

PHOENIX FIRE DEPARTMENT  
ALCOHOL AND SUBSTANCE ABUSE  
EDUCATION, AWARENESS, TREATMENT & PREVENTION PROGRAM  
PROCESS PROCEDURE

**REMAND TO THE SUBSTANCE ABUSE PROFESSIONAL (EAP)**

**EVALUATION BY THE SUBSTANCE ABUSE PROFESSIONALS (EAP)**

**TREATMENT OR REHABILITATION PROGRAM PARTICIPATION; AND**

**RETURN-TO-DUTY AND FOLLOW-UP EVALUATION:**

**Remand:**

Assistant Chief of Personnel Services/designate will provide the required helping agency resources to contact all members who tested positive for alcohol and/or drugs, or engaged in other prohibited conduct.

Upon a department's decision **not to terminate**, the member who tested positive or engaged in other prohibited conduct will be remanded to the EAP.

**Evaluation:**

The MRO will evaluate each member who tests positive. The EAP Counselor and the Assistant Chief of Personnel Services Division determines what assistance, if any, the employee needs in resolving problems associated with the alcohol misuse, illicit or unauthorized drug use, or other prohibited conduct.

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PROCESS AND PROCEDURE

**Treatment:**

The EAP counselor will obtain a signed release from the employee so that information can be shared with Assistant Chief of Personnel Services Division.

As a general rule, a member with CIGNA or Blue Cross Blue Shield health coverage will be referred for rehabilitation. The rehabilitation outpatient/inpatient program will be at the discretion of the EAP counselor in regard to the frequency, duration and type. The EAP counselor will monitor the member's acceptance into the rehabilitation program as well as the member's cooperation with and progress in the rehabilitation program.

**Return-to-Duty and Follow-Up Evaluation:**

Information as to the member's successful completion of treatment, readiness for the return-to-duty test, and recommendation on follow-up testing are to be communicated in writing to the Assistant Chief of Personnel Services Division.

As a general rule:

There may be follow-up tests conducted during the (12) twelve-months following the return-to-duty date.

Return-to-duty and follow-up testing will include both alcohol and drug tests and may include testing for career lifetime.

Attachments  
PFD:drugs  
***Revised 2/29/08***

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POLICY

1. Policy:

It is the policy of the Phoenix Fire Department to prevent accidents and injuries resulting from the misuse of alcohol or use of drugs.

This policy will be administered by the Phoenix Fire Department Personnel Services Section through its procedures for alcohol and drug testing. The Assistant Chief of Personnel Services Section will monitor the integrity of the program.

The following policy has been developed to implement the Phoenix Fire Department Alcohol and Drug Testing Program. Our goal is to establish a work environment that is totally free of the harmful effects of drugs and the misuse of alcohol. It is our intent to protect the safety of our members and the public we serve, and prevent accidents that may involve drugs or alcohol. The Phoenix Fire Department will stress education prevention, intervention, and rehabilitation.

A. Scope:

(1) The policy applies to:

- All members of the Phoenix Fire Department
- All new applicants

(2) The policy requires testing for alcohol and drug use as follows:

- Pre-employment
- Firefighter recruits
- Universal random selection
- Reasonable cause
- Return to work
- Follow-up-requires split sample testing with results provided to EAP professional

(3) Self-identification

Members may voluntarily self-identify that they may need help due to alcohol or drug use. Discipline will not be initiated because members self-identify. Members will be referred for evaluation and rehabilitation. Members involved in rehabilitation may be accommodated by their department by being placed in a light duty position if appropriate and available. If a light duty position is not available, members will be placed on appropriate leave until completion of the rehabilitation program.

Self-identification must be totally voluntary and is not allowed after a member has been notified to report for a random, or reasonable cause test. The member will still be required to report for the above-mentioned tests.

