


General Order Number: 08-20	Effective Date: August 2, 2023
Division: Health and Safety	
Chapter: Substance Abuse	
By Order of the County Fire Chief: Tiffany D. Green 	Issue Date: August 2, 2023

PURPOSE

The County has a zero-tolerance drug policy, and the Fire/Emergency Medical Services Department (Department) recognizes that controlled substance use and/or alcohol misuse not only negatively affects the personnel involved but jeopardizes departmental operations and public safety. The Department prioritizes the overall health and the physical and emotional well-being of all its personnel.

This General Order establishes the procedures for responding to substance abuse and applies to civilian, career, and volunteer members.

SCOPE

This policy applies to all sworn, volunteer, and civilian members regardless of duty status. All members in operational and administrative capacities, whether in full duty, light duty, or modified duty status are subject to this policy. Violations of this policy could result in disciplinary action to include dismissal.

DEFINITIONS

Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol, ethanol, or other low molecular weight alcohol, including methyl and isopropyl alcohol. Use of alcohol means the consumption of any beverage, mixture, preparation, or medication containing alcohol.

Collection Site – A location, including Occupational Medical Services (OMS) or a site designated by OMS, where urine samples are collected for testing.

Confirmed Positive Test Results – The result of an immunoassay screen of a urine sample that indicates the presence of a drug above the laboratory's cut-off levels (as established by the test manufacturer and/or the National Institute of Drug Abuse (NIDA), which has not been prescribed by a licensed health care provider or has not been used for the purpose for which it was prescribed and is then confirmed by Gas Chromatography/Mass Spectrometry (GC/MS).

Controlled Substance – A drug chemical substance whose possession and use is regulated under the Controlled Substances Act. Controlled substances include opioids, stimulants, depressants, and hallucinogens.

County Medical Examiner – A qualified medical professional(s) designated by OMS who shall act as the Medical Review Officer.

Drugs – Any substance other than alcohol that may impair one’s mental faculties and/or physical capabilities. Examples include, but are not limited to, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, ethanol, ethyl alcohol, methadone, methylenedioxyamphetamine, opiates, oxycodone, or phencyclidine,

Employee and Volunteer Assistance Program (EAP/VAP) – A program provided by the department which offers counseling and referral services to employees and volunteers. Employees and volunteers may refer themselves to EAP/VAP services or be mandated to receive counseling services by their supervisors.

Employee – An active civilian or sworn member of the Department, or active volunteer member who provides services on behalf of the Department and/or wears a uniform or operates a vehicle that displays the insignia of the Department.

False Positive Test Result – A positive test result created by cross-reaction with over-the-counter medications, food substances, and/or prescribed medications as determined by the Medical Review Officer (MRO).

GC/MS – An acronym for a laboratory test method known as Gas Chromatography/Mass Spectrometry, which will be used to confirm an initial positive drug screening test on a urine sample.

IA – A laboratory test method known as Immunoassay which may be used as an initial drug screening test on a urine sample.

Illegal Drug – Any drug or controlled substance which is illegal to sell, consume, and/or possess in the State of Maryland, pursuant to the Annotated Code of Maryland, Article 27, §§ 276 through 302.

Illegal Alcohol Use – An employee’s possession, consumption, and/or distribution of alcohol while on or operating County/Volunteer Fire property, within 4 hours of reporting to duty, when on-duty or in uniform, and/or while participating in any emergency and/or training situation.

Illegal Substance Use – An employee’s/member’s possession, consumption, and/or distribution of an illegal drug in any form and/or the use of a substance, including alcohol and prescription medication, in a manner that violates this policy and/or the laws of the State of Maryland, regardless of whether on or off-duty. This term includes the tested employee’s/member’s use of a controlled substance when the employee/member does not possess a current and valid prescription for such usage at the time of testing.

Initial Test – Testing by IA which may be used as an initial drug screening test on a urine sample.

Occupational Medical Services (OMS) – The Prince George’s County Occupational Medical Services unit designated by the Office of Human Resources Management.

