



GREATER NAPLES FIRE RESCUE DISTRICT EMPLOYMENT APPLICATION

PERSONAL
YOU MUST FULLY COMPLETE THE APPLICATION.

DATE: _____ 20 ____

INCOMPLETE APPLICATIONS WILL BE REJECTED. FILL IN ALL BLANKS.

NAME (Last)	(First)	(Middle)	Area Code and Telephone
MAILING ADDRESS		City, State, Zip Code	Last 4 SS#
Email Address	DRIVERS LICENSE NO.		EXPIRATION DATE STATE
ARE YOU AUTHORIZED TO WORK IN THE U.S.?	YES	NO	IF APPOINTED, HOW SOON CAN YOU BEGIN WORK?

MILITARY SERVICE RECORD

WERE YOU IN THE U.S. ARMED FORCES?	YES	NO	IF YES, WHAT BRANCH?
DATES OF DUTY			RANK AT DISCHARGE
From: (MM/DD/YY)	To: (MM/DD/YY)		
ARE YOU SEEKING VETERAN'S PREFERENCE? <i>IF YES, Supply supporting documentation from Veterans Affairs (a VP 1,2 or 3 form)</i>	YES	NO	ARE YOU IN THE NATIONAL GUARD OR RESERVES? YES NO
IF YES, LIST BRANCH AND SPECIAL TRAINING OR DUTIES:			

EDUCATION- Attach certificate of highest degree

CIRCLE HIGHEST GRADE COMPLETED							
GRADE SCHOOL	1 2 3 4 5 6 7 8	HIGH SCHOOL	1 2 3 4	COLLEGE	1 2 3 4	GRADUATE	1 2 3 4
HIGH SCHOOL	NAME	LOCATION				GRADUATED	YES OR NO
COLLEGE	NAME	LOCATION	MAJOR	MAJOR		GRADUATED	YES OR NO
GRADUATE SCHOOL	NAME	LOCATION	MAJOR	MAJOR		GRADUATED	YES OR NO
VOCATIONAL SCHOOL	NAME	LOCATION	MAJOR	MAJOR		GRADUATED	YES OR NO
OTHER TRAINING							
DO YOU HAVE A G.E.D.?	YES	NO	WHERE OBTAINED?	DATE OBTAINED			

EQUAL OPPORTUNITY EMPLOYER

ATTACH CERTIFICATE(S)
(IF APPLICABLE)

LIST ANY OTHER SPECIAL QUALIFICATIONS:

LIST ANY VOLUNTEER EXPERIENCE OR TRAINING:

VETERANS' PREFERENCE

Check the appropriate block if you are claiming veterans' preference. **A DD214 or comparable document which serves as a certificate of release or discharge must be furnished at the time of application.**

- 1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Veterans' Administration and the Department of Defense, **or**
- 2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, **or**
- 3. A veteran of any war who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955 and who was honorably discharged from the Armed Forces of the United States of America if any part of such active duty was performed during a wartime era, excluding active duty for training, **or**
- 4. The un-remarried widow or widower of a veteran who died of a service-connected disability.

BRANCH OF SERVICE

DATE OF ENTRY

DATE OF DISCHARGE

Have you claimed and been employed using veterans' preference since October 1, 1987? YES ___ NO ___

If "Yes"

Name of Employer

REFERENCES (3 REQUIRED)
(Excluding Former Employer or Relatives)

Name and Occupation	Must have COMPLETE mailing address include City, State & Zip	Area Code and Telephone
1. _____		
2. _____		
3. _____		

PRESENT AND PRIOR EMPLOYMENT

List below all present and past employment, **beginning with your most recent employer and covering at minimum the last 10 years.** Include summer and part-time jobs. All time must be accounted for.

If unemployed, or in school, include these dates. Add extra pages if more space is needed.

MUST HAVE COMPLETE ADDRESS – INCLUDING CITY, STATE, AND ZIP CODE

1.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				
2.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				
3.	Name and address of company and type of business	From Mo. / Yr.	Job Title: Describe the work performed	Starting Salary	Ending Salary
		To Mo. / Yr.		Name of Supervisor	
	Area Code and Telephone				
	Reason for Leaving				

May we contact your present employer? Yes ___ No ___

Greater Naples Fire Rescue District Smoke and Tobacco Free Affidavit

I, _____, do hereby affirm that I have not been a user of tobacco or tobacco products for at least one (1) year immediately preceding my application. Additionally, I acknowledge my responsibility for full compliance with District Policy # 901.4 Smoke and Tobacco Free Workplace (as attached) for the duration of my employment.