B. Prohibited Conduct:

NO MEMBER SHALL:

- Refuse to submit to an alcohol or drug test
- Use, sell, purchase or have in possession alcohol or drugs causing impairment on City time (Members may possess and use legally obtained medication provided it does not impair the ability to safely perform job duties.)
- Have an alcohol concentration of 0.02 percent or greater
- Report to work within four hours of consuming alcohol
- Perform Fire Department functions when the member uses any drug medication that will affect the member's ability to safely perform job duties
- Test positive for drugs as follows:

Initial Test Level (ng/ml)\*\*

|                       |      |
|-----------------------|------|
| Marijuana metabolites | 50   |
| Cocaine metabolites   | 300  |
| Opiate metabolites    | 300  |
| Phencyclidine (PCP)   | 25   |
| Amphetamines          | 1000 |

\*\* ng/ml = nanogram per milliliter. A nanogram is one billionth of a gram.

Confirmatory Test Level (ng/ml)

|                        |     |
|------------------------|-----|
| Marijuana metabolites* | 15  |
| Cocaine metabolites**  | 150 |
| Opiates:               |     |
| Morphine               | 300 |
| Codeine                | 300 |
| Oxycodone              | 300 |
| Hydrocodone            | 300 |
| 6-Acetylmorphine       | 10  |
| Phencyclidine          | 25  |
| Amphetamines:          |     |
| Amphetamine            | 500 |
| Methamphetamine        | 500 |

\* Delta-9-tetrahydrocannabinol-9-carboxylic acid.

\*\* Benzoylgonine.

\*\*

Anabolic Steroids Panel

Drug Panel 600

Screening / Confirmation Cut-off

|                              |         |
|------------------------------|---------|
| Boldenone                    | 5 ng/mL |
| Clostebol                    | 5 ng/mL |
| Mesterolone                  | 5 ng/mL |
| Nandrolone                   | 5 ng/mL |
| Norethandrolone              | 5 ng/mL |
| Oxandrolone                  | 5 ng/mL |
| Oxymetholone                 | 5 ng/mL |
| Stanozolol                   | 5 ng/mL |
| Testosterone/Epitestosterone | Ratio   |

C. Consequences of Prohibited Conduct:

a. Members who have engaged in prohibited conduct shall not be permitted to perform Fire Department functions

1. Members with an alcohol concentration of 0.02 percent shall not be permitted to perform Fire Department functions for a minimum of 24 hours from the time of testing.
2. Members who refuse to submit to testing will be subject to disciplinary action up to and including dismissal.
3. Members who attempt to interfere, alter, substitute, or in any way affect the outcome of the alcohol or drug testing procedure will be subject to disciplinary action up to and including dismissal.
4. Members who fail to report immediately to the designated testing facility will be considered as having refused to submit to testing and will be subject to disciplinary action up to and including dismissal.
5. (A) Members who cannot provide an adequate volume of urine (45 ml ) within three (3) hours, or has emergency leave before an adequate specimen can be collected, shall be tested under the reasonable cause procedure. The member will be provided the appropriate form and shall be taken to a collection facility within 24-hours for testing.
5. (B.) If the member who could not provide an adequate urine specimen on the initial testing occasion cannot provide an adequate urine specimen on the second testing occasion, a medical evaluation will be offered. If the medical evaluation is declined or no medical reason is found for the failure to provide an adequate void, it will be considered a refusal to submit to testing and the member will be subject to disciplinary action up to and including dismissal.
6. In reference to 2, 3, 4, 5(A), and 5(B) above, members will be placed off

work or on leave, until an investigation is completed and the disposition of their employment is determined.

- b. Upon confirmation that an employee used illegal drugs or tested at 0.02 percent or above for alcohol, rehabilitation may be offered. If the employee is offered and accepts rehabilitation, the employee must successfully complete the rehabilitation program. If an employee refuses to enter or successfully complete a prescribed rehabilitation program, the employee may be terminated.
- c. Employees and applicants agree that the use of hemp products, Mexican appetite suppressants, or other foreign-obtained medications or nutritional supplements without the prescription \* of a licensed U.S. physician will not be accepted as an alternative medical explanation for a positive drug test.

