City of Monterey Fire Department

Physical Fitness Program

A Comprehensive Firefighter Fitness Program Designed to Address the Demands of the Occupational Safety and Health of the Professional Firefighter

Revised 12/23/99

Fire Chief's Philosophy: It is the belief and conviction of the Chief of the Monterey Fire Department that the fitness of all represented employees of the department is critical to
their safety and well-being. In addition, a high level of overall physical fitness is necessary to enable the members to function at the level needed to properly and safely carry out the demands of the profession. Further, this level of physical fitness, coupled with the mental discipline expected of the firefighter professional can mean the difference between life and death, a full and productive career, and a positive emotional state. Professional firefighters have a responsibility to maintain physical fitness, and the department has a responsibility to support them.

**Goal:** It is the goal of the Monterey Fire Department to implement a physical fitness program which will enable the development and maintenance of the physical fitness necessary to support a long and productive career, safely perform the assigned functions of the job, reduce the probability and severity of occupational injuries and illnesses, and to reduce the impact of environmental and physiological stressors encountered in the profession.

**Objective:** To aggressively work to change the culture and status quo of the department to embrace a program that includes the following objectives and to comply, insofar as possible, with nationally recognized fire service standards, such as NFPA: (1) To provide a medical evaluation of all employees on a regular basis as determined by the Fire Chief; (2) To provide a comprehensive physical fitness program for all employees; (3) To establish and maintain a confidential health database for all employees; (4) To provide and maintain an injury and illness prevention program within the department as required by law; (5) To provide access to appropriate and effective medical treatment for work related injuries and illnesses; (6) To provide access to employee assistance programs to enable the employee to maintain positive physical and emotional conditioning; (7) To provide critical incident stress debriefing to all employees when exposure to situations warrant.

**Components:**

- Physical Exercise
- On-Duty time for Participation in the Exercise Program
- Fitness Equipment / Apparatus
- Fitness Counseling / Training
- Medical / Physical Examinations & Consultation
- Employee Assistance Program
- Critical Incident Stress Debriefing
- Injury and Illness Prevention Program
- Confidential Employee Fitness / Health Data Base
- Worker’s Compensation Program
- Department Policy and Procedures
- Regular Review and Improvement of the Program

**Description of the Program:** This program is intended to build on the following components already in place in the department: The initial and periodic medical evaluations, Employee Assistance Program, Sports Center access (Pass), Injury and Illness Prevention Program, Worker’s Compensation medical evaluation and treatment,
on-duty time for physical exercise and the provision and maintenance of fitness equipment in the fire stations.

To the existing components, the following new components will be introduced: (1) Fitness counseling provided by a trained Fitness Trainer/Counselor; (2) Confidential Employee Fitness and Health Database; (3) Supporting Departmental Policy and Procedures; and (4) Ongoing evaluation and improvement of the program, based on input from informed personnel, fitness data analysis, changing job requirements, and the availability of resources.

**Fitness Counseling:** The Monterey Fire Department will retain a Fitness Trainer/Counselor to provide fitness assessment, counseling, and training to employees of the department. The Fitness Trainer/Counselor will also assist the Fire Chief, or designee, in the development and maintenance of the physical fitness program to include a health database and ongoing evaluation with recommended program adjustments. The health database regarding each employee shall be confidential between the employee and Trainer/Counselor. The Trainer/Counselor shall provide the Department general data about the results of the physical fitness program without reference to any individual employee.

**Physical Fitness Exercise:** All employees subject to this program may participate in an on-duty exercise program.

A minimum of one and one-half hours each work day will be provided as the exercise period, depending on operational impacts and scheduled duties. All on-duty personnel are required to participate in the Department Physical Fitness Program at least at a minimum level. This minimum level requires exercise for warm-up and flexibility, as guided for each employee by the Physical Fitness Trainer/Counselor, during the beginning of the work shift, depending on operational impacts and scheduled duties.

