



MUKWONAGO FIRE DEPARTMENT

OPERATING PROCEDURES

Drug Free Workplace		Approved by: Chief Jeffrey R. Stien	
POL # 32	Draft Date: 10/04/11	Revision Date: 3/19/12, 7/27/16	Effective Date: 3/19/12, 7/27/16

PURPOSE: The purpose of this policy is to define Mukwonago Fire Department as a Drug Free Workplace.

SCOPE: This policy is to be followed by all officers and members of this department. Authority to deviate from this policy rests with the officer in charge who will be responsible for the results of any deviation.

- A. The Mukwonago Fire Department prohibits the unlawful manufacture, distribution, dispensing, possession, or use of illegal controlled substances on department time or on all department grounds, Village and Town property, or on worksites. Any employee who engages in any of these actions may be subject to disciplinary action up to and including termination.
- B. Alcohol consumption is prohibited while on departmental time or on department grounds and may not be consumed unlawfully on Village and Town property. There is a zero tolerance for alcohol while on shift.
- C. The Drug-Free Workplace Act of 1988 requires that all department employees report any convictions related to violations related to criminal drug statutes that occur on the Village, Town, or department premises or off premises while conducting departmental business. A report of a conviction must be made to your supervisor or the Fire Chief within five days of your conviction. Failure to comply with this policy may be subject to disciplinary action up to and including termination.
- D. Drug and Alcohol Testing
 - 1. It is the policy of the Mukwonago Fire Department that, upon the offer of hire, applicants must submit to a drug test as a condition of employment.
 - 2. Supervisors may order a drug or alcohol screening test when they have a reasonable suspicion that an employee is using, or under the influence of drugs or alcohol. A reasonable suspicion to request a drug or alcohol test is based on the totality of circumstances for the incident. Possible circumstances may include:
 - a. Conduct or behavior that is out of the ordinary for the individual involved.
 - b. Information provided by sources that are reliable and credible.

- c. Behavior which is characteristic of controlled substance or alcohol usage including (but not limited to), unusual speech or difficulty in speaking, exhibiting an odor of alcohol or other controlled substance, problems with movements, problems with concentration or diminished mental clarity.
 - d. If the employee is involved in a vehicular accident with a departmental, Village or Town owned vehicle.
- E. Any employee found intoxicated or under the influence of narcotics while on duty, will be placed on immediate suspension, and, as indicated by this policy, will be subject to disciplinary action up to and including termination.