Under the penalties of perjury, I declare that I have read the foregoing affidavit and policy and that the facts stated in it are true.

DATED and SIGNED this _____ day of _____, 20_____.

Signature of Applicant

Sworn to and subscribed before me this _____ day of _____, 20_____

Signature of Notary Public

Print, type or stamp commissioned name of Notary Public

- Personally Known
- Produced Identification

Type of Identification Produced: _____



GREATER NAPLES FIRE RESCUE DISTRICT POLICIES

Approved:
9/14/2016

POLICY # 903.4 Drug Free Workplace

Revised:
02/02/2017
B of FC
06/09/2020

Purpose

The use of illegal drugs and the misuse of alcohol by employees are inconsistent with the commitment of the Greater Naples Fire Rescue District (District) to a safe, healthy, secure, and productive work environment. Employees who use illegal drugs and misuse alcohol may have a number of work-related problems such as absenteeism, tardiness, lower productivity, missed deadlines, poor work quality, increased accidents, and injuries. Equally important, the use of illegal drugs and alcohol misuse can also result in a number of personal health and behavioral problems.

Therefore, the District is committed to providing its employees a Drug Free & Alcohol Free Workplace. The Fire District shall implement and maintain a Drug-free & Alcohol free workplace program consistent with Florida Statute 112.0455, 440.101, 440.102, or as amended thereafter.

Policy

This policy, which is part of the District's Drug-Free Workplace program, applies to all applicants, and all employees of the Fire District. Applicants and employees of the District must comply in good faith with this policy as a condition of their employment. The District in-turn will apply the provisions herein equally to all potential and current employees of the District.

Prohibitions

Illegal Controlled Substances: The District prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to sell or distribute illegal controlled substances at any time whether on or off duty, whether on or off District property. Illegally controlled substances are defined by applicable state laws. Illegal substances generally fall into five (5) groups:

- A. Marijuana
- B. Cocaine
- C. Amphetamines (including amphetamine & methamphetamine)
- D. Opiates (including morphine, codeine & heroin)
- E. Phencyclidine (PCP)

Alcohol Abuse

The District prohibits the abuse of alcohol while on duty, while on District property, while operating District vehicles or equipment, or being transported in District vehicles, or use within four (4) hours of

reporting to work for duty; or having an alcohol concentration of 0.04 or greater before, during or after having performed employment duties for the District.

Inspections of Premises

The Fire District reserves the right to inspect all parts and aspects of its premises for illegal drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections on District property, including work areas and public property (such as personnel lockers, desks, bedrooms, District issued gear, equipment, and other areas not considered personal or private) that might conceal illegal drugs, alcohol or other contraband.

Fire District Drug Testing Program

The Fire District retains the right to test an employee or job applicant for any drug provided for by law and in accordance with identified Federal and State testing methods.

Notice to Employees and Job Applicants

The District shall give all employees and applicants for employment a written/electronic copy of this policy.

Types of Testing

The District is required to conduct the following types of drug tests:

Job applicant drug testing: The District will require job applicants to submit to a drug test and may use a refusal to submit to a drug test or a positive confirmed drug test as a basis for refusing to hire a job applicant.

Reasonable Suspicion

The District will require an employee to submit to reasonable-suspicion drug testing.

Routine Fitness for Duty Drug Testing

The District will require an employee to submit to a drug test if the test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination or that is scheduled for all employees of a classification or group.

Follow-up Drug Testing

If an employee in the course of employment enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation program, the employer may require the employee to submit to a drug test as a follow-up to such a program, on a quarterly, semiannual, or annual basis for up to two years thereafter.

Post-Accident Testing

The District will require an employee to submit to drug testing following an accident per District SOG 304.1 District Vehicle Accidents or following a personal injury event resulting in a workers compensation report of injury.

Medical Review Officer

Any employee may contact the testing center's Medical Review Officer (MRO) to ask questions about technical information about non-prescription and prescription medications. The MRO is listed on the Chain of Custody form.

Procedures and Employee Protection

The District will ensure that any drug test conducted or requested by the District will occur before, during, or immediately after the regular work period of the employee. In no instance shall a drug test occur after 7 calendar days from the date of incident, provided the employee presents as available (ie not on vacation, incapacitated by injury, etc.). All testing shall be deemed to be performed during work time for the purposes of determining compensation and benefits for the employee.

The District will not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of an employee or job applicant on the sole basis of a positive test result that has not been verified by a confirmation test and by a MRO. The employee has the right to review drug-testing results with the MRO and offer evidence to the contrary of any testing result.