Exercises authorized under the fitness program shall take place on premise as guided by the fitness Trainer/Counselor, consistent with applicable policy and procedure. Exercise approved under this proposal by off-duty personnel may be authorized by the on-duty Duty Chief or Duty Officer using department facilities (subject to operational impacts). Off-duty exercise will not be counted as time worked and shall not be compensable. Fitness prescriptions or programs at the direction of a medical doctor, physical therapist or other health practitioner may be used if approved in writing by the Fire Chief.

Exercises that are considered job-related are listed below. Physical fitness activities that are not listed below is not considered job-related for the purposes of Worker’s Compensation liability.

The exercise period will be divided into the following elements:

1. Warm Up
2. Flexibility
3. Strength
4. Endurance
5. Cool Down

Special prescriptive exercises may be substituted that address injury rehabilitation, weight reduction, or programs necessary to balance overall fitness of the employee when prescribed in writing and approved by the Fire Chief.

Warm Up: (10 minutes)

Choice or combination of:
- Walking
- Stationary Cycling
- Chest and Shoulder Stretch
- Arm Rotations
- Lunges
- Shoulder Rotations
- Hamstring Stretch
- No Hands Squat

Flexibility: (10-15 minutes)

Perform stretches slowly until you reach the position where tension (not pain) is felt in the muscle. Hold for 5 – 10 seconds. Repeat each stretch several (no less than three) times. Do not bounce or jerk during the stretching motion.

Daily Dozen
- Arm Stretch
- Sitting Stretch
- Side Rotation Stretch
- Double Stretch
- Sky Stretch
- Side Stretch
- Floor Stretch
- Leg Arch
- Knoc Swing
- Pedal Stretch
- Horizontal Leg Stretch
- Leg Extension

-or-

Nautilus Baker’s Dozen
- Shoulder Rolls
- Arm-Overhead Triceps Stretch
- Triceps Stretch across Body
- Chest and Shoulders
Side Stretch
Calf Stretch
Achilles Stretch
Standing Quadriceps Pull
Groin Stretch
Single-Leg Hamstring Stretch
Dual Hamstring Stretch
Spinal Twist
Knee Pull to Chest

**Strength:** (15 – 25 minutes)

- Abdominal Crunches I – 2 sets / 20 – 30 repetitions
- Oblique Crunches I – 2 sets / 20 – 30 repetitions
- Good Mornings I – 2 sets / 20 repetitions
- Bench Press I – 2 sets / 10 – 12 repetitions
- Pullovers I – 2 sets / 20 repetitions
- Pushups or Gravitron I – 2 sets / 10 – 20 repetitions
- Dead Lifts I – 2 sets / 10 – 12 repetitions
- Curls I – 2 sets / 10 – 12 repetitions
- Squats I – 2 sets / 10 – 20 repetitions
- Lunges, Hack-Squats or Modified Squats I – 2 sets / 10 – 12 repetitions

**Endurance:** (20 – 30 minutes)

Choice / Combination of:
- Stationary Bike
- Stepper
- Treadmill
- Running (Jogging)
- Rowing
- Jump Rope
- Stationary Skier
- Aerobic Dancing

**Cool Down:** (10 minutes)

- Gentle Jogging
- Walking
- Gentle Stationary Cycling (no resistance)

**Fitness Equipment/Apparatus* and Number per Station:**

- Mini-power rack (1)
- 0 – 90 degree adjustable bench (1)
- 400# Olympic Barbell Set (1)
- Fixed Dumbbell Set (109-509) (1)
- Gravitron (1)
- Stationary Cycle (2) Station 11; (1) Stations 12, & 13
- Versa Climber (1)
Treadmill (1)
Rowing Machine (1)
Stationary Skier (1)
Reverse Hyper (1 only for entire department)

* Equipment may vary depending on space available. The above list is provided as guidance and is not intended to bind the City to purchase all of the equipment listed.

**Employee Fitness & Health Data Base:** Pending development of specific information and methods of maintaining confidential data.

This component may include software applications to assist the Trainer/Counselor in assessment of employees and data base management.

**Departmental Review:** This component is pending development; however, it is intended to commit the department to a regular evaluation of the program and its impacts on the employees.

**Phasing:** The physical fitness program will contain the following ongoing elements:

1. Review and update policy/procedure guidelines and other supporting documentation through the department’s physical fitness project.

