

Campbell County Fire Department Policy

General Administration

*Drug-Free Workplace
And Substance Abuse*



900.504

PURPOSE:

The Fire Department is committed to maintain a workplace that is free from the effects of drugs and alcohol abuse, and to comply with the provisions of the Drug-Free Workplace Act of 1988.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

A. Employees are prohibited from:

- a. Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug or drug paraphernalia while on the Fire Department premises, in Fire Department vehicles, or while on Fire Department business or time;
- b. Abusing inhalants or prescription drugs that have not been prescribed for the employee by a physician while on Fire Department premises, in a Fire department vehicles or while on Fire Department business or time;
- c. Consuming alcoholic beverages while on Fire Department premises, in Fire department vehicles, or while on Fire Department business or time;
- d. Off-premises abuse of alcohol and controlled substances, as well as the possession, use, distribution, manufacture or sale of illegal drugs, when these activated adversely affect job performance, job safety, or the Fire Department's reputation in the community.

B. The Fire Department will test applicants for employment for positions required to hold a commercial driver's license (CDL) in order to perform their job for the presence of illegal drugs. Whenever such tests are to be administered to applicants, they are to be informed in advance and in writing. Additionally, all employees required to hold a CDL in order to meet the requirements of their position with the Fire Department will be subject to the Fire Department Drug and Alcohol Policy in Compliance with Minimum DOT Regulations.

C. Any employee convicted of any criminal drug violation occurring in the workplace must report the conviction to their supervisor within five days. In accordance with the Drug Free Workplace Act of 1988, The Fire Department will notify any applicable

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Sam Saunders, Chairman

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federal agency within ten (10) days and take appropriate disciplinary action within thirty (30) days.

- D. The Fire Department reserves the right to conduct searches and inspections of Fire Department property, vehicles, effects and other Fire Department premises or property. Cooperation in search is a condition of employment. Employees may be subject to surveillance while on Fire Department premises.
- E. For the purpose of this policy, "The Fire Department premises" is defined as the site for the performance of work done, including any Fire Department buildings, Fire Department work site, any Fire Department owned Vehicles or any Fire Department maintained vehicle used to transport employees, or individuals involved in Fire Department activities.
- F. For the purpose of assuring compliance with this policy, any employee will be required to submit to controlled substance and/or alcohol testing upon reasonable suspicion to believe the actions, appearance or conduct of the employee on duty are indicative of the use and/or presence in the employee's body of a controlled substance or alcohol. Employees are required as a condition of employment to submit to testing.
- G. The Fire Department, will to the extent feasible, provide continuing awareness programs about the harmful effects of drug and alcohol abuse.
- H. While the Fire Department does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, the Fire Department does recognize that addiction to drugs or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from their department supervisor in advance of detection, the Fire Department will assist the employee in seeking treatment. Any employee who undergoes treatment is eligible for the medical, disability and Employee Assistance program benefits in accordance with provisions of the plans under which the employee is covered. The confidential nature of the employee's treatment will be preserved. However, if the employee's conduct has led to disciplinary actions, such action cannot be avoided by a request for assistance.
- I. Employees will be subject to appropriate disciplinary action, up to and including termination, for violations of this policy.