



Monroe Fire Department

Standard Operating Guidelines Alcohol & Controlled Substance Misuse Policy

Purpose: The Monroe Fire Department believes that a healthy, competent workforce, working under conditions free from the effects of drug and alcohol, is essential to the safe and effective provision of emergency services in our community, and to the safety of the individual members of the Fire Department.

Guideline: It is therefore the policy of the department that no firefighter shall respond to or sign-in for incident responses or perform any functions for the Fire department when the firefighter uses or is under the influence of any controlled substance or alcohol.

Definition of Fire Department Functions: For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:

- Driving and/or Operating Department Apparatus, Vehicles or Equipment
- Responding to or Performing Fireground or Training or Roof Operations
- Traffic Control Operations
- Incident Command or Fireground Sector Command
- Mandatory/Non-Mandatory Drills/Testing

Prohibited Conduct: No firefighter shall perform any safety-sensitive functions for or on behalf of the Monroe Fire Department after having consumed any alcoholic beverage within the previous eight hour period, or while under the influence of Alcohol, or having a blood alcohol concentration of 0.02 or greater. No firefighter shall perform any safety-sensitive functions for or on behalf of the Monroe Fire Department when that firefighter uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.

Firefighters shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief Officer or other officer of the fire department.

Testing Requirements: In order to ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the Fire Department, the Fire Department intends to test firefighters for the presence of alcohol and/or controlled substances, as a condition of membership as a firefighter in the Department, and in accordance with the provisions of this policy.

The Fire Department may require the collection and testing of samples for the following purposes:

- Investigation of a vehicular accident involving district apparatus or vehicle or personal vehicle while traveling to or from a call;
- Investigation of a fireground or training accident involving safety-sensitive functions;
- When there is a reasonable suspicion of alcohol and/or controlled substance use;
- As part of any follow-up program administered by the district's Substance Abuse Professionals.

The preliminary testing procedure may be completed by The Monroe Police Department and if challenged by the firefighter will be verified by additional testing at The Monroe Clinic Hospital.

Failure of the firefighter or member to submit to preliminary testing will be grounds for immediate termination. All members testing positive for alcohol or other substance use while on duty shall meet with the Fire Chief before returning to duty.

The department will use a designated service provider to perform regularly scheduled physical examinations, drug tests, to test samples in connection with any accident investigation, to facilitate the testing program, and to act as the departments Employee Assistance Program (EAP) and Substance Abuse Professional (SAP).

All tests conducted by the designated service provider as ordered by the department's SAP shall adhere to documented procedures to protect the firefighter, assure the integrity of the test, safeguard the validity of test results, and ensure that those results are attributable to the correct individual. Copies of test procedures shall be made available to any firefighter upon request.

Disciplinary Actions: Any firefighter who refuses a required controlled substance or breath alcohol test may be subjected to disciplinary charges and a hearing as described in the Due Process Requirement Section of this policy and may be referred to an SAP.

Any firefighter who engages in prohibited conduct as described in the Prohibited Conduct Section of this policy may be subject to disciplinary charges and a hearing as described in the Due Process Requirement Section.

Any firefighter who tests positive on a breath alcohol test (0.02 and above) or controlled substance test administered by or for the Department may be subject to disciplinary charges and a hearing as described in the Due Process Requirement Section of this policy and will be referred to an SAP for evaluation at the department's expense. The firefighter will be responsible to pay for all subsequent tests and treatment. If the Department does not file disciplinary charges as the result of such positive test, the firefighter shall obtain all treatment as indicated by the SAP and further agrees to a program of unannounced follow-up testing in accordance with the scheduled determined by the SAP. If the department does not terminate the firefighter, a minimum of six (6) unannounced follow-up tests may be scheduled during the first year following the positive test. Failure to abide by any of these requirements may subject the firefighter to disciplinary charges and a hearing.

Firefighter Self Referrals: The Department encourages any firefighter who believes he or she may have an alcohol or controlled substance-related problem to self-refer for assistance. Any firefighter who does not self-refer prior to being selected for testing will be referred to an SAP and the fact of such self-referral will be given due consideration by the Department in determining whether or not to subject the firefighter to disciplinary charges for any misconduct.

OWI Arrests: Any firefighter charged with operating a motor vehicle while under the influence of alcohol or a controlled substance must report that arrest to an officer of the department within 72 hours. At that time the individual will be suspended from driving department vehicles until such time as the charges have been disposed of. If a member is convicted of operating while under the influence driving privileges will be immediately terminated for a minimum of 12 months, or longer if specified by the department's insurance provider. If a firefighter's driving privileges are revoked all operators' pay will be forfeited, and the member will revert to Firefighter 2 pay grade.

Department Vehicles: Driving department vehicles while under the influence of alcohol or controlled substances will be grounds for immediate termination upon conviction of same.

Officers Responsibility: If a firefighter is suspected of being under the influence of alcohol or other controlled substances, an officer of the department shall escort the individual to the testing site, or the firefighter's residence. The firefighter will not be allowed to drive his personal vehicle. Refusal of the firefighter to abide by this section may result in disciplinary action, and/or termination.

Due Process Requirements: Any firefighter suspected of having violated this policy may be subject to charges in accordance with Wisconsin law, and will be provided due process in connection therewith.

New Member Requirements: Effective with the implementation of this policy, the Fire Department will not accept for membership any prospective firefighter who fails the controlled substance screening tests included in the applicant's medical examination.

Implementation Date: A copy of this policy will be distributed to each firefighter. A copy of this policy will be provided to all future firefighter applicants upon their acceptance as active members of the Monroe Fire Department. This policy has been approved by the Officers of The Monroe Fire Department and The Monroe Police & Fire Commission. It shall remain in effect until withdrawn or modified by the department.

Effective Date: December 1, 2011