2. Provide fitness equipment

3. Provide and maintain a contract physical fitness Trainer/Counselor to provide fitness counseling and training.

4. Under the guidance of the physical fitness Trainer/Counselor, conduct annual fitness evaluations.

5. With the cooperation of the fitness Trainer/Counselor, create a health database that is confidential regarding individual employees.

6. Create, schedule, and process evaluation and improvement of the fitness program with the guidance of the physical fitness Trainer/Counselor, the department’s fitness program and management staff.
Daily Dozen
Start out gently with these stretching exercises and work your muscles at their own pace. You will soon move more easily and your chances of suffering from sore joints and lower back pain will diminish. Take a deep breath after each stretch.

Arm Stretch
Hold one arm straight out from your side. Level with the shoulders. Make an arc by raising your arm straight up, then lowering it to your side. Hold your arm out again. Swing it across your chest as far as is comfortable. Swing it toward your back as far as it will comfortably go. Now hold your arm straight in front of you, bending your elbow in a right angle with the palm toward the floor. Without moving your upper arm, move forearm straight up and then straight down. Alternate arms.

Sitting Stretch
Sit on the floor with your legs extended at least 6 to 10 inches apart. Bend forward with arms outstretched as far as you can and hold the position for 3 to 10 seconds. Do not strain or bounce.

Side Stretch
Make three imaginary marks at shoulder height on a wall at about one-foot intervals. Stand with your back to the wall, an arm’s length away. Extend one arm and twist your body, touching each mark with your hand. Reach as far as possible. Change sides and repeat.

Double Stretch
Using the same marks as for the side stretch, stand three feet from the wall. With your back to the wall and your feet about two feet apart, bend and touch the floor. Straighten up. Twist your body and touch the marks on the wall. Return to starting position and repeat, this time twisting to the other side.

Sky Stretch
Stand with your feet spread apart. Clasp your hands high above your head. Lean your head back and look up. Stretch your shoulder muscles as if you were reaching for the sky. Hold for several seconds, or as long as is comfortable. Relax. Repeat two to four times.

Side Stretch
Stand straight with your legs spread comfortably. Clasp your hands above your head. Lean from the waist to the right as far as is comfortable without moving your hip. Repeat, leaning to the left.

Floor Touch
Stand erect with your legs spread. Bring your hands together in front of you. Bend at the waist and try to touch the floor. Don’t strain! Hold for 10 seconds. Return to starting position and repeat.
Leg Arc
Stand straight with your arms at your sides. In one continuous motion, swing your leg straight out to one side. Swing it back across your other leg as far as comfortably possible. Return to starting position and repeat with the other leg.

Knee Swing
Lie on your back with your arms outstretched and palms down. Keeping your ankles together. Raise your knees to your chest and roll your knees to touch the floor, first on one side, then the other. Keep your hands and shoulders firmly on the floor. Repeat 15 to 30 times.

Pedal Stretch
Lie on your right side with your head resting on your outstretched arm and the palm of your left hand or the floor in front of your chest. Raise your legs slightly off the floor and pedal for 10 seconds as if you were riding a bicycle. Switch sides and repeat.

Horizontal Leg Stretch
Lie on your back with both legs outstretched. Bend your right knee and raise it until your foot is a few inches off the floor, keeping your hips straight, slide your left leg to the left along the floor. Slide it back and lower the other leg. Repeat the exercise, alternating legs.

Leg Extension
Lie on your back with one knee bent and your foot on the floor. Slowly raise the other leg to a vertical position, or as far as is comfortably possible. Lower it slowly. Repeat with the other leg.
Daily Dozen

Start out gently with these stretching exercises and work your muscles at their own pace. You will soon move more easily and your chances of suffering from sore joints and lower back pain will diminish. Take a deep breath after each stretch.

Arm Stretch
Hold one arm straight out from your side, level with the shoulder. Make an arc by raising your arm straight up, then lowering it to your side. Hold your arm out again. Swing it across your chest as far as is comfortable. Swing it toward your back as far as it will comfortably go. Now hold your arm straight in front of you, bending your elbow in a right angle with the palm toward the floor. Without moving your upper arm, move your forearm straight up and then straight down. Alternate arms.

Sitting Stretch
Sit on the floor with your legs extended at least 6 to 10 inches apart. Bend forward with arms outstretched as far as you can and hold the position for 6 to 10 seconds. Do not strain or bounce.

Side Stretch
Make 3 imaginary marks at shoulder height on a wall at about 1-foot intervals. Stand with your back to the wall, arm's length away. Extend one arm and twist your body, touching each mark with your hand. Reach as far as possible. Change sides and repeat.

Double Stretch
Using the same marks as for the side stretch, stand 3 feet from the wall. With your back to the wall and your feet about 2 feet apart, bend and touch the floor. Straighten up. Twist your body and touch the marks on the wall. Return to starting position and repeat.

Sky Stretch
Stand with your feet spread apart. Clasp your hands high above your head. Lean your head back and look up. Stretch your shoulders muscles as if you were reaching for the sky. Hold for several seconds, or as long as is comfortable. Relax. Repeat 2
Daily Dozen

Start out gently with these stretching exercises and work your muscles at their own pace. You will soon move more easily and your chances of suffering from sore joints and lower back pain will diminish. Take a deep breath after each stretch.

Arm Stretch

Hold one arm straight out from your side, level with the shoulder. Make an arc by raising your arm straight up, then lowering it to your side. Hold your arm out again. Swing it across your chest as far as is comfortable. Swing it toward your back as far as it will comfortably go. Now hold your arm straight in front of you, bending your elbow in a right angle with the palm toward the floor. Without moving your upper arm, move your forearm straight up and then straight down. Alternate arms.

Sitting Stretch

Sit on the floor with your legs extended at least 6 to 10 inches apart. Bend forward with arms outstretched as far as you can and hold the position for 5 to 10 seconds. Do not strain or bounce.

Side Stretch

Make 3 imaginary marks at shoulder height on a wall at about 1-foot intervals. Stand with your back to the wall, an arm’s length away. Extend one arm and twist your body, touching each mark with your hand. Reach as far as possible. Change sides and repeat.

Double Stretch

Using the same marks as for the side stretch, stand 3 feet from the wall. With your back to the wall and your feet about 2 feet apart, bend and touch the floor. Straighten up. Twist your body and touch the marks on the wall. Return to starting position and repeat. Relax. Repeat 2
THE NAUTILUS BAKER’S DOZEN – STRETCHING ROUTINE

The following stretching routine should be used prior to your workout. There are many other alternative stretches and modifications that you could substitute for the ones which appear here. Stretching, as part of your warm-up, is important to reduce your risk of injury. When stretching, follow these guidelines:

* Warm-up for 4-5 minutes on the bicycles or treadmill prior to stretching. Perform the stretch slowly, until you reach the position where tension (not pain!) is felt in the muscle, and then hold for 5-10 seconds. Repeat each several times.

* Do not stretch with a bouncing or jerking motion. You should stretch before and after your workouts.

* Remember to continue breathing during the various stretches.
Barbells and Dumbbells
The barbell and dumbbell exercises described here are designed to build muscle, improve muscular strength and endurance and firm the entire body. This combination of exercises works every major muscle.

Squat
Bend at the waist and grasp the bar in an overhand grip (palms down). Flexing the knees, stand up, curl the bar to your chest, press it overhead and lower it to your shoulders with feet spread comfortably and toes pointed outward for balance. Squat slowly until your thighs are parallel to the floor. Return to the standing position. Try to keep your back and head straight throughout and be sure to keep your feet flat on the floor.

Toe Raise
Lift the bar to your shoulders as in the squat exercise, keeping your back straight and your head up. Raise your heels off the floor as far as possible. Return to the starting position.

Curl
Stand with your back straight, your head up and your feet slightly spread. Grasp the bar in an underhand curl (palms up) with arms fully extended. Then slowly curl the bar up to your chest. Hold for a count of 2 and lower it slowly to the starting position. Be careful to lower the bar slowly rather than letting it drop from its own weight. Keep the bar under control at all times.

