policy

The Chief shall make the final decision on all hires of the District, be they On Duty Staff, Paid on Call, Administrative Office Staff, Green Waste Transfer Station or Fire Department Volunteers.

Both new hires and re-hires shall be given a 90 day Performance Review where the employee's performance, attendance and attitude shall be evaluated.

All potential hires of the District shall meet the following criteria for employment:

- Forest Lakes Fire District Application for Employment
- 18 years old (21 for any driver position)



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- High School Graduate or GED
- Valid Arizona Driver's License
- Drug Testing (mandatory)
- Physical Examination
- MVD Record
- Finger Printed (mandatory)

Employment acceptance is dependent on a clean reference and background check

Approved by the Forest Lakes Fire District Board on: 08-17-19.

A handwritten signature in cursive script that reads 'John Hennessey'.

John Hennessey , Clerk