***\*See Definitions in Sec. "D"***

- d. Members involved in rehabilitation may be accommodated by their department by being placed in a light duty position if appropriate and available. If a light duty position is not available, the employee will be placed on leave until completion of the rehabilitation program.
- e. After rehabilitation, a member returning to full duty position shall be:
  - Evaluated by EAP counselor to determine that the employee has successfully completed the rehabilitation program prescribed.
  - Required to undergo a return-to-work test. The test results must indicate a verified negative drug test.
    - Regarding marijuana metabolites, the return-to-work test must indicate a reduction in the level of metabolites prior to returning to full duty.
    - Regarding alcohol, the return-to-work test must indicate a concentration of less than 0.02 percent.
    - Verbal notification of a negative follow-up test from the Behavioral Health Specialist or the testing laboratory is sufficient notice to the Assistant Chief of Personnel Services Section to return the member to full duty. Written verification is to follow within 72 hours.
  - Subject of unannounced follow-up drug and alcohol tests. The number and frequency of such follow-up testing shall be as directed by EAP counselor and Assistant Chief of Personnel Services Section, and may include a lifetime of career testing.

D. Definitions:

- (1) Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol, and any medication, food, or other alcohol containing products.
- (2) Alcohol Use: The consumption of any beverage, mixture, preparation, or medication containing alcohol.
- (3) Member: Member includes regular, temporary, full time, part-time, contract, and volunteer workers.
- (4) Prescription: Prescribed medication must be used for original injury and/or condition in order to be valid.
- (5) Refuse to submit:
  - a. Refusal to submit to the test; or
  - b. Failure to provide adequate breath, blood, or urine to allow appropriate testing; or
  - c. Engaging in conduct that clearly obstructs the testing process, including any adulterated samples;
  - d. Failure to report immediately to the designated testing facility;

(6) On-duty time:

On-duty time means all time from the time a member begins work or is required to be in readiness to work until the time member is relieved from work or relieved of the responsibility for performing work.

(7) Reasonable Cause:

Reasonable cause for testing exists when a supervisor or Fire Department Official reports on-the-job behavior or appearance that indicates the presence of alcohol or drug use. During universal random testing reasonable cause will result with a .02 or greater rate on the breathe alcohol test, member requests emergency leave after notification of testing, or member cannot provide adequate void.

**\*Following a .02 or greater breath alcohol confirmatory test during Universal Random Drug Testing the member will not be transported to Concentra or be subjected to further testing. All other reasonable cause/drug testing procedures will be followed.**

E. Confidentiality:

It is the Phoenix Fire Department's policy to treat all test information in a confidential manner so that disclosure of information to unauthorized persons does not occur.



PHOENIX FIRE DEPARTMENT  
ALCOHOL AND SUBSTANCE ABUSE  
EDUCATION, AWARENESS, TREATMENT & PREVENTION PROGRAM  
PROCEDURES

1. Purpose

The following procedures have been developed to implement the City of Phoenix Fire Department Alcohol and Drug Testing Program. Our goal is to establish a work environment that is totally free of the harmful effect of drugs and the misuse of alcohol. It is our intent to protect the safety of our members and the public we serve, and prevent accidents that may involve drugs or alcohol. The Phoenix Fire Department will stress education, prevention, intervention and rehabilitation.

2. Policy Communication

Realizing that no policy or program can be effective unless it is communicated, the Phoenix Fire Department will furnish a copy of the policy and procedures to all members who are subject to this policy. Since communication is a two-way process, members are encouraged to ask questions if there is any part of this program that is not understood. The Phoenix Fire Department has a responsibility to help members understand the policy and procedures, and the harmful effects that alcohol and drugs can have upon them, their families, and the Phoenix Fire Department. **The member is responsible for understanding and complying with the policy and procedures. Failure to read or understand any part of the policy and procedures will not relieve the member of the responsibility to abide by them.**

3. Types of Testing

A. Fire Department Members

- (1) Reasonable Cause testing will be conducted when a supervisor or Fire Department Official reports on-the-job behavior or appearance that indicates the presence of alcohol or drug use. During universal random testing reasonable cause will result with a .02 or greater rate on the breath alcohol test.

