

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 1 of 2004

Policy Name: Drug and Alcohol Free Workplace

Date Issued: March 2004

Effective: March 2004

Revised: January 2011

Review Date: January 2012

I. PURPOSE

A. The purpose of this policy is to create a safe work environment for all of the firefighters of the Stillwater Fire District and to outline disciplinary action for violation of this policy.

II. POLICY

A. The Stillwater Fire District shall have a zero tolerance policy on the use, sale, distribution, or possession of drugs or alcohol which may create an unsafe work environment.

B. Members of the Arvin Hart Fire Company are subject to criminal, civil and disciplinary penalties if they distribute, sell, attempt to sell, possess, use or purchase controlled substances while on the property of the Fire District or while performing in a work-related capacity. Such illegal acts, even if engaged in while off duty, may result in disciplinary action. In those locations where it is permitted, a member may possess and use a controlled substance which is properly prescribed for the member by a physician. Members are also prohibited from on-the-job use of, or impairment from alcohol. If any member with supervisory responsibilities has reasonable suspicion that a member is unable to perform job duties due to a disability which may be caused by the use of controlled substances or alcohol, or as a result of an accident during a response or incident shall report that member to a Chief or Commissioner and that member may be required to undergo medical testing. If the cause of the disability or accident is found to be drug or alcohol related, the member shall be immediately suspended until the next Board of Fire Commissioners meeting. The suspension shall be documented in writing and filed in the member's personnel file. The Board of Fire Commissioners in conjunction with the Chief Officers, may refer the member to voluntary and confidential participation in an accredited assistance program, at no cost to the District. Other options include pursuing suspension or other disciplinary measures:

III. DISCIPLINARY ACTION

A. Members found in violation of this policy or who refuse medical testing upon suspicion of use shall be dismissed from the fire district by the Board.

1. Members suspended as a result of this policy will be given the opportunity to present documentation from a trusted source as proof that the member was not in violation of this policy.
 - a. Trusted Source is defined as a medical doctor contracted by the Fire District, attorney, judge, court etc.
 - b. Upon review of the documentation members found not to be in violation of this policy shall be reinstated with no loss in time or privileges.
2. Members in violation of this policy who seek participation in an accredited assistance program shall be suspended from the fire company until documentation from the program administrator is provided which attests to rehabilitation.
3. Members found in violation of this policy a second time are subject to immediate and permanent dismissal from the fire district.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners