



Roosevelt Fire District

Section:	Policy:
Administration	Substance Abuse

The Roosevelt Fire District recognizes drug and alcohol abuse as a modern day problem affecting all professions. The Fire District also recognizes that many contributing factors cause certain individuals to use illegal drugs, abuse alcohol or abuse prescription drugs. Firefighting and emergency medical service professions are not immune from these problems. Fire District employees and department members having such problems are encouraged to seek diagnosis and follow through with treatment that may be prescribed by any qualified professional in order to address the problem as early as possible.

The Roosevelt Fire District has the responsibility to provide the highest quality service to its taxpayers and the responsibility to ensure the safety of district members & employees and the general public it serves. Any impairment of an employee's or members physical or mental condition, as a result of substance abuse, may affect the district's ability to meet these responsibilities.

The following is the substance abuse policy of the Fire District covering all employees of the Roosevelt Fire District as well as members of the Roosevelt Fire Department.

1. All employees and members have been advised that violations of this substance abuse policy will result in disciplinary action that may include suspension, expulsion or termination from the Roosevelt Fire District or membership in the Roosevelt Fire Department.
2. Copies of this policy shall be made available to all current Fire District employees and Fire Department members, and all employees and members shall sign acknowledgements that they have received the policy.
3. Effective January 1, 2022 applicants over the age of 21 shall not be tested for Marijuana as part of the entrance physical for the Roosevelt Fire District, however, should he/she become a member of the Roosevelt Fire District, then all articles in this policy apply.

Substance Abuse Policy

The use, sale, transfer, possession, distribution, or manufacture of drugs or any controlled substances, drug paraphernalia, or any combination thereof, or the misuse of prescription medication, on any premises of the Roosevelt Fire District or worksites including, but not limited to, district or

Department owned vehicles and any private vehicles parked on district premises or worksites by employees of the Fire District or members of the Fire Department is strictly prohibited.

Any member or employee who uses, sells, transfers, possesses, distributes or manufactures drugs or controlled substances on any premises or worksites of the District; or found to be working with his/her ability impaired due to the use of alcohol, drugs, controlled substances or misuse of prescription medications, will be subject to appropriate disciplinary action. Disciplinary action may include, but is not limited to, loss of wages, suspension with or without pay, suspension and/or expulsion from the department and/or termination from the employment of the district. The district may also pursue any and all additional legal remedies at its disposal.

New Employees or New Applicants after January 1, 2004

It is the policy of the Roosevelt Fire District to provide employment drug screening for persons applying for employment with the Roosevelt Fire District, or membership to the Roosevelt Fire Department.

All applicants for employment to the Roosevelt Fire District or applicants for membership with the Roosevelt Fire Department shall be required to submit to a drug test as indicated in the Application form. Failure to agree and/or submit a sample for testing and/or in the case of a positive test result shall disqualify the candidate for consideration for employment with the district, or membership in the department.

In the case of a positive test result that is challenged by the candidate the District will pay for a 2nd test to be conducted in a lab with an approved chain of custody in place. This 2nd test is to be conducted within (3) business days of notification of the initial positive test result.

Reasonable Suspicion Testing

An employee of the Roosevelt Fire District and any member of the Roosevelt Fire Department shall submit to a drug-screening test when at least two line supervisors state they have reasonable suspicion to believe alcohol, drugs and/or controlled substances are affecting the employee's or member's behavior and/or performance. Should both supervisors have reasonable suspicion that an employee's or member's behavior and/or performance is affected by alcohol, drugs or controlled substances, either supervisor shall order the employee or member to submit to a drug and/or alcohol test.*

* **IN ALL CASES**, justification of this reasonable suspicion shall be presented in writing & will include at a minimum the date, time, place of each incident and/or observation made by the supervisors and will be examined and approved by the District Chief prior to the order being given. The drug test for reasonable suspicion will be conducted at a lab with an approved chain of custody in place.

Accidents

An employee of the Roosevelt Fire District or member of the Roosevelt Fire Department shall submit to a drug and alcohol test if they are involved in a motor vehicle accident while operating a Fire District vehicle if that accident results in property damage or personal injury to the employee, member or any other person. The employee will not report for work and the member will not be on Fire District property or take part in or attend any firematic function until the results of the tests are received by the District. The drug test for post accidents will be conducted at a lab with an approved chain of custody in place.

The Chief of the Department or designee may elect to wave the drug and alcohol test when the accident is minor in nature, involves only Fire District property and involves no personal injury.

Policy Guidelines

Reasonable suspicion to believe that alcohol, drugs or controlled substances are affecting the employee' or member's behavior and/or performance, shall be the only basis upon which testing may be initiated, and in all cases, justification of this reasonable suspicion shall be in writing, examined and approved by the Chief of the Department, or his designee prior to requesting an alcohol or controlled substance test. The employee's or member's supervisors individuals in the chain of command higher than the employee or member) must personally observe abnormal behavior by the employee or member and/or an abnormality in the employee's or member's appearance, behavior, speech or breath odor (among other things) before the employee is ordered to submit to a drug/alcohol test. The supervisors may both witness the same incident or each supervisor may witness a separate incident.

When the Fire Chief, or his designee determines that reasonable suspicion exists, the employee or member will be notified in writing that they must submit to a drug and/or alcohol test. The employee or member must submit a sample at the required time and place, must cooperate with the collection of the sample, and must cooperate in the administration of the test and/or sign any document required for the testing. A refusal by the employee or member to cooperate in the administration of the testing shall be in writing and considered insubordination and will result in disciplinary action.

An employee or member, during the period of testing or until the test results have been analyzed and reviewed by the District, shall not be allowed to drive, and shall be transported to and from the collection site, and home, if required. The employee will not report to work or be on Fire District Property. The member will not be on Fire District property, or take part in or attend any firematic function until the results of the tests are received (negative) by the District.

Guidelines as to the collection of the sample and chain of custody requirements shall apply for reasonable suspicion testing and testing after accidents.

In the case of a positive test result, the employee or member may elect to have the same sample tested by a state-approved laboratory of his/her choice, at his/her expense within three (3) business days of notification of the initial positive test result. If the District test is positive and the member test is negative, then a 3rd test will be administered at District expense and will be the deciding test for a positive/negative conclusion.

An employee of the District or member of the Department who has tested positive for drugs or controlled substances will not return to work, be on Fire District Property, or take part or attend any firematic activity until they have tested negative, as certified by test results, and addressed their use of these substances with a professional in this field.

A member or employee may make an appeal of any accusation or disciplinary action to the Board of Fire Commissioners.

Board approved: 6/11/20

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