



FOREST LAKES FIRE DISTRICT DISCIPLINARY MEASURES AND DISMISSALS POLICY NUMBER 0005



Purpose

To establish policy guidelines for the disciplining or dismissal of a Forest Lakes Fire District employee.

Definitions

Employee: Any full-time, seasonal, part-time or volunteer person who represents the Forest Lakes Fire Department.

HIPAA. Health Insurance Portability and Accountability Act of 1996 is United States legislation that provides data privacy and security provisions for safeguarding medical information.

Offenses Which May Trigger This Policy. These include, but are not limited to, the following:

- Violence against another person
- Theft
- Insubordination
- Conduct unbecoming
- Falsifying reports
- HIPAA violations
- Intentional damage to equipment or property
- Inappropriate sexual harassment or behavior

Policy

For an infraction or offense, the offender shall be verbally reprimanded by the Chief or administrating authority in a private manner and be counseled. Documentation will be placed in the personnel file regarding the circumstances of the incident, and the verbal reprimand.

Repeat infractions or offenses:

The offender shall receive written documentation of the infraction, and shall receive a written reprimand regarding the offense and be counseled. Documentation will be placed in the personnel files regarding the issuance of the written reprimand, as well as a copy of the written reprimand signed by the offender.



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The receipt of three (3) reprimands within a 12 month period will constitute grounds for dismissal from the Forest Lakes Fire Department.

Note: Failure to comply with Drug and Alcohol Policy 007 may result in termination independent of this policy.

Approved by the Forest Lakes Fire District Board on: 9-21-2019.

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

John Hennessey, Clerk