Dead lift
Bend at the knees and grasp the bar in an overhand grip. Stand up, bringing the bar with you letting it hang with arms fully extended. Make sure your back is straight and your head up when you are in the standing position.

Upright Row
Stand with your back straight and your head up. Hold the bar in an over hand grip with arms fully extended. Keep your hands about 6 inches apart. Slowly raise the bar above the front of your body until your hands are under your chin. Lower it slowly to the starting position and repeat.

Bent Row
Bend over at the waist keeping your back as flat as possible and your head up. Grasp the bar in a widely-spaced overhand grip and raise it slowly to your chest. Lower it slowly to the floor and repeat. Bend your knees if necessary.

Good Morning
Stand straight with the bar on your shoulders and your feet comfortably spread. Then bend over at the waist until your chest is parallel to the floor. Keep your back as flat as possible throughout this exercise. Caution: Do not attempt this exercise if you have back problems.
Bench Press
Lie on your back on a bench or the floor with your back flat against the surface and the bar over your chest. Slowly press the bar straight up until your arms are fully extended, then lower it slowly to the starting position.

Triceps Extension
Stand erect with the bar pressed straight over head. Your hands should be about 8 inches apart, then lower the bar slowly behind your head by bending your elbows. Slowly raise the bar to the starting position and repeat.

Press behind the Neck
Stand erect with the bar resting on your shoulders. Press the bar directly up over your head and lower it slowly to the starting position.

Dumbbell Press
Stand with your feet comfortably spread and a dumbbell in each hand at shoulder level. Alternately press one dumbbell and then the other straight up, with your arm fully extended.

Shoulder Extension
Lie flat on a bench or the floor with the dumbbell held in both hands behind your head. Keeping your arms straight, bring the dumbbell to a position over your chest. Return to the starting position.

Dumbbell Swing
Stand with your legs spread and hold the dumbbell directly over your head with both hands. Then swing the dumbbell in a wide arc down in front of you and between your legs as far as you can without straining. You’ll have to bend your knees to do this properly. Reverse the process and swing the dumbbell back up to the starting position.

Dumbbell Fly
Lie flat on a bench or the floor with a dumbbell in each hand and your arms extended directly over your chest. Slowly lower the dumbbells directly out to the sides until your arms are parallel with the floor. Then bring the dumbbells back to the starting position. Be sure to lower slowly to prevent strain on your arms.
Barbells and Dumbbells

The barbell and dumbbell exercises described here are designed to build muscle, improve muscular strength and endurance, and firm the entire body. This combination of exercises works every major muscle.

Squat

Bend at the waist and grasp the bar in an overhead grip (palms down). Flexing the knees, stand up. curl the bar to your chest, press it overhead and lower it to your shoulders. With feet spread comfortably and toes pointed outward for balance, squat slowly until your thighs are parallel to the floor. Return to the standing position. Try to keep your back and head straight throughout, and be sure to keep your feet flat on the floor.

Curl

Stand with your back straight, your head up, and your feet slightly spread. Grasp the bar in an underhand grip (palms up) with arms fully extended. Then slowly curl the bar up to your chest. Hold for a count of 2 and lower it slowly to the starting position. Be careful not to let the bar fall more than an inch. Keep the bar under control at all times.

Toe Raise

Lift the bar to your shoulders as in the squat exercise, keeping your back straight and your head up. Raise your heels off the floor as far as possible. Return to the starting position.
Dead Lift
Bend at the knees and grasp the bar in an overhand grip. Stand up, bringing the bar with you and letting it hang with arms fully extended. Make sure your back is straight and your head up when you are in the standing position.

Upright Row
Stand with your back straight and your head up. Hold the bar in an overhand grip with arms fully extended. Keep your hands about 6 inches apart. Slowly raise the bar along the front of your body until your hands are under your chin. Lower it slowly to the starting position and repeat.

Bent Row
Bend over at the waist, keeping your back as flat as possible and your head up. Grasp the bar in a widely spaced overhand grip and raise it slowly to your chest. Lower it slowly to the floor and repeat. Bend your

Good Morning
Stand straight with the bar on your shoulders and your feet comfortably spread. Then bend over at the waist until your chest is parallel to the floor. Keep your back as flat as possible throughout this exercise. Caution: Do not attempt this ever.
**Bench Press**

Lie on your back on a bench or the floor with your back flat against the surface and the bar over your chest. Slowly press the bar straight up until your arms are fully extended, then lower it slowly to the starting position.