On-Duty Impairment – When an employee/member consumes a substance while on or operating County/Volunteer Fire property, within 4 hours of reporting to duty, when on-duty or in uniform, and/or while participating in any emergency and/or training situation, and exhibits a decrease in appearance, conduct, execution of job functions, productivity, trustworthiness, and/or reliability that falls below the acceptable standard.

Post Accident/Collision Testing – Drug screening required when an employee/member is the operator of a vehicle involved in a collision resulting in serious personal injury, death, or property damage that exceeds one-third the value of the vehicle or \$10,000, when there is a question of or discrepancy in the preventability of the accident, or other contributing factors referenced in *General Order 08-05, Vehicle Accident and Loss Damage Reporting*.

Prescribed Drug – Any substance prescribed by a licensed health care provider specifically for an employee.

Random Testing – Drug and alcohol tests performed on employees/members while on duty and without advance warning. Employees subject to testing are identified using a computer-generated list of random employee/member names to evaluate compliance with this policy.

Reasonable Suspicion – The evidentiary standard must be met before a “for cause” drug test is required of an employee/member. To meet this standard, the Fire Chief or designee must determine, based on specific objective facts and reasonable inferences drawn from these facts, that there is a reasonable basis to believe an employee/member has engaged in unauthorized controlled and /or illegal substance use as defined in this policy.

Safety Sensitive Position – A position with duties and responsibilities that require employees/members to provide services that affect the health, safety, and welfare of the public; medical or clinical services; prevention and intervention services; mentoring, counseling, or education about safety, crime, or fire prevention; public safety services; driving a County/volunteer owned motor vehicle; or driving a motor vehicle to transport the public.

Supervisor – The employee’s/member’s immediate supervisor/volunteer chief officer in the chain-of-command at the time drug testing is required or unauthorized controlled and/or illegal substance usage is suspected.

Test Facility – Independent State-certified, County-contracted, laboratory used by the County Medical Review Officer to test urine specimens for the presence of drugs.

Unfit for Duty – When a command officer, investigator, a representative designated by the Fire Chief, or supervisor has an articulated, reasonable belief that an employee/member is under the

influence of or impaired by a substance, and as a result, exhibits a decrease in conduct or appearance that falls below the acceptable standard, or is incapable of safely and/or satisfactorily performing assigned duties and responsibilities.

POLICY

I. Prohibited Conduct

- A. Unauthorized controlled substance use by an employee/member, whether on or off duty, is prohibited and may result in disciplinary action up to and including dismissal from employment/membership.
- B. Prescribed or over-the-counter drug usage that may result in an employee's/member's on-duty impairment is prohibited and may result in disciplinary action up to and including dismissal from employment/membership. It is the employee's/member's responsibility to consult with their healthcare provider concerning the possibility of on-duty impairment and report any possible impairment to their supervisor.
- C. Members may not use prescribed medications in any manner contrary to the laws of the State of Maryland.
- D. Illegal alcohol use by an employee/member is prohibited. In addition, the use of alcohol which leads to on-duty impairment and/or blood alcohol levels elevated beyond .05% is also prohibited. Illegal alcohol usage and/or on-duty impairment from alcohol may result in disciplinary action up to and including dismissal from employment/membership.

II. Routine Diagnostic Procedures

- A. All initial applicants for either career or volunteer positions within the fire service will be required to undergo a urinalysis for the detection of controlled and illegal substances.
 - 1. Positive, confirmed results for an unauthorized controlled or illegal substance(s) will result in the immediate disqualification of that applicant.
 - 2. An applicant who attempts to circumvent the entry screening process via deception or fraud will be automatically disqualified.
 - 3. A current employee/member who attempts to circumvent the in-service screening process via deception or fraud may result in disciplinary action up to and including dismissal.
- B. In-service physical examinations will include testing mechanisms for unauthorized controlled or illegal substances. Any individual attempting to circumvent the in-service screening

process via deception or fraud may be subject to disciplinary action up to and including dismissal.