The District will not discharge an employee on the sole basis of the employee's first confirmed drug test, unless:

- A. The employee has either refused to participate in the employee assistance program or the alcohol and drug rehabilitation program or has failed to successfully complete such program, as evidenced by withdrawal from the program before its completion or a report from the program indicating unsatisfactory compliance, or by a positive test result on a confirmation test after completion of the program.
- B. Employee has failed or refused to sign a written consent form allowing the District to obtain information regarding the progress and successful completion of an employee assistance program or an alcohol and drug rehabilitation program.
- C. Employee has caused or contributed to an injury or illness while at work to ones' self or another person, or caused vehicle or facility damage.

The District based upon circumstances, evidence, previous practices, work place safety, and employee record has the flexibility to take into account all aspects of employment before making any employment decision.

Upon successful completion of an employee assistance program or an alcohol and drug rehabilitation program, the employee shall be reinstated to the same or equivalent position.

The District shall pay all costs of all drug tests; initial, confirmation, and follow-up, which the District requires of employees or job applicants.

The District shall not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment, while under the employ of the District, for a drug related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug-related problems, or entered a drug rehabilitation program. If the District provides or selects the employee assistance program or drug or alcohol rehabilitation program, the District shall pay all costs of the program.

If drug testing is conducted based on reasonable suspicion, the District shall promptly detail in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant testing. A copy of this documentation shall be given to the employee upon request and the original document shall be kept confidential by the District for at least one year.

Employer Protections

An employee or job applicant whose drug test result is confirmed as positive in accordance with District policy shall not, by virtue of test result alone, be deemed to have a "handicap" or "disability" as defined under federal, state, or local handicap and disability discrimination laws.

The District may discharge or discipline an employee or refuse to hire a job applicant in compliance with this policy. The employee or job applicant is considered to have been discharged, disciplined, or refused to be hired for just cause.

Nothing in this section shall be construed to prevent the District from establishing reasonable work rules related to employee possession, use, sale, or solicitation of drugs, including convictions for drug-related offenses, and taking action based upon a violation of any of those rules.

This policy does not act retroactively, and does not abrogate the right of the District under state law to conduct drug tests, or implement employee drug testing programs.

If an employee or job applicant refuses to submit to a drug test, the District is not barred from discharging or disciplining the employee or from refusing to hire the job applicant.

This policy shall not prohibit the Fire District from conducting medical screening or other tests required, permitted, or not disallowed by any statute, rule, or regulation for the purpose of monitoring exposure of employees to toxic or other unhealthy substances in the workplace or in the performance of job responsibilities.

If an initial drug test of an employee or job applicant is confirmed or verified positive, the testing center's MRO shall provide technical assistance to the District and to the employee or job applicant for the purpose of interpreting the test result to determine whether the result could have been caused by prescription or nonprescription medication taken by the employee or job applicant.

Positive Drug Test / Employee's Rights

An employee who receives a positive alcohol or drug test has five business days following receipt of the required written notice to contest it or explain the result to the MRO. Further, the employee may contest the drug test result pursuant to law or to rules adopted by the Agency for Health Care Administration.

Confidentiality

Except as otherwise provided for under law, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of the drug testing program are confidential and exempt from Florida's public information laws.

The District, laboratories, medical review officers, employee assistance programs, drug rehabilitation programs, and their agents may not release any information concerning drug test results obtained pursuant to this policy without a written consent form signed voluntarily by the person tested, unless such release is compelled by an administrative law judge, a hearing officer, or a court of competent

jurisdiction pursuant to an appeal taken under this policy or is deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.

Nothing in this policy shall prohibit the District, an agent of the District, or laboratory conducting a drug test from having access to employee drug information or using such information when consulting with legal counseling connection with actions brought under or related to this policy or when the information is relevant to its defense in a civil or administrative matter.

Employees in Safety Sensitive or Special Risk Positions

When an employee of the District in a safety-sensitive or special-risk position enters an employee assistance program or drug rehabilitation program, the District may assign the employee to a position other than a safety-sensitive or special-risk position. If such position is not available due to extraordinary cause, the employee may be placed on leave without pay while the employee is participating in the program. However, the employee will be allowed to use any accumulated annual leave credits before leave may be ordered without pay.

