

Pine Ridge Volunteer Fire Department Drug-Free Workplace Policy



The Pine Ridge Volunteer Fire Department (PRVFD) is committed to providing a safe work environment and to fostering the well-being and health of its members. That commitment is jeopardized when any PRVFD member illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Therefore, PRVFD has established the following policy:

1. It is a violation of department policy for any member to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol on the job.
2. It is a violation of department policy for anyone to report to work under the influence of illegal drugs or alcohol. This means no drugs or alcohol present in the body.
3. It is a violation of the department policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medication as long as they do not impair functions.)
4. Violations of this policy are subject to disciplinary action up to and including terminations.

It is the responsibility of the department's officers to counsel members whenever they see changes in performance or behavior that suggests a member is under the influence of alcohol or other drugs. Although it is not the officer's job to diagnose personal problems, the officer should encourage such members to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment and co-workers should encourage anyone who uses alcohol or other drugs in the workplace to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal drug use and alcohol abuse are incompatible with PRVFD membership.

As a condition of membership, members must abide by the terms of this policy, and must notify PRVFD in writing of any conviction or a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

The PRVFD shall use progressive discipline in administering sanctions for violations of this policy; however, PRVFD reserves the right to determine when the serious nature of a violation or arrest without adjudication requires that PRVFD take immediate action. Such action may include but is not limited to:

1. Written reprimands
2. Transfer to other duties
3. Suspension
4. Demotion
5. Termination
6. Referral to appropriate authorities for prosecution for violations of the standards of conduct described in this policy

PRVFD members may be referred to appropriate drug or alcohol abuse treatment facilities, as a condition of continued membership.

--- End of Policy ---