



# Lauderdale-By-The-Sea Volunteer Fire Department

<b>S.O.P. Number: Article 100- Membership</b>	<b>Effective Date: October 1, 2010</b>
<b>Section: 108</b>	
<b>Subject: Drug-Free Workplace Policy</b>	
<b>By Order of the Fire Chief: Steven Paine</b>	

## Drug-Free Workplace Policy

### Purpose and Goal

**Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD)** is committed to protecting the safety, health and well-being of all members and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD) encourages members to voluntarily seek help with drug and alcohol problems.

### Covered Workers

Any individual who conducts business for the Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD), is applying for a position or is conducting business on the Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD)'s property is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, full-time members, volunteers and applicants.

### Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD). Therefore, this policy applies during all working hours, whenever conducting business or representing the Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD), while on call, paid standby, while on Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD) property and at company-sponsored events.

### Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

### Notification of Convictions



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Any employee who is convicted of a criminal drug violation in the workplace must notify the Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD) in writing within five calendar days of the conviction. The Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD) will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

## **Drug Testing**

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for members who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of membership, will be required to participate in pre-membership, random and return-to-duty testing upon selection or request of management.

The substances that will be tested for are but not limited to Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines and Methadone.

Testing for the presence of alcohol will be conducted by analysis of breath.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter or refuses to cooperate in the testing process in such a way that prevents completion of the test.

## **Consequences**

One of the goals of our drug-free workplace program is to encourage members to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of membership can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully



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complete it and/or repeatedly violates the policy will be terminated. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

## **Return-to-Work Agreements**

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued membership.

## **Assistance**

**Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD)** recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our members, our drug-free workplace policy:

- Encourages members to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

## **Confidentiality**

All information received by the Lauderdale by the Sea Volunteer Fire Dept (LBTS VFD) through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both members and management have important roles to play.

All members are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, members are encouraged to:

- Be concerned about working in a safe environment.

It is the supervisor's responsibility to:

- Inform members of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel members as to expected performance improvement.
- Clearly state consequences of policy violations.



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## Communication

Communicating our drug-free workplace policy to both supervisors and members is critical to our success. To ensure all members are aware of their role in supporting our drug-free workplace program:

- All members will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new members.
- Posters and brochures will be available at all locations.



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## **Form Acknowledging Receipt and Understanding of Drug-Free Workplace Policy Policy**

I acknowledge that I have received and read the anti-harassment policy and have had it explained to me. I also acknowledge that I understand that no employee, member, or third party, up to and including a Board member has the authority to commit sexual harassment.

I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of harassment as set forth in the anti-harassment policy, including not retaliating against any employee/member exercising his or her rights under the policy.

\_\_\_\_\_  
Employee's/Member's Printed Name

\_\_\_\_\_  
Employee's/Member's Signature

Name and Date: \_\_\_\_\_