

**WESTVILLE FIRE DISTRICT NO. 1**  
**23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093**

**DRUG AND ALCOHOL ABUSE POLICY**

**POLICY#** S & T 2.2  
**DATE ADOPTED** 11/13/01  
**DATE REVISED**

**PURPOSE OF POLICY:** **THE WESTVILLE FIRE DISTRICT HAS DETERMINED THAT THERE EXISTS A NEED FOR A DRUG AND ALCOHOL TESTING PROGRAM, WITH THE GOAL THAT ALL ACTIVE PERSONNEL, EMPLOYEES AND VOLUNTEERS UTILIZING FIRE DISTRICT APPARATUS AND/OR EQUIPMENT WILL BE DRUG AND ALCOHOL FREE, WHICH GOAL SHALL BE ACCOMPLISHED THROUGH IMPLEMENTATION OF A COMPREHENSIVE ANTI-DRUG AND ALCOHOL PROGRAM BASED ON DETERRENCE, DETECTION, ASSISTANCE AND ENFORCEMENT**

1. Upon adoption of this policy, all persons approved for employment by the Board of Fire Commissioners, must take a pre-employment substance test prior to employment. If the applicant tests positive, they will not be considered for employment.
2. Upon adoption of this policy, the Westville Fire Department must submit a list of personnel that it has determined are qualified to ride Fire District apparatus, and use Fire District equipment that is the property of the citizens of Westville, NJ. The Fire District Commission will approve this list, granting permission for those listed to ride the Fire District apparatus and use Fire District equipment. If there is any addition or removal of personnel listed, a new list must be presented to the Fire District Commissioners for approval. All personnel on the list must sign a copy of this policy stating they have read this policy and agree to its conditions. All employees must agree to participate in the program as a condition of employment. The signed copies of this policy will be kept in the personnel folder of each member or employee.
3. All personnel involved in Westville Fire District safety sensitive functions, employees or volunteers, will be entered into a yearly, unannounced, substance testing program. A computer based random number generator that is matched with the employee's or volunteer's social security number will accomplish selection of persons to be tested.
4. This policy and the Testing Guidelines attached to the policy will apply to all Firefighting and Emergency Medical Technician employees of the Westville Fire District No. 1, as well as the Fire Fighting and Emergency Medical Technician members of the Westville Volunteer Fire Department.

When the term employer is used in the guidelines, it will stand for:

- 4.1 The Westville, NJ Fire District when employees of the Fire District are involved.
- 4.2 The Westville Volunteer Fire Department when members of the Fire Department are involved.

**WESTVILLE FIRE DISTRICT NO. 1**  
**23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093**

5. All testing will be done at the Fire District's current medical testing facility. All screening will be done through urinalyses or in the case of an accident (as defined in section 13), it will be done through a breathalyzer test and urinalyses.

6. The following drugs will be included in the screen for detection:

- 6.1 amphetamines
- 6.2 barbiturates
- 6.3 benzodiazepines
- 6.4 cannabinoid
- 6.5 Cocaine (metab.)
- 6.6 Opiates
- 6.7 Phencyclidine

7. The maximum blood alcohol level limit will be .04.

8. Any employee of the Fire District who has a drug problem must notify the Fire District designee immediately.

Any volunteer of the Fire Department who has a drug problem, must notify the Fire District designee immediately.

In the case of an employee testing positive for any substance prior to having reported the problem to the Fire District designee, the result will be immediate dismissal of the employee.

With notification to the Fire District designee of a drug problem, the employee will be placed out of work. The employee must enter into a drug abuse counseling program at their own expense, or through their own personal insurance carrier.

To return to work the employee must be cleared, in writing, from the substance counseling agency and produce a negative substance test.

In the case of a volunteer, any Westville Fire Department volunteer who tests positive for drug abuse will have their name removed from the list currently approved by the Fire Commissioners of those volunteers who have permission to ride the Fire District apparatus or use Fire District equipment.

The volunteer must enter into a complete a drug abuse counseling program, paid for by the volunteer, and have a negative substance test to have their name placed back on the permission list to ride the Fire District equipment.

All volunteers who test positive must agree to be tested yearly, on a random basis, to have their name remain on the permission list to ride Fire District apparatus.

9. In case of alcohol abuse, all personnel, employee and volunteers, who exceed the legal level of .04 blood alcohol level substance tests, will be subject to the following penalties:

**WESTVILLE FIRE DISTRICT NO. 1**  
**23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093**

9.1	1 <sup>st</sup> offense	-thirty (30) days suspension from the Fire District duty
9.2	2 <sup>nd</sup> offense	-six (6) months suspension from the Fire District duty
9.3	3 <sup>rd</sup> offense	- permanent dismissal from Fire District duty

For employees, the penalty will be without pay or benefits (except for health benefits).

10. The Westville Fire District will pay for all pre-employment and random testing. In addition, the Westville Fire District will pay for any testing that occurs as a result of an accident or injury.
11. Notification for testing will be done through the Fire District designee. Personnel will sign a form stating that they received notification of mandatory substance testing and must take the test within forty-eight (48) hours of the notice.
12. Results of the test will be kept in the tested person's personnel file, located in a locked cabinet in the Commission Office, 23 West Olive Street, Westville, NJ. Personnel tested will be notified, in writing, of the test results and of the procedures that are to be followed as a result of positive test results.
13. As a result of an accident or injury, resulting in a visit to a hospital for some type of trauma to personnel or someone else, a substance abuse test shall be taken in the time frame as stated above.
14. Any volunteer who refuses to provide a specimen in conformance with this policy will be subjected to the same penalties as a volunteer who tests positive.  
  
Refusals by any volunteer to sign a copy of this policy stating that they have read this policy and agree to follow its requirements will result in removal of that person's name from the permission to ride apparatus.
15. Refusal by any employee to sign this agreement stating that they have read this policy and agree to follow its requirements will result in immediate termination of the employee.