Definitions

The District shall rely upon the definitions of terms cited in Florida Statutes, some of which are reproduced in part below:

- A. The term "Accident" means any incident on duty in which an employee's injury cannot be classified as first aid under the Florida Workers' Compensation Statute.
- B. The term "Chain-of-Custody" refers to the methodology of tracking specified materials or substances for the purposes of maintaining control and accountability at each stage in handling, testing, and storing specimens and reporting test results.
- C. The term "Confirmation Test" ("confirmed test" or "confirmed drug test"): means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
- D. The term "Controlled Substance" means a controlled substance in Schedules I through V of Section 893.03, Florida Statutes.
- E. The term "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug laws.
- F. The term "Drug" means any form of alcohol as defined in Section 322.01(2), including a distilled spirit, wine, a malt beverage, or an intoxicating preparation, or of any controlled substance identified under Schedule I, Schedule II, Schedule III, Schedule IV or Schedule V of the Controlled Substance Act, 21 U.S.C. s. 812(c) to include liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed as unlawful under Florida law.
- G. The term "Drug Rehabilitation Program" means a service provider that provides confidential, timely, and expert identification, assessment, and resolution of employee drug abuse.

- H. The term “Drug Test” (“test”) means any chemical, biological, or physical instrument analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites. In case of the testing for alcohol, the test shall be conducted in accordance with the United States Department of Transportation alcohol testing procedures authorized under 49 C.F.R., Part 40, Subparts J through M at a licensed facility.
- I. The term “Employee” means any person who works for salary, wages, or other remuneration for the District.
- J. The term “Employee Assistance Program” means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work.
- K. The term “District” (“Employer”) means a person or entity that employs a person and that is covered by the Workers’ Compensation Law.
- L. The term “Illegal Drugs” means all controlled substances that are not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 U.S.C. (812) and 21 C.F.R. Part 1308).
- M. The term “Initial Drug test” means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurately scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost effective form.
- N. The term “Job Applicant” means a person who has applied for a position with the District and has been offered employment conditioned upon successfully passing a drug test, and may have begun work pending the results of the drug test.
- O. The term “Medical Review Officer” (“MRO”) means a licensed physician, contracted with the District through the testing center, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain-of-custody collection procedures, who verifies positive, conformed test results; and who has the necessary medical training to interpret and evaluate an employee’s positive test result in relation to the employee’s medical history or any other relevant biomedical information
- P. The terms “Prescription” or “nonprescription” medication means a drug or medication obtained pursuant to a prescription or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
- Q. The term “Reasonable-suspicion” drug testing means drug testing based on a belief that an employee is using or has used alcohol or drugs in violation of the District’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, as documented on the District’s Drug Free Workplace-Reasonable

Suspicion Confidential Observation Form. Reasonable suspicion testing can only be required by a Command Staff Trained Evaluator, who is not a reporting observer. In addition to the following factors, the Drug-Free Workplace Reasonable Suspicion Form must be completed before ordering a reasonable suspicion test. Among other things, such fact and inferences may be based upon:

1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of drugs.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of alcohol or drug use, provided by a reliable and credible source, which has been independently corroborated.
4. Evidence that an individual has tampered with a drug test during his or her employment with the District.
5. Information that an individual has caused, contributed to, or been involved in an accident/incident while at work.
6. Evidence that an employee has used, possessed, sold, solicited, or made an unauthorized transfer of drugs while working or while on the District's premises or while operating a District vehicle, machinery, or equipment.
7. Evidence that person has consumed alcohol within four hours of reporting for duty or consumed while on duty.
- R. The term "Refuse to cooperate" means to obstruct the collection or testing process, including not proceeding promptly to a collection site when ordered to do so, providing an adulterated or substituted specimen, failing to attempt to provide specimens, failing to sign testing and other required forms, and any other conduct that obstructs or interferes with testing.
- S. The term "Safety-sensitive-position means, with respect to the District, a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances, or a position in which a momentary lapse in attention could result in injury or death of another person.
- T. The term "Special-risk-position" means, with respect to the District, a position that is required to be filled by a person who is certified under Chapter 633 or Chapter 943, Florida Statutes.
- U. The term "Specimen" means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration, the United States Department of Health and Human Services, or the United States Department of Transportation.
- V. The term "Test positive for alcohol" means to take an alcohol test that results in an alcohol concentration of .04 or more.

W. The term "Test positive for drugs" means to take a drug test that results in a concentration of marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP), or their metabolites, that exceeds the cutoff levels that are set forth in 49 C.F.R. Part 40 and are subject to change by the U.S. government.

Consequences of Refusing to Test

Job applicants who refuse to cooperate in a drug test or who test positive for drugs will not be hired by the District.

Employees of the District who refuse to cooperate in a drug and/or alcohol test will be terminated.

Employees who test positive for drugs and/or alcohol or who otherwise violate this policy will be subject to appropriate disciplinary action up to and including termination of employment based upon provisions of this policy and other applicable policies. Depending on circumstances an employee's return to work, reinstatement, and/or continued employment may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatments, and rehabilitation programs, passing of return-to-duty and follow-up drug/alcohol tests, or other appropriate conditions as determined by the District.

