Southern Webster County Fire Protection District

Hiring & Termination Policy
Policy No.: 2025-12
Effective Date: _____
Issued By: Deputy Chief Justin Levy
Approved By: Board President _____ on _____

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1. Purpose

The purpose of this policy is to establish consistent procedures for the recruitment, selection, onboarding, and termination of members within the Southern Webster County Fire Protection District. This ensures fairness, transparency, professionalism, and compliance with district standards and Missouri state requirements.

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2. Scope

This policy applies to all applicants, volunteer members, and officers of the Southern Webster County Fire Protection District.

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3. Hiring Authority

- The **Fire Chief** and **Deputy Chief** oversee the hiring process.
- All final hiring recommendations are submitted to the **Board of Directors** for approval.
- No individual may be hired, reinstated, or placed into district service without Board approval.

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4. Equal Opportunity Statement

The District provides equal opportunity for all applicants regardless of race, color, religion, national origin, gender, age, disability, or veteran status. Hiring decisions will be based solely on qualifications, ability, and suitability for district service.

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5. Recruitment & Application Process

5.1 Recruitment

The District may recruit through:
● Online postings
● Social media
● Community outreach
● Fire service training programs
● Local schools or cadet programs

5.2 Application Requirements

Applicants must submit:
● Completed district application
● Copy of driver's license
● Proof of residency in the district
● Certifications (FFI/II, EMS, NIMS, etc., when applicable)
● Any other documents deemed necessary by the district

Applications remain active for **6 months** unless withdrawn.

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6. Screening & Selection

6.1 Background Check

All applicants must pass a criminal background check. Disqualifying results may include:
● Felony convictions
● Crimes involving violence or dishonesty
● Sex offenses
● Drug-related offenses
● Any crime that may impact safety, trust, or public confidence

6.2 Driving Record Check

A valid driver’s license is required. Applicants with major violations may be disqualified from positions requiring driving of district apparatus.

6.3 Interview Process

Applicants may be interviewed by:
● Hiring Committee
● Fire Chief
● Board of Directors

6.4 Probationary Period

All new members will serve a **12-month probationary period**, during which:
● Performance is evaluated
● Training requirements must be completed
● Failure to meet standards may result in dismissal without progressive discipline

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7. Onboarding & Training

7.1 Required Documents

Members must sign/acknowledge:
● District policies
● Chain of command
● Response and behavior expectations
● Training requirements
● PPE issuance form

● Complete W-9 Form

7.2 Training Requirements

Members must complete district-required training, including but not limited to:
● Orientation
● PPE/SCBA training
● Safety policies
● Apparatus familiarization
● SWCFPD-specific operational guidelines

Failure to complete required training may affect probation status or membership.

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8. Membership Types

The District may hire/accept:
● Volunteer Firefighters
● Cadets transitioning to adult membership

Each category has specific expectations defined by policy.

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9. Termination Procedures

Termination may occur through:

1. **Voluntary Resignation**
2. **Failure to Meet Probation Requirements**
3. **Administrative or Disciplinary Termination**
4. **Board-Approved Removal**

9.1 Voluntary Resignation

Members may resign by submitting a written notice to the Fire Chief or Deputy Chief. The District will collect PPE, gear, and be removed from Active 911 before completion of resignation.

9.2 Probationary Dismissal

Probationary members may be dismissed if they fail to meet performance or training expectations.

9.3 Administrative Termination

A member may be terminated for:
● Failure to meet minimum requirements
● Attendance deficiencies
● Inability to perform essential functions

Administrative terminations must be documented and forwarded to the Board.

9.4 Disciplinary Termination

Termination due to misconduct will follow the district's **Disciplinary Policy**, including:
● Investigation
● Documentation
● Board review
● Final Board approval for removal

9.5 Immediate Termination

The district may immediately suspend or recommend termination for:
● Criminal acts

● Violence or threats
● Major safety violations
● Substance abuse on duty
● Behavior placing personnel or the public at risk

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10. Board Approval Requirement

All final terminations (except voluntary resignations) must be approved by the **Board of Directors**.

The Fire Chief or Deputy Chief will present documentation and a recommendation for vote.

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11. Exit Procedures

Before release from the District, the following must occur:

● Return of all PPE and assigned gear
● Removal from district rosters and response systems
● Final personnel record update
● Optional exit interview

Failure to return district property may result in action by the Board.

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12. Policy Review

This policy will be reviewed annually by the Fire Chief and Deputy Chief, and submitted to the Board of Directors for updates or revisions.