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| ***REPLACE WITH YOUR MASTHEAD*** | | |
| **VFIS logo black JPG** | **SOG Title:** | |
| **SOG Number:** | |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** | | |

**Drug & Alcohol Policy**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Policy:**

No member of the \_\_\_\_\_\_\_\_\_\_\_\_\_ Fire Department, under the influence of drugs or alcohol, will be permitted access to property or equipment of the organization, or take part in any organizational activities.

**Purpose:**

To assure the safety of members, visitors and those being served as well as legal compliance.

**Scope:**

All organization personnel.

**Procedure:**

No member or visitor shall consume or make visible any alcoholic beverages or illegal substances at any Fire Station, at an emergency scene, or any training or other organizational function.

The Officer in charge will take the appropriate actions to remove any violator of this policy and bring charges to the \_\_\_\_\_\_\_\_\_\_\_\_\_ to investigate, assure due process occurs, and take appropriate actions, per the organization disciplinary policy.

It is the intent of this policy to assure the \_\_\_\_\_\_\_\_\_\_\_\_\_ Fire Department is compliant with the law and maintain the highest standards that can be set demonstrated by our profession. We must recognize the responsibility and obligation to conduct our personal and professional life gaining the trust and confidence of the organization and the community.

Offenses include, but are not limited to intoxication or use of controlled substances (drugs). This includes the use of intoxicants at an emergency call or organizational activity with the smell of alcohol on clothes or breath.

This policy includes the provision that members will be subject to unannounced substance abuse testing.

Any member found in violation of this policy may also be required to participate in follow-up activities, which may include further evaluation, treatment and/or counseling. Additionally, the member will be subject to unannounced substance abuse testing during the 12 month period following the positive test. A member who fails to follow the requirements of this policy or whose suspension is upheld will be subject to disciplinary action consistent with the organization discipline policy, up to an including termination of membership.

The \_\_\_\_\_\_\_\_\_\_\_\_\_ may take disciplinary action against a member based on the nature and severity of the offense.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**