The District reserves the right to take disciplinary action or other appropriate action against any employee for drug and/or alcohol offenses that negatively affect the District's reputation or operational effectiveness.

Crimes Involving Drugs

Employees who are convicted of, plead guilty to (including a plea of nolo contendere or no contest), or are sentenced for a crime involving illegal drugs must report the conviction, plea or sentence to the District within five (5) days business or before their next regularly scheduled workday after such conviction, plea, or sentence whichever occurs first.

If an employee who is convicted of, pleads guilty to or is sentenced for a crime involving illegal drugs performs work directly relating to the District's contracts or grants with a state or federal government, the District will report such conviction, pleas or sentence to the appropriate agency within ten (10) business days after it receives notice.

Discipline Remedies

An employee who is disciplined or job applicant that is not hired may file an appeal with the Public Employees Relations Commission. Any appeal must be filed within 30 calendar days of receipt by the employee or job applicant of the notice of discipline or refusal to hire. An employee under a collective bargaining agreement has the right to file a grievance.

Non-Discipline Remedies

Any person alleging a violation of the provisions of this policy, that is not remediable by the Public Employees Relations Commission or an Arbitrator under collective bargaining agreement, must institute a civil action for injunctive relief or damages, or both, in a court of competent jurisdiction within 180 calendar days of the alleged violation.

DRUG-FREE WORKPLACE POLICY

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING FORM

I hereby acknowledge that I have received a copy of the District's Drug and Alcohol Free Workplace Program. The policy sets forth rules, regulations, and procedures regarding alcohol misuse and illegal drug use by applicants and employees.

I understand this program is intended to comply with the Drug-Free Workplace Program requirements set forth in Section 440.102, Florida Statutes and the regulations promulgated by the State of Florida, Department of Labor and Employment Security, Division of Workers' Compensation and all other applicable federal, state and local laws and regulations.

I understand that it is my responsibility to read the policies and procedures contained in the Program and question my supervisor regarding any aspect of the Program that I do not understand. I further understand that compliance with the policies and procedures contained in the Program is a condition of employment with the District.

I further understand that the policies and procedures contained in the Program constitute statements of policy only, and are not to be interpreted as a contract of employment between the District and me (employee). I also understand that the District reserves the right to change, modify, or delete any of its policies and procedures in the Program at any time.

Printed Name of Employee

Signature of Employee

Date

DRUG-FREE WORKPLACE POLICY

APPENDIX B

DRUG CLASSIFICATIONS FOR WHICH THE DISTRICT WILL TEST

Initial Test: The District shall use the following cutoff levels when first screening specimens to determine whether they are positive or negative for these drugs or metabolites. Levels on initially screened urine specimens that are equal to or exceed the following shall be reported as positive and submitted for confirmation testing:

Amphetamines	1,000 ng/mL
Cannabinoids	50 ng/mL
Cocaine	300 ng/mL
Phencyclidine	25 ng/mL
Methaqualone	300 ng/mL
Opiates	2,000 ng/mL
Barbiturates	300 ng/mL
Benzodiazepines	300 ng/mL
Methadone	300 ng/mL
Propoxyphene	300 ng/mL

Alcohol testing shall be by urine sample and the initially screened specimen shall be considered (presumptively) positive and submitted for confirmation testing if the level is equal to or exceeds .04 g/dL. An equivalent or more accurate method may be selected by the District.

Levels on confirmation testing for blood specimens that are equal to or exceed the following shall be reported as positive. This confirmation testing shall be considered as meeting standards under gas chromatography if the following blood levels are exceeded:

Trade Names or Common Names		
Alcohol	.04 g/dL	Liquor, Beer, Booze
Amphetamines	500 ng/mL	Biphetamine, Desoxyn, Dexedrine
Cannabinoids	15 ng/mL	Marijuana, Pot, Grass
Cocaine	150 ng/mL	Coke, Flake, Snow, Crack
Phencyclidine	25 ng/mL	PCP, Angel Dust
Methaqualone	150 ng/mL	Quaalude
Opiates	2,000 ng/mL	Morphine, Tylenol-Codeine
Barbiturates	150 ng/mL	Phenobarbital, Amytal, Nembutal

Benzodiazepines	150 ng/mL	Librium, Valium, Halcion, Restoril
Methadone	150 ng/mL	Methadone-Polophine, Methadose
Propoxyphene	150 ng/mL	Darvocet, Darvon-N, Dolene

DRUG-FREE WORKPLACE POLICY

APPENDIX C

COMMON MEDICATIONS WHICH MAY ALTER OR AFFECT DRUG TESTING

These over the counter and prescription drugs could alter or affect drug testing results. Due to the large number of obscure brand names and constant marketing of new products, this list, as follows, is not intended to be all inclusive. It will remain the employee's or job applicant's responsibility to be aware of the potential impact on drug testing any medication that he/she may take on drug testing results. Below medications are listed by brand name or common/generic name with the type of drug for which they may alter test results:

Alcohol: All liquid medications containing ethyl alcohol (ethanol) can alter or affect drug testing results. Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol. Comtrex is 20% (40 proof). Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof), etc.

