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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** |

**Personal Conduct – Detectable Odors**

***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:**

To insure the personal safety and well-being of each individual on duty firefighter, their co-workers and the public; **no on duty personnel shall not have at any time any detectable odor and/or smell of alcohol or other non-permitted product on their breath.**

**Purpose:**

To assure well-being to members/employees and the public.

**Scope:**

This pertains to all personnel.

**Procedure:**

Such an odor and/or smell shall constitute “…reasonable cause to believe that an employee is impaired…” as spelled out in the current Labor Contract. Any such personnel reporting for duty with such a detectable odor and/or smell shall be:

1. Removed from their response (or other duty) assignment and a replacement for their position shall be hired.
2. They shall be sent home on sick leave. A ride home may be arranged by the Platoon Commander.
3. If there is any doubt about that individual’s ability to safely and/or legally go home on their own, this shall constitute and extenuating circumstance that shall be dealt with on a case by case basis. In all such cases, however, the individual shall be considered as being off duty and not subjected to emergency response.
4. In any cases where such “impairment” is established, the circumstances shall be forwarded in writing to the Chief’s Office. Such notice to the Chief shall constitute a written charge and the alcohol policy contained within the provisions of the Town/Union Contract will be initiated.
5. The above directive shall be enforced strictly with the intention of providing protection to all concerned; i.e., the individual, other on duty personnel, the Fire Department, and the public. It should also serve to help those who may be in need of assistance via the Department’s Family Assistance Program, NovaMed.

***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:**

Fairfield CT (FD) SOG “Personal Conduct”