FELTON FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURES

ARTICLE: 1 SOP: 1406

SECTION: 1400 GENERAL ORDERS

SUBJECT: SUBSTANCE ABUSE POLICY

PURPOSE:

the Felton Fire Protection District actively and aggressively desires to provide a drug-free workplace at all times. These guidelines have been developed to establish policy for addressing substance abuse when indicated and in pursuit of a drug free work force. Fire District personnel are entrusted with the duty of providing emergency services to the citizens of the Fire District. Drugs and alcohol hinder a person's ability to perform duties safely and effectively. Substance abuse often results in substandard performance, increased accidents, absenteeism and poor personnel morale. Substance abuse undermines public confidence in the Fire District's work force.

SCOPE:

This policy applies to all Felton Fire Protection District personnel. Fire District policies govern the conduct of all personnel in the workplace and State and Federal laws prohibit substance abuse in the workplace and during the operation of vehicles.

DEFINITION:

Substance abuse includes all forms of legal and illegal drugs such as, but not limited to alcohol, cocaine, heroin, LSD, PCP and marijuana.

POLICY:

- 1) Personnel may not respond to emergency incidents, participate or attend training sessions or standby at the fire station while under the influence of drugs or alcohol.
- 2) Substance abuse, which has a negative impact on an individual's ability to perform his/her usual and customary duties, is cause for disciplinary action.
- 3) Driving privileges may be suspended or terminated as a result of substance abuse.
- 4) No drugs or alcohol shall be transported in Fire District vehicles, except in utility vehicles with prior approval of the Fire Chief for specific functions.
- 5) No drugs or alcohol shall be used or possessed while on an emergency incident or while standby at the fire station.
- 6) Proper usage of medically prescribed drugs is not a violation of this policy. Abusive use of medically prescribed drugs is a violation of this policy. Many medically prescribed drugs can impair or interfere with a person's ability to perform his/her usual and customary duty. While on a medication that impairs, all personnel must inform the Fire Chief or Duty Officer prior to response to an emergency incident or participation in a session. The Fire Chief or Duty Officer can require the person to not participate based on the medication the person has taken.

DISCIPLINE:

- 1) It is the policy of the Felton Fire Protection District to take appropriate action in cases of substance abuse which occur in the workplace or which impair a person's performance.
- 2) Personnel should be aware that violations of this policy may result in discipline, up to and including termination.
- 3) Personnel believed to be under the influence of alcohol or drugs shall be prevented from engaging in further duties until the Fire Chief or Duty Officer can transport the person to an appropriate medical facility.
- 4) If substance abuse is reasonable cause for impaired behavior, the Fire Chief or Duty Officer will ensure that the person has appropriate transportation home.

ASSISTANCE:

- 1) There are excellent and available counseling, rehabilitation centers in Santa Cruz County. The Fire District will assist any fire fighter in whatever manner is necessary or requested to find help and assistance with a substance abuse problem.
- 2) The Fire District is not responsible to fund substance abuse assistance.