Amphetamines: Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, Fastin

Cannabinoids: Marinol (Dronabinol, THC)

Cocaine: Cocaine HCl topical solution (Roxanne)

Phencyclidine: not legal by prescription

Methaqualone: not legal by prescription

Opiates: Peragoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-Organidin

Barbiturates: Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Espic, Butisol, Mebaral, Butabarbital, Phrenilin, Triad

Benzodiazepines: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranzene, Valium, Verstran, Halcion, Paxipam, Restoril

Methadone: Dolophine, Methadose

Propoxyphene: Darvocet, Darvon N, Dolene

DRUG-FREE WORKPLACE POLICY

APPENDIX D

EMPLOYEE ASSISTANCE PROGRAMS AND LOCAL DRUG / ALCOHOL REHABILITATION PROGRAMS

A. Rehabilitation programs can be found through contacting the District's healthcare provider.

B. Other Helplines

National Council on Alcoholism	800-622-2255
Alcohol and Drug Helpline	800-527-5344
Cocaine/crack Helpline	800 – COCAINE
Cocaine Anonymous	800-347-8998
Marijuana Anonymous	800-766-6779
Narcotics Anonymous	818-773-9999



GREATER NAPLES FIRE RESCUE DISTRICT
POLICIES

Approved:
2/12/2014

POLICY # 901.4

Revised:

Smoke and Tobacco Free Workplace

Purpose

To provide for the implementation of a smoke and tobacco free workplace.

It is the practice of the District to comply with all federal, state and local ordinances regarding smoking of tobacco products in the workplace. This practice is made pursuant to the mandates of the Florida Clean Indoor Air Act.

It is the desire of the District to promote a healthy environment for workers and the public and to reduce insurance and other costs related to health problems and illnesses which may be caused by or exacerbated by exposure to tobacco.

Policy

It is the policy of the District to provide a safe and healthful work environment. Smoking or use of tobacco products or electronic smoking devices is prohibited in any District facility or on any District campus. This policy shall apply equally to employees. At no time shall any employee use tobacco products while on duty or in any District workplace.

Smoking or use of tobacco products is prohibited in all District vehicles.

Smoking is prohibited to all visitors or members of the public at all times in all public places, at all public meetings and in all enclosed areas within any District facility.

All responsible parties shall take immediate action with respect to any reported violations occurring within District buildings and to take any actions and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies.

The District shall post signs in all District facilities and campuses indicating that smoking and the use of tobacco products is prohibited pursuant to the Florida Clean Indoor Air Act.

The Fire Chief or designee shall strictly enforce this prohibition administratively on behalf of the District.

All violations shall also be considered a violation of District Policy and the Florida Clean Indoor Air Act, Florida Statutes, and will be subject to disciplinary action.

Definitions: The following terms shall have the meanings indicated:

DISTRICT FACILITY- Any building or any portion of any building owned by or leased to the District and used for governmental purposes.

DISTRICT VEHICLE- Any vehicle owned, leased or operated by the District and used for governmental purposes.

PUBLIC PLACE- The term shall mean all enclosed, indoor areas used by the general public in any District building, all external dining areas, and all areas located within 30 feet of an entrance of any District building. The term "public place" does not include areas which are not used by the general public.

SMOKING- Possession of a lighted tobacco product or electronic vapor device.

TOBACCO or TOBACCO PRODUCTS- Tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.

Greater Naples Fire Rescue District Job Classification

Position Title: Finance Manager

Rank: Civilian

Section Assignment: Admin and Finance

FLSA Status: Non-Exempt

Probationary Period: 6 months

Approved: K. Schuldt, Fire Chief 

Date: July 20, 2020

1. Introduction:

The Finance Manager for the Fire District is responsible for the daily financial functions for the organization, including all aspects of budgeting, payroll, purchasing, accounts receivable/payable, grants management and audit compliance.

