

POLICY

It is the policy of the District to have and provide a drug-free, healthful, and safe work environment.

The District recognizes substance abuse as a problem which can be successfully treated.

The District supports sound treatment efforts and, whenever feasible, will assist employees in overcoming substance abuse through an Employee Assistance Program ("EAP").

RESPONSIBILITY

It is the responsibility of all **employees** to report to duty in a mental and physical condition free from impairment of substance and drug abuse.

It is the responsibility of **employee** to abide by this Policy as a condition of employment and to report violations of this Policy to fire officers. It is the responsibility of the **District** through the **Personnel Officer** to provide drug awareness education and training.

It is the responsibility of the **Personnel Officer** to ensure that each new employee has been provided access to this Policy. It is the responsibility of the **fire officers** to be familiar with and understand this Policy, as well as address violations of this Policy.

EMPLOYEE ASSISTANCE PRACTICES

1. Employees are strongly encouraged to seek voluntary diagnosis and accept treatment for alcohol and drug abuse before impaired behavior leads to disciplinary action.
2. A decision by an employee to utilize an EAP will not be used as a basis for disciplinary action.

DRUG AWARENESS EDUCATION AND TRAINING PRACTICES

1. Employees will receive drug awareness education which will address the hazards of drugs in the work environment.
2. Fire officers will receive drug awareness training which will address how to identify the symptoms of drug abuse and how to respond to situations involving employee drug abuse.

ALCOHOL PRACTICES

1. Consumption of alcohol or being under the influence of alcohol while on District property, in District facilities, in District vehicles or while performing duties for the District is strictly prohibited.
2. An employee with even an odor of alcohol may be removed from the work environment and may be subject to disciplinary action.
3. An employee who is *charged* or issued a citation for driving while intoxicated (“DWI”), using either a District-owned or personal vehicle, must report such a citation to the Personnel Officer immediately. Failure to report such a citation may result in disciplinary action up to and including termination (see Disciplinary Process Policy #621).
4. An employee who is charged with driving while intoxicated will be suspended from driving duties immediately and may be subjected to judicial suspension (see Judicial Suspension Policy #536).
5. An employee who is *convicted* of driving while intoxicated, using either a District-owned or personal vehicle, must report such conviction to the Personnel Officer within three (3) calendar days. Failure to report such conviction may result in disciplinary action up to and including termination (see Disciplinary Process Policy #621).
6. An employee convicted of driving while intoxicated may result in disciplinary action up to and including termination (see Disciplinary Process Policy #621).

PRESCRIPTION/LEGAL DRUG PRACTICES

1. An employee required to take prescriptions or over-the-counter drugs that may affect their safety, the safety of co-workers, the public or may affect performance, must notify the Personnel Officer as soon as reasonably possible. If necessary, the Personnel Officer may require a statement from a qualified medical professional allowing the employee to continue working while taking prescriptions or over-the-counter drugs.

CONTROLLED SUBSTANCE PRACTICES

1. The manufacture, distribution, dispensation, possession, or use of a controlled substance on District property, in District facilities, in District vehicles or while performing duties for the District, without lawful authority, is strictly prohibited.

2. An employee who is found to be impaired by an illegal controlled substance will be removed from the work environment and may be subject to disciplinary action.
3. An employee who is *charged* with a crime or criminal offense involving the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance must report such charge to the Personnel Officer. Failure to report such charge may result in disciplinary action up to and including termination (see Disciplinary Process Policy #621).
4. An employee who is *charged* with a crime or criminal offense involving unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance will be subject to judicial suspension.
5. An employee who is *convicted* of a crime or criminal offense involving the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance must report such conviction to the Personnel Officer within three (3) calendar days. Failure to report such a conviction may result in disciplinary action up to and including termination (see Disciplinary Process Policy #621).
6. An employee convicted of a crime or criminal offense involving the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance will result in disciplinary action up to and including termination (see Disciplinary Process Policy #621).

VIOLATION PRACTICES

1. Any violation of this Policy must be immediately reported to a fire officer, the Personnel Officer, or the appropriate law enforcement agency.
2. Any violation of this Policy will be investigated by the Personnel Officer or designee, or the appropriate law enforcement agency.
3. Any violation of this Policy may result in disciplinary action up to and including termination (see Disciplinary Process Policy #621), even for the first violation.
4. Once a violation of this policy occurs, subsequent use of an EAP may not lessen disciplinary action and may or may not have a bearing on determining the appropriate disciplinary action.
5. If an employee is mandated to go through an Employee Assistance Program, failure to comply with the Program's requirements may result in disciplinary action up to and including termination (see Disciplinary Process Policy #621).

FIRE OFFICER PRACTICES

1. Fire officers must know and communicate performance expectations for all subordinate employees in a manner that is understood by these employees.
2. Fire officers must note changes in employee behavior and performance that are indicative of a problem that could potentially be related to alcohol or drug abuse.
3. Fire officers shall not discuss drug abuse suspicions with unauthorized persons. Such concerns should be discussed with their superior officer(s) or the Personnel Officer.
4. Fire officers shall not accuse employees of drug abuse nor attempt to diagnose drug abuse; instead, they are to focus on the observable performance behaviors.
5. Fire officers must document declining or erratic performance with observable, verifiable facts -- suspicions of drug abuse should never be put in writing. Complete, accurate documentation is essential when dealing with performance problems due to potential drug or alcohol abuse.
6. Fire officers must act quickly and follow through when an employee's performance has fallen below the normal expectations.

ALCOHOL INFLUENCED/DRUG IMPAIRED EMPLOYEE PRACTICES

1. When an employee is under the influence of alcohol or is impaired by drugs, it must first be determined if the employee's physical or emotional state is considered a potential medical emergency.
2. If it is determined that an employee is under the influence of alcohol or impaired by drugs and is not in a physical or emotional state of medical emergency, then the employee must be immediately removed from the work environment.

3. When dealing with an employee under the influence of alcohol or impaired by drugs it is important to:
 - A. Secure, if possible, another witness, (preferably a fire officer or the Personnel Officer);
 - B. Document the incident in as much detail as possible;
 - C. Notify a fire officer or the Personnel Officer as soon as possible;
 - D. Notify the appropriate law enforcement agency if the employee becomes aggressive or could be a threat to themselves or others; and
 - E. Ensure the employee is safely taken home.
4. If an employee is under the influence of alcohol or impaired by drugs and insists on driving themselves away from the work environment, that employee shall be advised that the appropriate law enforcement agency will be immediately notified that they have left the work environment in an unsafe condition.
5. When an accident occurs potentially resulting from an employee under the influence of alcohol or impaired by drugs, the accident shall be investigated by the Safety Officer, the Personnel Officer, and any appropriate law enforcement agency.

RELATED POLICIES

Employment Definitions 118
Employee Assistance Program 412
Alcohol and Drug Testing 510
General Conduct 524
Judicial Suspension 536
Operation of District-Owned Vehicles 542
Performance Improvement Counseling 618
Disciplinary Process 621

REVISION HISTORY

Revision Date	Author	Revision Details
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