

Subject:	ALCOHOL AND DRUG TESTING
Section:	PPG# 2447
Chapter:	Personnel
Effective Date:	Revised 12/9/05

1.0 POLICY

- 1.1 McLane/ Black Lake Fire Department shall maintain entry level and reasonable suspicion drug testing practices in order to achieve an alcohol and drug free workplace.

2.0 DEFINITIONS

- 2.1 *Members:* All career, volunteer, resident, student firefighters and officers of McLane/ Black Lake Fire Department
- 2.2 *Reasonable Suspicion:* Specific, articulated observations concerning such circumstances as work performance, appearance, behavior, or speech of the employee. Indications of impaired behavior may include but are not limited to the following; staggering or irregular gait, the odor of alcohol on the breath, slurred speech, dilated or constricted pupils, inattentiveness, listlessness, hyperactivity, performance problems, illogical speech and thought process, poor judgment, or unusual or abnormal behavior.

3.0 GUIDELINES

- 3.1 McLane/ Black Lake Fire Department is committed to achieving an alcohol and drug-free workplace. Alcohol and other drug abuse is a significant public health problem and has a detrimental effect on the business community in terms of increased medical claims, medical disability costs, decreased productivity, injuries, theft and absenteeism. Accordingly, the Fire District has the right and obligation to maintain a safe, healthy and productive working environment and to protect the department's property, operations and reputation.
- 3.2 To achieve the goal of an alcohol and drug-free workplace, the department will:
- 3.2.1 Maintain entry level screening practices designated to prevent the

hiring/acceptance of members who use illegal drugs. For career employees, pre-employment testing shall be required prior to any tentative start date, after a conditional offer of employment.

- 3.2.2 Implement reasonable suspicion testing pursuant to reasonable indicators as defined in 2.2.
- 3.2.3 Utilize post accident testing as soon as possible following any on-duty moving vehicle accident.
- 3.2.4 Provide alcohol and drug abuse awareness information for all employees.
- 3.2.5 Provide training to assist supervisors in recognizing employees with possible alcohol and/or drug abuse problems and referring these employees for assistance.
- 3.2.6 Maintain well-defined practices designated to detect the presence of alcohol or drugs in employees.
- 3.2.7 Encourage and assist members who suffer from alcohol and/or drug addiction to seek and complete a rehabilitation program through the resource of the department's Employee Assistance Program (EAP) while holding them responsible for their recovery.
- 3.2.8 Discipline employees in accordance with section 4.0 of this PPG, up to and including termination of employment for (a) the use, purchase, transfer, possession or being under any influence of alcohol on department property or while engaged in department business; (b) the use, purchase, transfer or possession or having illegal drugs in their system while on department property or engaged in department business.
- 3.2.9 Utilize procedures to ensure the confidentiality of positive alcohol / drug testing results.
- 3.2.10 Utilize only approved D.O.T. alcohol and drug testing protocols in accordance with 49 CFR 40 and NIDA certified labs for controlled substances.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

3.3

All members must read *PPG #2447 - Drug Testing* and provide written certification that they have done so.

3.4

All members must agree to abide by the DOT regulations and other laws affecting the department. If an employee refuses, they may be subject to disciplinary action as described in section 4.0.

3.5

3.6

All members will be informed of the effects and consequences of substance or alcohol abuse.

- 3.7** All members have the right to know what assistance is available in overcoming substance or alcohol abuse.
- 3.8** Employees who are members of IAFF Local 3825 shall be entitled to have union representation present during any meetings with their employer related to job actions taken as a result of suspected or confirmed substance abuse or alcohol abuse policy violations.
- 3.9** Random testing as part of a rehabilitation program may be conducted in accordance with this PPG.
- 4.0 DISCIPLINE**
- 4.1** The employer shall not discipline members who voluntarily come forward and ask for assistance to deal with a drug or alcohol problem.
- 4.2** Members who refuse to provide the specimen, adulterate the sample, substitute the urine of another person, or fail the drug test, will be relieved of duty and referred to the department's Employee Assistance Program. Failure of the above noted items shall constitute a first offense violation.
- 4.3** Members that test positive from a drug or alcohol test shall be disciplined in accordance with the PPG 2604, Table of Offenses and shall be required to successfully complete a rehabilitation program through the resources of the department's Employee Assistance Program (EAP).
- 4.4** Members who have tested positive to drugs and/or alcohol and refuse to participate in the department's EAP and/or fail to successfully complete a rehabilitation program, shall be subject to discipline up to and including termination of employment/membership.

5.0 REFERENCES

- 5.1** D.O.T. 49 CFR Part 40
5.2 WAC 305-01509(3)
5.3 WAC 305-01511(7)
5.4 RCW 46.61.506