2. Summary Description:

The Finance Manager has the responsibility of ensuring the District's financial operations are processed and reported accurately and with integrity. This will include but not be limited to responsibility for the oversight, management, and leadership in the areas of finance, grants, internal controls, and auditing for the District. This is a full-time 40-hour position, which may occasionally require extended hours to meet the needs of the District.

3. Nature of Work:

The Finance Manager is responsible to manage, plan, and supervise other staff in the planning and organizing of Fire District finances. The Finance Manager reviews work and ensures compliance related to the Truth in Millage reporting requirements, generally accepted auditing principles, local, state and federal financial requirements.

This job requires extensive knowledge of generally accepted accounting principles, with the ability to work independently. Excellent communication skills, both written and oral, are required.

The Finance Manager shall direct and coordinate accounting functions of personnel assigned to the Finance Branch to include; annual budget, accounts payables, accounts receivable, general ledger, and payroll. This individual coordinates annual audit process and preparation of the Comprehensive Annual Financial Report and provide required financial reports and related materials to the Section Director/Chief. This individual generally works in an office setting.

The Finance Manger shall be responsible for managing, reviewing, and verifying various financial assignments of considerable difficulty relating to organizational planning, budgeting, organizing, and supervising in the area of finance administration. An important aspect of working in this class is ensuring that personnel activities are accomplished in conformance with the Fire District Policies and Procedures, the Collective Bargaining Agreement, the Administrative Handbook, Federal and State Grant regulations and other pertinent rules and regulations. Considerable initiative and independent judgment is required in establishing programs and procedures for the areas of assignment.

4. Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This individual is primarily subject to sedentary work; must be able to move freely around an office setting.
- Must be able to use the fingers to make small movements such as typing, writing, using a calculator, picking up small objects, or pinching fingers together.
- Must be able to frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Must be able to hear average or normal conversations and receive ordinary information.
- Frequent movements using the wrist, hands, and/or fingers are regularly required.
- Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate computer and office equipment is required.
- Must be able to regularly exert up to 10 lbs. of force while bending, lifting and standing.
- Must be able to operate a motor vehicle.

5. Illustrative Tasks:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

- Manages grant programs and finances, to include reviewing and submitting for reimbursement, audit requirements, tracking monthly, quarterly, and closeout deadlines and submissions
- Ensures Section policies and procedures are up to date, relevant and compliant
- Reviews and processes financial documents; ensures accuracy; completes with appropriate information; enters information into automated financial information systems and submits for processing.
- Prepares documents for assigned accounting programs; ensures accuracy and completeness; obtains appropriate signatures where applicable, and submits/distributes for processing
- Reviews payroll tax deposits; reviews quarterly and annual tax returns, when applicable
- Reviews for accuracy the bi-weekly/monthly payroll deductions; (retirement contributions, Union deductions, voluntarily insurance, garnishments, etc.)
- Establishes and maintains accounting information in the automated financial information system; posts information and performs data entry for accounting transactions; maintains automated files and database; processes data to produce accounting documents; retrieves data for reports and/or records
- Performs general clerical tasks in support of assigned functions such as opening and distributing mail; distributes accounting documents, reports billing conflicts to supervisor; maintains office supplies; manages postage billing processes; prepares correspondence to customers, outside agencies, and vendors
- Advises supervisor of record keeping and accounting issues, policies and procedures and responds to requests for information and/or assistance
- Provides customer service and/or assistance to customers, employees, vendors, and the general public; provides information and explains policies and procedures

- Prepares journal entries, posts daily subsidiary ledgers to the general ledger
- Reconciles accounting transactions and documentation, bank statements, and the general ledger for assigned accounts; maintains running balances on assigned accounts
- Prepares monthly reports of the general ledger and balance sheet; analyzes said reports for discrepancies
- Coordinates the annual audit by an outside firm; researches, prepares information and documentation as necessary
- Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database or other system software
- Reviews bank payroll reconciliations
- Reconciles account receivables to grant agreements/contracts
- Reviews and guarantees fixed asset listing for all capital items
- Demonstrates the ability to define problems, collect data, establish facts, and draw conclusions

6. Supervisory Responsibilities:

- Exercise authority throughout the Section as assigned by Section Manager
- Responsible for the overall direction, coordination, and evaluation of assigned work unit(s)

7. Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following descriptions are representative of the knowledge, skill, and/or ability required.

