

	<b>Standard Operating Guideline: ADM 3</b>	
	Subject:	Drug and Alcohol Testing
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	Approval:	
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## I. POLICY

### A. Pre-employment Testing:

All employees, as part of their pre-employment or volunteer membership screening, of the Franklin County Department of Public Safety shall undergo testing for alcohol and controlled substances, as part of their pre-employment medical examination. The Franklin County Department of Public Safety shall notify all applicants of this policy as part of the employment application. Refusal to take the test, or test results reporting a presence of illegal drugs or narcotics, or the use of non-prescription drugs, shall be the basis for discontinuing an applicant in the selection process.

### B. Reasonable Suspicion Testing:

1. When "reasonable suspicion" is determined indicating that an employee is using and/or under the influence of drugs or alcohol, the employee will be tested pursuant to procedures set forth in this policy. "Reasonable suspicion" of using and/or being under the influence of drugs or alcohol will be based on specific, contemporaneous, articulable and objective facts such as, behavior, speech or body odors.
2. An employee tested under "reasonable suspicion" shall be placed on administrative leave until such time as the results of the test are determined.
3. Circumstances which constitute a basis for determining reasonable suspicion may include:
  - a) Direct observation of drug or alcohol use on-duty;
  - b) The employee's body shows evidence of drug use (e.g. track marks);

- c) Spontaneous, unusual, abnormal, erratic or unacceptable behavior;
  - d) The employee is found to be illegally in possession of drugs or alcohol while on duty;
  - e) The presence of symptoms of drug and/or alcohol use (e.g. glassy or blood shot eyes, the odor of alcohol on the breath, slurred speech, poor coordination and/or reflexes, etc.
4. The required observations for alcohol and/or controlled substance reasonable suspicion testing shall immediately be reported to or made by a departmental line officer or the on-duty Public Safety Captain in the event a departmental line officer is unavailable.
  5. The departmental line officer shall notify the on-duty Public Safety Captain of his/her reasonable suspicion that a public safety employee or volunteer member is under the influence of alcohol, or a controlled substance while on duty.
  6. The Public Safety Captain shall immediately notify the Director of Public Safety or the Division Chief of Operations of the facts leading to the reasonable suspicion.
  7. The Director of Public Safety or the Division Chief of Operations shall direct the employee or volunteer member to testing.
  8. All on-duty Public Safety Captains and departmental line officers that initiates reasonable suspicion testing will be required to detail in writing the specific facts, symptoms or observations which formed the basis for their determination that reasonable suspicion existed to warrant the testing of the employee or volunteer member.
  9. If an employee or volunteer member believes his/her supervisor may be impaired on duty by the use of illegal drugs or alcohol, he/she shall immediately notify the individual's superior officer in the chain of command. The employee believed to be under the influence shall be governed by the same rules and standards set forth under this policy.

C. Post Motor Vehicle Accident Testing:

1. The operator shall be tested for controlled substances, illegal drugs and/or alcohol if the employee was involved in an accident while performing a safety sensitive function with respect to that vehicle (including any accident while the vehicle is in the station).
2. In the event that an employee is tested and his/her shift is not over, the employee is expected to return to duty after the test is administered, unless excused, in writing, for the remainder of such shift by the attending physician. Nothing in this section shall require the delay of necessary medical attention following an accident.



D. Random Drug Testing

1. Random drug and alcohol testing shall be administered to all career and volunteer Public Safety staff that provides patient care or is employed in a sworn capacity.
2. Public Safety will contract with an independent drug testing company to provide random drug testing services.
3. The independent drug testing service will be responsible for generating a random list of employees/providers and dates for testing.
4. The drug test process shall, at a minimum, test for the following substances:
  - a. Amphetamines
  - b. Benzodiazepines
  - c. Cocaine Metabolites
  - d. Marijuana Metabolites
  - e. Methadone
  - f. Opiates
  - g. Phencyclidine
  - h. Propoxyphene
  - i. Barbiturates
  - j. Phencyclidine
5. A preliminary screen that indicates the presence of the substances in Section 4 will be sent for a secondary analysis that will confirm the level of each substance present. A medical review officer will evaluate each positive test result on a case by case basis. Employees and volunteer members will have the option to have the positive sample sent to a separate laboratory for analysis at their expense.
6. Volunteer members and employees, that are prescribed substances listed in Section 4 to treat a medical condition, should submit a written release from their physician to their agency head, Chief or Captain that authorizes the volunteer member or employee to function as a firefighter and/or EMS provider.
7. Any volunteer member or employee that has not filed a physicians release prior to testing positive for substances listed in Section 4, will be placed on Administrative Leave until the results from the medical review officer are received. Volunteer members and employees that have submitted a physicians release to their agency prior to administration of the random preliminary drug screening shall not be placed on administrative leave until the medical review officer has completed his/her analysis and indicates the substance levels exceed therapeutic levels as prescribed by their physician.

E. Violation of Policy.

1. Any employee or volunteer member that has a blood alcohol level in excess of .04 by volume by weight while on duty or while participating in a departmental function will be immediately suspended from service pending review of the circumstances by the Director of Public Safety. Paid employees of Franklin County are subject to disciplinary actions as outlined in the Franklin County Employee Manual. The Director of Public Safety may immediately remove any

volunteer member from service found in violation of this policy. Volunteer members found in violation of this policy shall not be eligible for membership in any Franklin County Department of Public Safety agency for a period no less than 12 months.

2. Employees or volunteer members who test positive for the use of illegal drugs or substances shall be terminated on the first offense. Volunteer members shall be ineligible for membership in any Franklin County Department of Public Safety agency.
3. Before an employee or volunteer member who has violated this policy concerning alcohol returns to duty, the employee shall undergo a return to duty alcohol test with a result indicating a blood alcohol level of less than .04 by volume by weight.
4. Failure to submit to alcohol and/or drug testing may result in suspension from all Public Safety activities for a period of not less than one year.
5. Social functions of individual volunteer agencies shall be exempt from E-1.