

Scotts Valley Fire Protection District	Policy: 801
Subject: Drugs and Alcohol	ADOPTED: October 13, 2004

Policy 801: Drugs and Alcohol

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

The Scotts Valley Fire Protection District prohibits and does not tolerate being under the influence of, or possession or use of illegal drugs and alcohol at any time during the workday, anywhere within District facilities, while wearing a District uniform or during any District-related activity.

Any sale of illegal drugs during work or on Scotts Valley Fire Protection District's premises, facilities, or in District vehicles will be treated as gross misconduct, punishable by immediate termination for the first offense.

Prescription Drugs

Members who are taking prescription drugs on the advice of physician that may affect their performance or have adverse side effects should immediately discuss their situation with the Captain, Battalion Chief, Division Chief or Fire Chief and obtain written permission before reporting to work. Such members are responsible for disclosing to one of the before mentioned persons the possible side effects of the prescription drug on work performance and the expected duration of its use. Scotts Valley Fire Protection District staff will then decide 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 District.

1. Pre-Employment Testing – All new members are required to pass a urine drug test after the offer of employment and prior to starting work.

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Board Chairperson: <u>R. J. Clark Jr.</u>	Fire Chief: <u>M. Keith P. Murray</u>

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2. Reasonable Suspicion Testing – When the supervisor *reasonably suspects* a member is under the influence of drugs and/or alcohol, that person may require a drug test. Supervisors 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 keeping his/her employment following a violation of the substance abuse policy.

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Board Chairperson: R. Clark Jr. Fire Chief: M. Craft - M. M. M. M.