- Possess knowledge of Federal, State, Local law, County Ordinances, and Fire District governing documents
- Demonstrate the ability to handle highly confidential information, in both written and verbal format
- Demonstrate the ability to respond to common inquiries or complaints from customers or members of the business community
- Demonstrate the ability to exercise sound judgment in stressful situations
- Demonstrate the ability to promote a positive morale among the operational personnel
- Requires the ability to review, classify, categorize, prioritize, and/or analyze data includes exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationship.;
- Demonstrate the ability to provide assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations
- Demonstrate the ability to operate, maneuver and/or control the actions of office equipment, machinery, tools, and/or materials used in performing essential functions
- Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

8. Requirements and Qualifications:

- High School diploma or equivalent
- Associates Degree in related field is highly desirable
- Minimum 5 years financial management experience
- Experienced in general and governmental budget and accounting principles and use of associated software platforms such as SAGE- Mas90. Proficiency with all applicable software programs shall be required within 3 months from date of hire.
- Must possess and maintain a valid Florida Driver license of a class which allows for the operation of Fire District staff vehicles
- Shall demonstrate a record of continued training to maintain and advance knowledge in all areas of his/her job by attendance at recognized seminars, conferences and training programs
- General knowledge of information technology related systems and programs to include, but not limited to Microsoft Outlook, Adobe, telecommunications systems and other related programs and platforms.



**GREATER NAPLES FIRE RESCUE DISTRICT
POLICIES**

Approved:
01/12/2016

Revised:

POLICY # 901.4

Smoke and Tobacco Free Workplace

Purpose

To provide for the implementation of a smoke and tobacco free workplace.

It is the practice of the District to comply with all federal, state and local ordinances regarding smoking of tobacco products in the workplace. This practice is made pursuant to the mandates of the Florida Clean Indoor Air Act.

It is the desire of the District to promote a healthy environment for workers and the public and to reduce insurance and other costs related to health problems and illnesses which may be caused by or exacerbated by exposure to tobacco.

Policy

It is the policy of the District to provide a safe and healthful work environment. Smoking or use of tobacco products or electronic smoking devices is prohibited in any District facility or on any District campus. This policy shall apply equally to employees. At no time shall any employee use tobacco products while on duty or in any District workplace.

Smoking or use of tobacco products is prohibited in all District vehicles.

Smoking is prohibited to all visitors or members of the public at all times in all public places, at all public meetings and in all enclosed areas within any District facility.

All responsible parties shall take immediate action with respect to any reported violations occurring within District buildings and to take any actions and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies.

The District shall post signs in all District facilities and campuses indicating that smoking and the use of tobacco products is prohibited pursuant to the Florida Clean Indoor Air Act.

The Fire Chief or designee shall strictly enforce this prohibition administratively on behalf of the District.

All violations shall also be considered a violation of District Policy and the Florida Clean Indoor Air Act, Florida Statutes, and will be subject to disciplinary action.

Definitions: The following terms shall have the meanings indicated:

DISTRICT FACILITY- Any building or any portion of any building owned by or leased to the District and used for governmental purposes.

ORIGINAL SIGNED
BOFC

Page 1 of 2

Smoke and Tobacco Free Workplace

DISTRICT VEHICLE- Any vehicle owned, leased or operated by the District and used for governmental purposes.

PUBLIC PLACE- The term shall mean all enclosed, indoor areas used by the general public in any District building, all external dining areas, and all areas located within 30 feet of an entrance of any District building. The term "public place" does not include areas which are not used by the general public.

SMOKING- Possession of a lighted tobacco product or electronic vapor device.

TOBACCO or TOBACCO PRODUCTS- Tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.

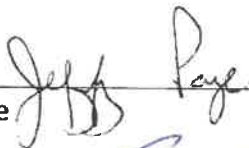
Greater Naples Fire Rescue District

Policy # 901.4 Smoke and Tobacco Free Workplace

Approved by:

Date: 11/2/2016

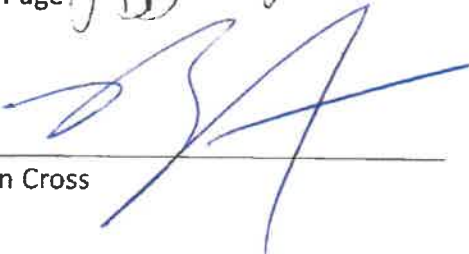
Board of Fire Commissioners



Jeff Page



Chuck McMahon



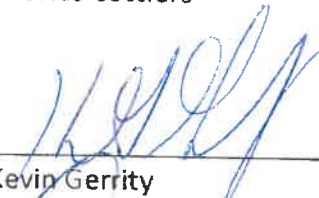
Brian Cross



Charles Cottiers



Steven Hemping



Kevin Gerrity



Robert Boyer



David Stedman

**This Organization
Participates in E-Verify**

**Esta Organización
Participa en E-Verify**



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781

dhs.gov/e-verify



E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

English / Spanish Poster