- C. All employees/members must provide written notification of their arrest for any type of criminal offense (including alcohol and substance abuse violations) to the Office of the Fire Chief within 24 hours of occurrence. When the Office of the Fire Chief is closed, the employee/member must provide written notification to the Duty Chief (Duty Chief 800).
 - 1. The Fire Chief/designee has the discretion to require urinalysis, a mandatory EAP/VAP referral, or take disciplinary action when notified of an employee's/member's arrest for any alcohol or drug-related offense.
 - 2. Notification of an employee's/member's arrest for Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) will automatically result in the employee's/member's mandatory EAP/VAP referral by their supervisor.
 - 3. Notification of an employee's/member's conviction for DWI, or other offenses which result in incarceration or loss of driving permit, may result in disciplinary action up to and including dismissal from employment/membership.
 - 4. All employees/members are required to provide written notification of their criminal sentencing results, via chain-of-command, to the Office of the Fire Chief within 48 hours of adjudication by the court.

III. Random Testing

- A. All safety-sensitive employees are subject to random drug and alcohol testing.
- B. At an unspecified time, a list of employee/members names required to undergo immediate testing will be randomly generated by a computer and will be provided to the Department's Health and Wellness Office (HWO) by a third-party vendor contracted by OMS that is beyond the control of the Department.
 - 1. Each employee/member of the population subject to testing has an equal chance to be selected for testing on each occasion random testing is conducted. The random selection process will not be affected by or related to any pre-employment testing, testing based on reasonable suspicion, or disciplinary action.
 - 2. Selection of employee/member subject to random testing will be conducted at the rate of 25% of the total number of eligible staff, career personnel, and volunteer members respectively, per fiscal year.
 - 3. Selected employees/members must sign a consent form at the test facility prior to the

random drug/alcohol screening and shall disclose the usage of any prescribed or over-the-counter medications for non-negative test validation purposes.

4. A selected employee/member's refusal to fully participate in and comply with a random drug and alcohol test without a compelling reason as determined by the HWO will be considered an admission of unauthorized controlled or illegal substance use and is grounds for dismissal from employment/membership.
- C. HWO will immediately contact the affected Duty Chief so that proper notice to the selected employee/member is effectuated and staffing relief for the selected employee/member is initiated. Random drug testing will not negatively impact minimum staffing levels described in the party's Collective Bargaining Agreement. If staffing coverage for the selected employee/member is not possible, the entire company/station must be taken out of service until the selected employee/member completes the random test process and returns to the company/station. The selected employee/member will have two (2) hours to report to the test facility for random testing upon relief and/or company/station closing.
 - D. If the employee/member is on duty but is not in his/her/their assigned workplace, the Staffing Office will use the on-duty roster and/or the assistance of the affected Duty Chief to locate and give notice to the selected employee/member. In this case, the supervisor must ensure the selected employee/member completes the random testing process. Under no circumstances may the supervisor disclose to any other person that the employee/member has been ordered to report for random testing before the Duty Chief notifies the selected employee/member.
 - E. An employee/member selected for testing who is on duty or an employee/member in an administrative leave status pending disciplinary action, will not be excused from testing, allowed to reschedule testing, and/or allowed to take sick or any other leave after being notified of testing, except in extremely unusual circumstances that must be approved by the Fire Chief/designee. Extended time to report to the test facility may be authorized by the Duty Chief if the employee/member resides outside of the Metropolitan area. Such circumstances must be documented by the HWO.
 - F. If an employee/member is not scheduled to work, or if an employee/member is on previously approved administrative, annual, compensatory, personal, or sick leave when selected for random testing, they will not be required to test that day. The selected employee/member will be notified and must be tested on their next scheduled workday when the test site is open. Under no circumstances should anyone other than HWO and the affected Duty Chief, including selected employee/member, be informed that employee/member was selected for random testing prior to selected employee/member's return to work/service. The selected employee/member that was previously not scheduled to work is not authorized to resume duties/service until a random test sample is provided.

- G. An employee/member on military leave, approved disability, family medical or sick leave for their own condition, or leave without pay for more than 30 calendar days, shall not be subjected to random testing.

IV. Testing Procedures and Reporting Results

- A. Any individual attempting to circumvent the screening process via deception or fraud will be subject to disciplinary action up to and including dismissal.
- B. All sample collections and testing will be conducted in accordance with the Department of Transportation Regulations, 49 CFR Part 40.