**\*Following a .02 or greater breath alcohol confirmatory test during Universal Random Drug Testing the member will not be transported to Concentra or be subjected to further testing. All other reasonable cause/drug testing procedures will be followed.**

- (2) Return-to-work testing is conducted when a member who has violated the prohibited alcohol or drug conduct standards return to Fire Department functions.
- (3) Follow-up tests will be conducted after a member returns to duty. And may include lifetime career testing.
- (4) Firefighter Recruits All firefighter recruits shall be tested up to (3) three times during their (1) one year probation. If they test positive, they may be terminated.

B. City Applicants

All members who seek promotion to; transfer to; or placement in a Fire Department position will be tested for alcohol and drugs after a conditional offer of employment is made. All new applicants will also be tested for anabolic steroids. Employees will not be allowed to substitute testing done through their own medical facilities and/or laboratories.

4. Management Responsibility

(1) Alcohol Concentration and Possession:

No supervisor having knowledge that a member possesses alcohol or has an alcohol concentration of 0.02 percent or greater may permit the member to drive a vehicle on City business.

(2) Pre-duty and On-duty Use:

No supervisor having knowledge that a member is using alcohol or has used alcohol within four (4) hours prior to work shall permit the member to perform Fire Department functions.

B. Drug Use:

(1) Drug Detection and Possession:

No supervisor having knowledge that a member is in possession of drugs or has tested positive for drug use shall permit the member to drive a vehicle. Supervisor will arrange for transportation of the member.

(2) On-Duty Use:

No supervisor having knowledge that a member is using drugs while performing Fire Department functions shall permit the member to perform Fire Department functions, unless it is determined that the drugs are legal and will not cause impairment.

When a supervisor has reasonable cause to believe that the member exhibits the presence of drugs, the procedures for substance abuse outlined in M.P.

102.05 Vol. I, will be followed.

5. Testing Costs

- A. Universal random testing will be done on City time, at City expense. Members will be allowed to use a City vehicle or a supervisor will make arrangements for the member to be taken for testing.
- B. Reasonable cause testing will be done on City time, at City expense. Supervisors will take the member to a designated testing facility.
- C. Return-to-work testing will be done on City time, at City expense.
- D. Follow-up testing will be done on City time, at City expense.
- E. Pre-employment testing will be done on the non-City applicants' time, at City's expense.

6. Universal Random Testing Procedures

A. Members

- (1) The Fire Dept. Personnel Section will select the start dates, stations and shifts to be tested. Confidentiality of the selection notice will be strictly controlled.
- (2) The Fire Department Personnel Services Section or designate will schedule the out-of-service times starting after 1300 and will advise Dispatch and Deployment.
- (3) The mobile collection unit will be stationed at a fire department station and the attendant will review the collection procedures with the supervisor and crews. All members at the selected stations will be required to take a test whether working A.W.R., C.S., or Rover. A record will be kept by Southwest Laboratory and Fire Department Personnel Services Section of who has completed the testing process. Members will receive a copy of the chain-of-custody form as proof of testing to keep with them. Members are only required to be tested once a year excluding valid retests.
- (4) The attendant at the testing facility will provide the member with a chain of custody document/request form. The member will complete this form, following all of the instructions on the form to ensure the security of the specimen. The member will be required to present picture identification to the testing facility staff.
- (5) If a member has documented scheduled leave during the collection time, the member's leave will be honored. The member will be rescheduled on a later date.

No non-emergency leave will be granted after a crew has been notified of

their testing time, until after a specimen has been collected.

