

## **Drugs and Alcohol Policy**

The Board of Commissioners (“Board”) recognizes that the abuse of drugs or alcohol pose a threat to the health and safety of all employees, volunteers, and the public. No firefighter shall use alcohol within four (4) hours preceding the performance of firefighting functions. No firefighter required to perform a firefighting function shall report for, or remain on duty while having an alcohol concentration greater than 0.00. Any employee or volunteer (hereinafter referred to as “employee”) who is observed by a superior to be intoxicated during working hours or during firefighting activities or is under reasonable suspicion of same may be immediately tested and is subject to discipline up to and including termination or removal.

The superior will immediately report any reasonable suspicions to a Board Member and Chief Officer. Reasonable Suspicion shall mean specific, clearly stated observations concerning the appearance, behavior, speech or body odors of the member. Before requiring testing, reasonable suspicions must be documented and confirmed by a Chief Officer or Commissioner. Reasonable suspicion should be noted in writing as soon as possible and kept on file. An employee will be required to submit to alcohol, drug or controlled substance testing when the employee’s performance causes a reasonable suspicion that that employee is impaired due to current intoxication, drug or controlled substance use, or in cases where employment/volunteer activity has been conditioned upon remaining alcohol, drug, or controlled dangerous substance free following treatment. Refusal to submit to testing when requested may result in immediate disciplinary action, including termination. Superiors that observe behavior constituting reasonable suspicion are required to report such suspicions as explained above and do not have the option of sending the employee home as an alternative.

Since a drug or alcohol policy infraction is considered very serious, false accusations are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for the person engaging in such behavior.

The use of alcohol or unlawful drugs on Fire District premises or rented firehouse areas, except in specifically designated areas and not while performing firefighting activities, is strictly prohibited.

Employees must notify a Chief Officer and the Board within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace.

Any employee who is aware that any prescription or non-prescription drugs which he/she is taking affects their job/volunteer performance or safety must notify the Chief or Board who is required to maintain the confidentiality of any information regarding an employee’s medical condition in accordance with the Health Insurance Portability and Protection Act.