

## EL DORADO COUNTY FIRE PROTECTION DISTRICT

### **POLICY TITLE: Drug and Alcohol Abuse**

### **POLICY NUMBER: 2190**

#### 2190.10

It is the desire of the Board of Directors that all work environments of District Employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

#### 2190.20

The use (except as prescribed by a physician), sale, possession, purchase or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

#### 2190.21

Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

#### 2190.22

Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

#### 2190.23

For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

#### 2190.30

The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the Fire Chief pending said employee's attempt at rehabilitation. The Fire Chief or his designee has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.31

Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2910.311 Successfully complete an approved rehabilitation program;

2910.312 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2910.313 Be subject to periodic testing without further reasonable cause.

2190.32

Employees who are found to have brought drugs, alcohol or other non-prescription controlled substance onto District property or work sites and to have provided them to other employees shall be terminated without recourse to a rehabilitation program.

2190.33

Discipline or termination should not be taken until a thorough investigation has been completed.

2190.40

To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance, speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee would be subject to testing for the presence of alcohol or drugs in their bodies.

2190.41

Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.42

An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.50

If a qualified physician, as a part of the examination specified in Section 2190.40 above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.60

Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format, as shown on Appendix A.

2190.70

District employees are required to notify the Fire Chief in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**

**POLICY TITLE: DRUG AND ALCOHOL TESTING POLICY  
AND SUBSTANCE ABUSE DETECTION  
PROGRAM**

**POLICY NUMBER: 2190**