(6) Urine Sample:

a. The testing facility attendant shall ask the member to remove any unnecessary garments such as a coat, jacket, or protective vest that might conceal items or substances that could be used to tamper with or adulterate the urine sample. The testing facility attendant shall ensure that all personal belongings such as a purse, briefcase, pagers, wallet remain with the outer garments.

b. Members shall be instructed to wash and dry their hands prior to the drug screening test.

c. The member will be given a collection bottle and directed to a private bathroom or collection area where the member will be allowed a reasonable amount of time to provide a sample consisting of at least 45 cc of urine. The member will be allowed to consume sufficient quantities of water as necessary to facilitate this process.

d. The actual collection of the specimen will not be observed; however, precautions will be taken to prevent contamination of the specimen.

(i.) A bluing agent or dye will be added to the water of the toilet to prevent contamination of the specimen.

(ii.) The collection bottle will be checked by the testing facility attendant for volume, color, and appearance. The temperature strip located along the side of the bottle will ensure that the specimen temperature is within acceptable limits.

(iii.) If the temperature of a specimen is outside the range of 34 – 38 degrees C or 94 - 100 degrees F, there is reason to believe that the specimen may have been altered or substituted. Another specimen shall be collected following the procedure described above. Both specimens shall be forwarded to the laboratory for testing. A member's oral temperature will be taken to provide evidence to counter the belief that the specimen was altered or substituted based on the specimen's temperature falling outside the prescribed range. If the member's oral temperature is normal, testing will fall under for cause procedure.

e. Both the member being tested and the testing facility attendant shall keep the specimen in view at all times prior to the sample being split, sealed and labeled. When the specimen is partially transferred to a second bottle, the testing facility attendant shall request that the member observe the transfer of the specimen and the placement of the tamper-proof seals over both bottle caps and down the sides of the bottles.

- f. Each specimen bottle shall have a tamper-proof seal on the container which contained the date and the member's specimen number.
  - g. The member shall initial the identification label that will be placed on each specimen bottle to certify that it is his or her specimen.
  - h. The member shall sign and date the "Patient Affidavit" block of the chain of custody document to verify the authenticity of the sample.
- (4) Drug testing will follow split sample procedures.

7. Sample Handling and Transportation

The sealed specimen bottles will be retained in a locked refrigeration unit at the testing facility until they are transferred to the laboratory for analysis.

8. Laboratory Analysis Procedures

A. Drugs

The laboratory selected, and the personnel employed by the laboratory, shall comply with all guidelines pertaining to laboratories certified as SAMHSA (Substance Abuse and Mental Health Services Administration) also certified by the Department of Health and Human Services.

- (1) The initial testing shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. A small portion of the original test sample will be used to test for marijuana metabolites, cocaine metabolites, opiate metabolites, phencyclidine, and amphetamines only. The initial cutoff levels will be as specified by the United States Department of Transportation, Federal Highway Administration
- (2) All samples identified as positive on the initial test shall be confirmed, using gas chromatography/mass spectrometry (GC/MS), at the cutoff values specified by the USDOTFHA. All confirmations shall be by quantitative analysis, using a small portion of the original sample. Concentrations which exceed the linear region of the standard curve shall be documented in the laboratory record as "greater than highest standard curve value."

B. Alcohol

Alcohol screening shall use evidential breath testing (EBT) devices approved by the National Highway Traffic Safety Administration (NHTSA). Two breath tests are required to determine if a person has a prohibited alcohol concentration.

- (1) Initial Test:

An initial screening test shall be conducted. Any result less than 0.02 percent alcohol concentration is considered a negative test.

(2) Confirmatory Test:

If the initial alcohol concentration test is 0.02 percent or greater, a confirmation test must be conducted.

9. Test Results

A. Drugs

(1) Samples that are screened "None Detected" contain either no drugs, or drugs below the cutoff detection level for that drug.

