

## Chapter 3-5

Effective 01-12-05

### Standard Operating Policy for Drug, Alcohol, and Tobacco Use

rev. 10/12/04

#### 1. Purpose

This SOP details PVFD's policy related to members who use drugs, alcohol, or tobacco products.

#### 2. Scope

This SOP applies to all PVFD personnel.

#### 3. Introduction

PVFD personnel are called upon to perform critical and life saving tasks. To do this safely and effectively, all personnel must be able to perform with physical and mental clarity. PVFD members must also be of the highest ethical standard, to assure public trust. For these reasons, it is imperative that PVFD members do not allow the use of controlled substances of any sort to alter their ability to think and act clearly.

#### 4. Tobacco Use

The following are PVFD's rules related to the use of tobacco products while performing official PVFD functions.

1. No PVFD member under age 18 may use tobacco products during PVFD functions or on PVFD property.
2. Use of tobacco products is prohibited during PVFD training or incidents except during designated break times and locations.
3. Smoking is prohibited in all areas of the station except the bays.
4. Smokeless tobacco use is permitted in the station under the following conditions only:
  - Spit canisters must be solid or opaque
  - Spit canisters must be in the possession of the user at all times
  - Spitting must not be disruptive to any ongoing event
  - Spitting is not allowed on floors, any paved areas, or near any station doors
5. No tobacco use is allowed in PVFD vehicles at any time.
6. Used tobacco products shall be disposed of in appropriate receptacles, not thrown on the floor or ground.

#### 5. Prescription Drug Use

The following are PVFD's rules related to the use of prescription drugs.

1. PVFD members who are taking prescription drugs that may alter their mental clarity or sobriety shall take temporary leave from all PVFD activities that are unapproved according to the prescription directions or their physician's orders.
2. PVFD members affected by rule 1 (above) must present a doctor's release to the Fire Chief before returning to full duty.
3. PVFD members shall not use a prescription drug unless the member has obtained a current prescription for the drug.

#### 6. Illegal Drug Use

No PVFD member shall use or possess illegal drugs at any time.

#### 7. Alcohol Use

The following are PVFD's rules related to the use of alcohol.

1. No PVFD member under age 21 may consume alcohol at any time.
2. Alcohol shall not be consumed on PVFD property except for designated special events where fire protection coverage has been previously arranged.
3. If rule #2 (above) is implemented, alcohol shall be served and consumed in a discrete manner, with no labeled containers displayed in public view.
3. Members who have consumed alcohol shall remain off duty until sober. Therefore, PVFD members shall never drive a vehicle (personal or PVFD) while intoxicated.
4. Members who consume alcohol at PVFD events (on or off PVFD property) where alcohol is allowed shall not let excessive drinking cause them to behave improperly. If a member becomes intoxicated and displays bad behavior, they shall immediately be escorted home.
5. A person's demeanor and actions shall determine if they are considered intoxicated. At no time should a situation escalate to the point where a PVFD member's sobriety must be checked by the police with a breath analyzer.

#### **8. Enforcement and Penalties**

The penalties for violation of this SOP shall be outlined in the PVFD SOP on disciplinary procedure. Penalties shall escalate with the severity and number of occurrences of the offense.

It is the responsibility of all PVFD members to assist in the enforcement of this SOP by promptly reporting any suspected offense through the Chain of Command to a Chief Officer. The Chief Officer shall investigate all reports, utilizing at least one additional Line Officer to verify the validity of the complaint. These officers shall decide the necessary course of action to mitigate the immediate situation, and begin the disciplinary process outlined in the SOP on disciplinary procedure.