C. Drug Tests:

1. Employees/members unable to provide an adequate urine sample will be deemed to have refused to submit unless they provide medical documentation of their inability to submit and further agree to submit to an alternate test.
2. All departmental employees/members will be advised in writing of their right to obtain independent testing of their previously collected split sample.
 - a. This independent testing will be conducted at the full expense of the requesting employee/member.
 - b. Written requests for split sample testing must be received by the HWO no later than seven (7) calendar days from employee's/member's notification from the HWO of their positive test result.
 - c. The County's designated MRO will facilitate all requests for independent testing of the split sample, which will be conducted by a federally certified Substance Abuse Mental Health Services Administration (SAMHSA) laboratory.

D. Alcohol Tests:

All alcohol tests will be conducted in accordance with the Department of Transportation Regulations, 49 CFR Part 40.

V. Reasonable Suspicion/Fitness for Duty Testing



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

A. Reasonable Suspicion may be based upon, but not limited to, the following:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms of being impaired by alcohol or any substance, i.e., slurred speech, staggered gait, lack of coordination, strong smell of alcohol or a controlled substance on employee's/member's person, etc.
2. A pattern of abnormal conduct or erratic behavior.
3. Arrest or conviction for an alcohol or drug-related offense.
4. Information provided by reliable and credible sources and independently corroborated by other observations.
5. Evidence that the employee/member has tampered with a previous drug test.
6. Inconsistencies with narcotic inventory on ambulances and other storage areas where a member had recent oversight.
7. Involvement in a vehicle accident or collision while on-duty.
 - a) An employee/member required to undergo post-accident/collision testing must submit to tests for alcohol and substance use within six (6) hours of the collision.
 - b) Until the Department receives notification that the employee's/member's post-accident/collision result is negative, the employee/member is prohibited from operating a County-owned vehicle. Any property assigned to an employee/member and his/her/their personal belongings may be searched whenever a supervisor has reasonable grounds for suspecting that the search will result in evidence of a violation of this policy. The Fire Chief must pre-approve all searches and whenever possible, property owners or leasers will receive prior notification. Such searches or inspections may include but are not limited to, an employee's/member's locker, desk, and/or County/volunteer assigned vehicles.

B. Whenever an employee/member appears to be impaired because of substance or alcohol use, the employee/member's supervisor is responsible for immediately investigating the matter and initiating action in accordance with this policy and County Personnel Law.

C. The supervisor should arrange, whenever possible, for another supervisor or manager to verify his/her/their reasonable suspicion.

1. Attachment 1 outlines a list of characteristics often associated with impaired and/or substance abuse behavior. The supervisor can reference this list when determining whether an employee/member is unfit for duty.



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FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

2. When assessing whether an employee/member is unfit for duty, a supervisor is responsible for specifically documenting the reasons for questioning the employee/member about his/her/their behavior.
- D. Once a supervisor determines that the employee/member is unfit for duty, the employee/member should be requested to follow the supervisor to a confidential area that is private and away from other employees/members, so they can freely discuss the employee's/member's behavior.
- E. Nothing in this policy prevents a supervisor from taking any immediate action necessary to ensure the safety of the employee/member, other employees, or the public, such as preventing the employee/member from continuing to operate tools or equipment in an unsafe manner.
- F. Until the employee/member is safely removed from the workplace or the situation is otherwise resolved, the supervisor must ensure the employee/member is not left unattended by supervisory personnel, if possible.
- G. The employee's/member's supervisor must complete the Substance Abuse Incident Report (Attachment 3) and include all actions, observations, statements, and other pertinent facts, i.e., date, time of day, location, and any witness to the incident. The supervisor must forward the completed report to the Fire Chief, via the chain-of-command, no later than the close of business on the incident date.
 1. Employee/member test results will be handled in a confidential manner and will only be released to designated HWO personnel who are in a "need to know" situation.
- H. Upon the HWO's receipt of an employee's/member's test result, the Deputy Fire Chief over Emergency Services Command (ESC) and the Departmental Disciplinary Coordinator will receive written notification of the positive test results.
- I. The Risk Manager (or designee) will contact any employee/member with a "positive" result to provide notification to discuss the details of the results. The member can request a copy of the test results in writing.