(2) Samples that are screened "Positive" are handled by the laboratory as follows:

a. Following a positive screen from the initial immunoassay test and a positive screen from the GC/MS test, samples are placed in a locked forensic freezer at the testing laboratory and maintained for one year, after which time they may be discarded if retention is not requested by the City.

b. A retained sample sufficient for testing (split sample) may be transferred directly from the testing laboratory to a U.S. Department of HHS certified laboratory of the member's choosing and tested at the member's expense.

c. The MRO can request that the retesting of the original specimen (not the split sample) be performed by the same laboratory or that an aliquot of the single specimen be sent for a retest to another certified laboratory.

Note: The mandatory guidelines are silent with respect to who chooses the second laboratory. The only requirement is that a second laboratory is certified by HHS whether it is chosen by the agency/employer, donor, MRO, or the first laboratory.

B. Alcohol

(1) The member and the individual conducting the breath alcohol test (BAT) must complete the alcohol testing form to ensure that the results are properly recorded.

(2) The confirmation test must be conducted using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure reliability of the

results.

- (3) Test results of less than 0.02 percent shall be reported as negative.

10. Notification of Test Results

A. Members and City Applicants

(1) Drugs

a. Laboratory results will be reported in the following manner:

- (i.) The laboratory shall report all positive test results to the Phoenix Fire Department designated medical review officer (MRO) within three (3) working days after receipt of the sample by the laboratory. (Exception: tests reported as donation too diluted; test not performed; specimen not suitable; specimen substituted and identified adulterants are the only negatives to be reported to the MRO.)
- (ii.) Only samples confirmed positive after the confirmatory GC/MS test shall be reported positive for a specific drug.
- (iii.) Test results (i. referred to above) will be reviewed by the Fire Department designated MRO.

a. MRO Notification to the City

Verified positive drug test results will be reported to the Assistant Chief of Personnel Services Section. A signed, notification must be forwarded after contact or after every reasonable effort has been made.

b. The MRO may verify a positive test as "POSITIVE" without having communicated directly with the donor (i.e., a non-contact determination) for the following reasons:

- (1) The donor expressly declines the opportunity to discuss the test result.
- (2) The MRO, after making all reasonable efforts, has not been able to contact the donor **within 14 calendar days** of the date on which MRO receives the positive test result from the laboratory.
- (3) The MRO has contacted the employer to attempt to locate the donor. The employer contacted the donor and instructed the donor to contact the MRO, but the donor has not contacted the MRO **within 5 calendar days** after being contacted by the employer.

The MRO should establish guidelines as to what constitutes a reasonable effort to contact the donor and should document all attempts that were made to contact the donor. When contacting the employer as part of the MRO's efforts to contact the donor, the MRO should not reveal the test result or any information about the drug test. The employer should confidentially direct the donor to contact the MRO **within calendar 5 days** and should inform the MRO once the donor has been so instructed or if unable to contact the donor.

The MRO must report to the Assistant Chief of Personnel Services Section the following:

- The name of the member for whom the test results are being reported
- The type of test indicated on the custody and control form (random, pre-employment, etc.)
- The date, time, and location of the test collection
- The identification of the persons or entities performing the collection and analysis of the specimens and serving as the MRO for the specific test
- The verified results of the drug test (positive or negative) and, if positive, the identity of the substance(s) for which the test was verified positive
- That the MRO has made every reasonable attempt to contact the member

c. MRO Notification to Members

Prior to notifying the Assistant Chief of Personnel Services Section, the MRO will make every reasonable effort to meet confidentially with the member to discuss the test result. If, after making all efforts and documenting them, the MRO is unable to meet with the member in person and/or by telephone **within five calendar days**, the MRO shall contact the Assistant Chief of Personnel Services Section/designate, which shall direct the member to contact the MRO as soon as possible **within 24 hours**.

