



**Kent Island Volunteer Fire
Department
Standard Operating Guidelines**

**SOG
105 Drug &
Alcohol Policy**

Approved By:
Chief Paul Schlotterbeck

Effective Date:
3 April 2008

The Kent Island Volunteer Fire Department recognizes the problem of drug and alcohol abuse in society, while also realizing that drug and alcohol dependency and abuse can be treated and controlled. We further recognize that drug use by members of this organization would be a threat to the public welfare and the safety of all department members. It is the goal of this policy to prevent and eliminate illegal drug usage through education, evaluation and rehabilitation of the affected personnel. The possession, use or being under the influence of alcoholic beverages or unauthorized drugs shall not be permitted while on duty or conducting any official business in connection with the Kent Island Volunteer Fire Department.

The use, sale, consumption, possession or distribution of drugs, alcohol or other controlled substances while on organization property owned, or leased (including vehicles) or while engaged in organization business is strictly prohibited and will result in discipline up to and including termination of membership. The only exception shall be the consumption of alcohol by members age 21 or older at approved events in the community room of the fire station. Members shall be responsible for their guests brought onto organization premises. Any member who is using prescription or over-the-counter drugs that may impair their ability to safely perform their job, or affect the safety and well being of others, must notify the Fire Chief or designee of such use before resuming any duties on behalf of the organization.

In order to assist in meeting the goals of this policy, the Kent Island Volunteer Fire Department shall take a pro-active approach to mitigate the problem of drugs and alcohol addiction and abuse in the following ways:

1. **Education:** It shall be a goal of this organization to provide information to all members regarding drug and alcohol abuse and the resulting negative effects. This training will be provided on an annual basis. The training will be mandatory for all administrative and line officers that are required to enforce this policy. Training will also be made available to all members. This training shall include but not be limited to information on drugs and alcohol, but also interaction with employees, recognition of use or abuse and the proper actions in accordance with this policy.



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2. Evaluation: On-going drug and alcohol testing will be completed in a manner prescribed by the policy and procedure developed for this purpose. It is the intent of the Kent Island Volunteer Fire Department to provide such testing for the benefit of all parties concerned. Such testing will not be discriminatory and will be carried out with due concerns for the dignity of all members. All testing will be performed by a third party administrator. The method of collection, confidentiality, record keeping, medical review and reporting are all the responsibility of the third party administrator. All members shall submit to an initial test upon the implementation of this policy and then on a random basis and under the following circumstances:

- New members: All new members as part of a complete physical.
- Post Incident: Any member involved in a collision or causing other damage to department property may be required to submit to drug and alcohol testing. If the damage results in personal injury or damage in excess of \$1,000.00 the testing will be mandatory.
- Reasonable suspicion: A determination of reasonable suspicion must be based on the observations of a supervisor who has received training as required. This suspicion shall be based on judgment or specific, clearly stated observations concerning the appearance, behavior, speech, or body odors of the member. Before requesting testing, reasonable suspicions should be documented and if possible confirmed by a second officer. Reasonable suspicion should be documented on a personnel action form and kept on file.
- Return to duty: Drug and alcohol testing may be required of someone who has had sanctions taken against them for drug or alcohol abuse, before they are permitted to return to duty.
- Screening: An officer who has reasonable suspicion may administer an alcohol breath screening to any member on fire department property. This screening is not to determine an accurate blood alcohol level but to determine the presence of alcohol on the breath of a member. At no time will a member with a positive reading be allowed to operate any apparatus or engage in any firefighting or EMS activities.



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3. Rehabilitation: The Kent Island Volunteer Fire Department shall provide any member who has tested positive or who comes forth on their own to advise of a problem with drugs or alcohol, with information regarding rehabilitation. This information shall include but not be limited to the names, addresses and telephone numbers of available resources for rehabilitation. The cost of such rehabilitation will not be borne by the organization. The Kent Island Volunteer Fire Department is not obligated however, to continue membership of any person whose performance of essential job duties is impaired because of drug or alcohol use. Participation in rehabilitation shall not affect future service, nor will participation in such a program protect the member from disciplinary action for continued substandard job performance or rule infractions.
4. Revision: This policy shall be reviewed annually by the line officers of this department. The policy shall be revised as needed to meet any required changes in operations, procedures or requirements.