VI. Return to Duty Testing

- A. When an employee's/member's test results remain "positive" (after any review by the MRO or split sample testing results), they will not be allowed to return to their safety sensitive duties until they undergo another drug and or alcohol test and receive a negative result.

VII. Counseling/Rehabilitative Services



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

- A. Counseling/rehabilitative services are available to assist on-board personnel who may develop alcoholism, drug dependency, or personal problems and to assist them with treatment programs before their problems render them unacceptable for fire service membership. The Department recognizes alcoholism and drug abuse as problems that can often be effectively treated in the early stages.
- B. The individual's right to confidentiality and privacy are also recognized. The pertinent information and records of personnel who seek and receive assessment, counseling, and treatment will be preserved in the strictest confidence in accordance with Volume 42 of the Code of Federal Regulations.

The Department has counselors under the Employee and Volunteer Assistance Program (EAP/VAP), that are available to assist employees/members with receiving appropriate rehabilitative treatment. To connect with a counselor 24 hours per day, 7 days of the week, please call the hotline at (301) 883-3514.

- 1. Assessment and referral counseling services are available for a variety of matters that may impact the ability to perform the job duties required or affect employees/members well-being.
- 2. Services also include educational programs related to addiction and mental health issues, on-going support groups, as well as critical incident debriefings.

REFERENCES

Council Bill (CB) 083-2022

County Zero-Tolerance Drug Policy

General Order 08-05 – Vehicle Crash and Property Loss Reporting and Investigating

Personnel Law, §16-189

Personnel Law, §16-193

Administrative Procedure 224

FORMS / ATTACHMENTS

Attachment #1 – Behavior and Job Performance “Warning Signs”



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Attachment #2A –Employee/Member Consent for Drug and Alcohol Screening Test - Fitness for Duty Drug

Attachment #2B – Employee/Member Consent for Drug and Alcohol Screening Test – Motor Vehicle Accident

Attachment #3 – Prince George's County, Maryland Substance Abuse Incident Report

BEHAVIOR AND JOB PERFORMANCE

"WARNING SIGNS"

Job behavior and work performance should be the concern of every supervisor. Expert knowledge about the abuse of controlled substances or abused drugs is not necessary, but supervisors should remain alert to changes from the normal work pattern and/or behavior of an employee.

Listed below are various "symptoms" that usually appear on the job, indicating some consequences of substance abuse. These warning signs can appear singularly or in combination and may signify problems other than substance abuse. For example, alcoholism, diabetes, high blood pressure, thyroid disease, psychiatric disorders, emotional problems, and certain heart conditions all share some of the same signs. Therefore, it's important to remember that unusual or odd behavior may not be connected in any way with alcohol or drug abuse. The role of the supervisor is to recognize and document changes observable in work behavior without making any moral judgment or taking the position of counselor or diagnostician.

Signs of Deteriorating Job Performance

- | | | |
|---|--|---|
| • Weariness, Exhaustion | • Argumentative | • Higher than average accident rate on the job |
| • Unusual untidiness | • Exaggerated sense of self-importance | • Inconsistency in quality of work |
| • Yawning excessively | • Displays violent behavior | • High or low periods of productivity |
| • Blank stare | • Avoids talking with supervisor regarding work issues | • Poor judgment or more mistakes than usual and general carelessness |
| • Slurred speech | • Absenteeism | • Lapses in concentration |
| • Unsteady walk | • Acceleration of absenteeism and tardiness, especially on Mondays, Fridays, and before and after holidays | • Difficulty in recalling instructions |
| • Sunglasses worn at inappropriate times | • Frequent unreported absences, later explained as "emergencies" | • Difficulty in remembering own mistakes |
| • Unusual effort to cover arms | • Unusually high incidence of colds, flu, upset stomach, or headaches | • Using more time to complete work or missing deadlines |
| • Changes in appearance after lunch or break | • Frequent use of unscheduled vacation time | • Increased difficulty in handling complex situations |
| • Appears to be depressed or extremely anxious all the time | • Leaving the work area more than necessary (e.g., frequent trips to the water fountain and bathroom) | • Overreaction to real or imagined criticism |
| • Irritable | • Requesting to leave work early for various reasons | • Avoiding and withdrawing from peers |
| • Suspicious | • A pattern of accidents caused by negligence by the employee | • Complaints from co-workers |
| • Emotional unsteadiness (e.g., outbursts of crying) | | • Borrowing money from fellow employees |
| • Mood changes after lunch break | | • Complaints of problems at home, such as separation, divorce, or child discipline problems |
| • Withdrawn or improperly talkative | | • Persistent job transfer requests |
| • Spends an excessive amount of time on the telephone | | • Disregard for safety of others |

PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
EMPLOYEE/MEMBER CONSENT FOR DRUG AND ALCOHOL SCREENING TEST
FITNESS FOR DUTY

TO: _____ Date: _____
(Employee/Member's Name)

FROM: _____
(Supervisor)

You are hereby notified that, based on my determination, a reasonable suspicion exists to conclude that you are impaired from the use of a substance in violation of Personnel Law Section 16-193 and Administrative Procedure 224. You are hereby suspended from employment/membership with the Prince George's County Fire/EMS Department until further notice.

You are also notified that:

1. On behalf of the County Fire Chief, I am ordering that you submit to a urine test and/or breathalyzer test to determine the presence of alcohol and/or a controlled dangerous substance in your blood system; and,
2. Failure to sign this document and/or failure to obey this order will result in disciplinary action against you, including the possibility of the termination of your employment/membership with the Prince George's County Fire/EMS Department for insubordination; and,
3. If you submit to the test for alcohol and/or drugs, the test will be conducted by a certified laboratory. All positive samples will be subjected to a second confirmatory test. A split sample of any specimen you give will be maintained by the laboratory and may be transported, utilizing appropriate chain-of-custody procedures, by the Department to a laboratory of your choosing as long as the laboratory meets the approval of the Fire Chief.
4. The results of the test may be used against you in any disciplinary action taken as a result of violation of Personnel Law Section 16-193 or General Order 08-20.

EMPLOYEE/MEMBER CONSENT

I, _____, have read and understand this order for alcohol/drug testing and hereby grant my permission for the Prince George's Fire/EMS Department to arrange to collect a urine specimen from me and to have the specimen(s) tested to determine the use or presence of alcohol and/or drugs. I also consent to breathalyzer testing. Further, I consent to the release of any test results to the Fire Chief of the Prince George's County Fire/EMS Department for his/her use in reviewing any proposed disciplinary action against me.

Employee/Member's Signature

Date & Time

Witnessed By: _____
Supervisor

PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
EMPLOYEE/MEMBER CONSENT FOR DRUG AND ALCOHOL SCREENING TEST
MOTOR VEHICLE ACCIDENT

TO: _____ Date: _____
(Employee/Member's Name)

FROM: _____
(Supervisor)

You are hereby notified that you have been involved in a motor vehicle accident, and that said accident meets the criteria for a drug and alcohol screen as established in General Order 08-20.

You are also notified that:

1. On behalf of the County Fire Chief, I am ordering that you submit to a urine test and/or breathalyzer test to determine the presence of alcohol and/or a controlled dangerous substance in your blood system; and,
2. Failure to sign this document and/or failure to obey this order will result in disciplinary action against you, including the possibility of the termination of your employment/membership with the Prince George's County Fire/EMS Department for insubordination; and,
3. If you submit to the test for alcohol and/or drugs, the test will be conducted by a certified laboratory. All positive samples will be subjected to a second confirmatory test. A split sample of any specimen you give will be maintained by the laboratory and may be transported, utilizing appropriate chain-of-custody procedures, by the Department to a laboratory of your choosing as long as the laboratory meets the approval of the Fire Chief.
4. The results of the test may be used against you in any disciplinary action taken as a result of violation of Personnel Law Section 16-193 or General Order 08-20.