Under split-sample collection procedures, the member has 72 hours following notification of a positive result to request that the secondary sample be analyzed. If a split-sample was not taken, or was of inadequate quantity, the original test would be voided, and the member would not be subject to a retest.

(2) Alcohol

All individuals will be given a copy of the results of the initial and confirmatory alcohol test results by the testing facility at the conclusion of the test.

Alcohol test results that are positive will be forwarded immediately to the



11. Record Keeping and Retention

Listed below is an explanation of which alcohol and drug test records must be completed and maintained, where they must be maintained and for how long. ALL records shall be maintained in a secure location with controlled access. Records shall be made available for inspection at the Fire Department Personnel Services Section within two (2) business days after a request has been made by any authorized person.

A. Required period of retention:

KEY: DTF - Designated Testing Facility  
PSS - Personnel Services Section  
MRO - Medical Review Officer  
CTF - Contracted Testing Facility

Document to be Maintained

|  |         |           |
|--|---------|-----------|
| Alcohol test results indicating breath alcohol concentration of 0.02 percent or greater  | 5 years | DTF & PSS |
| Verified positive drug test results  | 5 years | DTF & PSS |
| Refusal to submit to required alcohol or drug tests                                      | 5 years | DTF & PSS |
| Required calibration of Evidential Breath Testing Devices (EBTs)                         | 5 years | CTF       |
| Medical Review Officer (MRO) evaluation  | 5 years | MRO       |
| Annual calendar year summary   | 5 years | PSS       |
| Records related to the collection process (except calibration) and required training     | 2 years | DTF       |
| Alcohol test results indicating a breath alcohol concentration of less than 0.02 percent | 1 year  | CTF       |

B. Types of records required to be maintained:

(1) Records related to the collection process:

- Collection logbooks (if used) DTF

- Documents related to the random selection process PSS
  - Calibration documentation for EBTs DTF
  - Documentation of Breath Alcohol Technician (BAT) training DTF
  - Documentation of reasoning for reasonable cause testing PSS
  - Documentation of reasoning for post-accident testing PSS
  - Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing DTF & PSS
  - Consolidated annual calendar year summaries PSS
- (2) Records related to the members test results
- Employer's copy of the alcohol test form, including results PSS
  - Employer's copy of the drug test chain of custody and control form PSS
  - Documents sent to the employer by the Medical Review Officer PSS
  - Documentation of any member's refusal to submit to a required alcohol or drug test PSS
  - Documents provided by a member to dispute the results of the test
- (3) Documentation of any other violations of rules on drug use or alcohol misuse rules PSS
- (4) Records related to evaluations and training:
- Records pertaining to EAP's determination of member's need for assistance EAP & PSS
  - Records concerning a member's compliance with EAP's recommendations EAP & PSS
- (5) Records related to education and training:
- Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse PSS
  - Documentation of compliance with PSS

- requirement to provide members with educational material, including member's signed receipt of materials
    - Documentation of supervisor training PSS
    - Certification that training conducted under this rule complies with all requirements of the rule PSS
  
- (6) Records related to drug testing:
  - Agreements with collection site facilities, laboratories, and MROs PSS
  - Name and position of officials and their role in the employer's alcohol and controlled substance testing program PSS
  - Monthly statistical summaries of urinalyses PSS
  - The employer's drug testing policy and procedures PSS

## 12. Reporting

The Assistant Chief of Personnel or designate shall prepare and maintain an annual calendar summary of the results of its alcohol and drug testing programs. The annual summary shall be completed by August 15 each year, covering the previous calendar year.

The signing of this document signifies that you have received your copy of the Phoenix Fire Department's Alcohol and Substance Abuse Education, Awareness, Treatment and Prevention Programs Process, Policy and Procedures.

As stated in the Procedures Section, the member is responsible for understanding and complying with the policy and procedures. The Fire Department Personnel Services Division is available to answer questions and to help members understand the policy and procedure (256-3179). Failure to read or understand any part of the policy and procedures will not relieve the member of the responsibility to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date