FELTON FIRE PROTECTION DISTRICT

STANDARD OPERATING PROCEDURES

ARTICLE: 1 SOP: 1108

SECTION: 1100 PERSONNEL

SUBJECT: DRUGS AND ALCOHOL

The Felton Fire Protection District is committed to maintaining a drug and alcohol free workplace to protect its members and the general public for the serious risks posed by the manufacture, possession, distribution or use of drugs and alcohol. Substance abuse threatens and impairs member health, safety, security, job performance and morale. Members are expected and required to report to the station in an appropriate mental and physical condition for their assignment. To do so, members must not have alcohol, illegal drugs in their system.

The Felton Fire Protection District prohibits and does not tolerate being under the influence or, or possession or use of illegal drugs or alcohol at any time when the member is anywhere within the fire station, while wearing the fire district uniform or during fire district related activities.

Any sale of illegal drugs on the Felton Fire Protection District facility, premises, or in fire district vehicles will be treated as gross misconduct, punishable by immediate termination for the first offense.

**Prescription Medications**

Members who are taking prescribed medications on the advice of a physician that may affect their performance or have adverse side effects should immediately discuss their situation with the Fire Chief or the Officer in Charge and obtain written permission from the physician before return to duty. Such members are responsible for disclosing to one of the before mentioned persons the possible side effects of the prescribed medication on work performance and the expected duration of its use. Felton Fire Protection District shall determine whether a reasonable accommodation is necessary under the circumstances until the side effects of concern no longer exist.

**Types of Testing**

There are four types of testing used by the Fire District

1. Pre-hire Testing: All new members are required to pass a urine drug test.
2. Reasonable Suspicion Testing: When the officer in charge reasonably suspects a member is under the influence of drugs and/or alcohol, that person may require a drug test. The officer in charge will observe and document behaviors that may reasonably lead to a conclusion that a member may be under the influence of drugs or alcohol prior to requiring the test.
3. Post-Accident Testing: Testing may be required following some type of workplace accident. The purpose of this testing can be to rule out the possibility of drugs or alcohol as a factor in the incident.
4. Follow-Up Testing: Testing may be conducted on a member who has violated the drug and alcohol policy but was not terminated. The member must submit to this testing as a condition of remaining a member of the Felton Fire Protection District.

Dated: November 7, 2005