EMPLOYEE/MEMBER CONSENT

I, _____, have read and understand this order for alcohol/drug testing and hereby grant my permission for the Prince George's Fire/EMS Department to arrange to collect a urine specimen from me and to have the specimen(s) tested to determine the use or presence of alcohol and/or drugs. I also consent to breathalyzer testing. Further, I consent to the release of any test results to the Fire Chief of the Prince George's County Fire/EMS Department for his/her use in reviewing any proposed disciplinary action against me.

Employee/Member's Signature

Date & Time

Witnessed By: _____
Supervisor

PRINCE GEORGE'S COUNTY, MARYLAND
SUBSTANCE ABUSE INCIDENT REPORT

(See Administrative Procedure 224)

CONFIDENTIAL

1. DATE OF REPORT			
2. NAME OF REPORTING PERSON		11. NAME OF EMPLOYEE INVOLVED	
3. REPORTING PERSON'S DEPARTMENT		12. SOCIAL SECURITY NUMBER	
4. REPORTING PERSON'S DIVISION/ASSIGNMENT		13. EMPLOYEES HOME ADDRESS	
5. REPORTING PERSON'S TITLE/GRADE		CITY, STATE, ZIP	
6. REPORTING PERSON'S SUPERVISOR		14. EMPLOYEE'S HOME PHONE	15. EMPLOYEE'S WORK PHONE
7. DATE OF OCCURRENCE TIME OF OCCURRENCE		16. EMPLOYEE'S POSITION/GRADE	
9. ADDRESS OF OCCURRENCE		17. EMPLOYEE'S DEPARTMENT	
CITY, STATE, ZIP		18. EMPLOYEE'S DIVISION/ASSIGNMENT	
10. DESCRIBE LOCATION		19. EMPLOYEE'S IMMEDIATE SUPERVISOR	
20. OTHER EMPLOYEE(S) INVOLVED IN INCIDENT. INCLUDE FULL NAME AND DEPARTMENT.			
21. WITNESS #1: NAME, POSITION, DEPARTMENT OR ADDRESS IF NOT AN EMPLOYEE		22. HOME/WORK PHONE	
23. WITNESS #2: NAME, POSITION, DEPARTMENT OR ADDRESS IF NOT AN EMPLOYEE		24. HOME/WORK PHONE	
25. WITNESS #3: NAME, POSITION, DEPARTMENT OR ADDRESS IF NOT AN EMPLOYEE		26. HOME/WORK PHONE	
27. DESCRIBE HOW INCIDENT BECAME KNOWN TO YOU.			
28. DESCRIBE WHAT WORK, IF ANY, EMPLOYEE WAS DOING WHEN INCIDENT OCCURRED.			
29. CONCISE STATE OF FACTS LEADING REPORTING PERSON TO SUSPECT EMPLOYEE.			
30. INCIDENT INVOLVES: <input type="checkbox"/> SALE <input type="checkbox"/> USE <input type="checkbox"/> POSSESSION OF <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS <input type="checkbox"/> OTHER SUBSTANCE		31. WAS EMPLOYEE IMPAIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
32. WAS EMPLOYEE GIVEN ORDER FOR ALCOHOL/DRUG TEST (P.G. Form # _____)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN IN DETAILS		33. DRUG/ALCOHOL TEST GIVEN? <input type="checkbox"/> N.A. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> REFUSED	
34. NAME OF PERSON TRANSPORTING EMPLOYEE TO TEST LOCATION		35. NAME OF PERSON TRANSPORTING EMPLOYEE HOME	
38. NAME AND ADDRESS OF LABORATORY ADMINISTERING ALCOHOL/DRUG TEST			
37. NAME OF PERSON WITNESSING SPECIMEN, IF ANY		38. NAME OF LAB TECHNICIAN RECEIVING SPECIMEN (Accepting custody) TIME:	
39. WAS APPOINTING AUTHORITY NOTIFIED? .. <input type="checkbox"/> YES <input type="checkbox"/> NO DATE:.. TIME BYWHOM:			
40. WAS EMPLOYH SUSPENDED FROM WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE: TIME: BYWHOM:			
41. DID EMPLOYEE REQUEST REFERRAL TO EAP? EMPLOYEE ASSISTANCE COUNSELOR NOTIFIED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO BY WHOM:			