**Triceps Extension**

Stand erect with the bar pressed straight overhead. Your hands should be about 8 inches apart. Then lower the bar slowly behind your head by bending your elbows. Slowly raise the bar to the starting position and repeat.

**Press behind the Neck**

Stand erect with the bar resting on your shoulders. Press the bar directly up over your head and lower it slowly to the starting position.
**Dumbbell Press**

Stand with your feet comfortably spread and a dumbbell in each hand at shoulder level. Alternately press one dumbbell and then the other straight up, with your arm fully extended.

**Shoulder Extension**

Lie flat on a bench or the floor with the dumbbell held in both hands behind your head. Keeping your arms straight, bring the dumbbell to a position over your chest. Return to the starting position.

**Dumbbell Swing**

Stand with your legs spread and hold the dumbbell directly over your head with both hands. Then swing the dumbbell in a wide arc down in front of you and between your legs as far as you can without straining. You'll have to bend your knees to do this properly. Reverse the process and swing the dumbbell back up to the starting position.

**Dumbbell Fly**

Lie flat on a bench or the floor with a dumbbell in each hand and your arms extended directly over your chest. Slowly lower the dumbbells directly out to the sides until your arms are parallel with the floor. Then bring the dumbbells back to the starting position. Be sure to lower slowly to prevent strain on your arms.
I. INTENT

It is the intent of this policy to prohibit smoking and other uses of tobacco and other similar products, which could result in one or more medical conditions, illnesses, or injuries which are presumed to arise out of and in the course of duty as a fire fighter.

II. APPLICATION

This policy applies to all uniformed employees of the Monterey Fire Department who, in the normal course of their duties, may be industrially exposed to smoke or other carcinogens, unless otherwise accepted by the employee's current Memorandum of Understanding (MOU) with the City of Monterey.

III. DEFINITIONS

A. None

IV. RESPONSIBILITY

A. It is the responsibility of all Fire Department employees, identified in Section II above to adhere to this policy.
V. POLICY

A. Employees shall not smoke any tobacco products or other compounds, on or off duty, unless prescribed by a medical doctor and used according to the prescription information in the course of medical treatment of an illness or injury.

B. Employees shall not use any smokeless tobacco products, such as, but not limited to, snuff or chewing tobacco.

C. Avoidance of smoking and other uses of tobacco are conditions of employment intended to protect the employee’s health and to limit exposure to carcinogenic substances.

D. If an employee uses tobacco or other products in violation of this policy, the employee is subject to disciplinary action, up to and including termination of employment with the Fire Department.

E. This policy is not intended to rule out occasional one-time, limited use of these products in ceremonies or celebrations, such as smoking a cigar is the celebration of the birth of a child or participating in a Native American ceremony of passing the pipe.

VI. PROCEDURES

A. None

VII. REFERENCES

City of Monterey Personnel Policies and Procedures (Chapter 25 of the Monterey City Code); Government Code Section 12940.1; Labor Code Sections 3212 and 3212.1
Exhibit H – NFPA 1500 Excerpts

Appropriate section(s) of latest edition of the National Fire Protection Association (NFPA) Standard 1500 – Fire Department Occupational Safety and Health Program relative to protective clothing and protective equipment (Chapter 7 of the 2007 edition)

Adopt and follow NFPA 1500 sections:

1500-16 - Protective clothing
1500-18 – Protective Equipment
1500-20 - Respiratory protection equipment
1500-22 - Emergency operations
II. INTENT

It is the intent of this policy to provide guidance for the management of work objectives which are to be completed on a regular on-going basis. It is also the intent of this policy to allow managers and supervisors the discretion necessary to occasionally defer these regular, on-going tasks when they are negatively impacted by emergency responses, changes in resource availability, or management imposed deadlines. The deferment of work shall be based upon priorities for the completion of the Mission of the Department, and shall be subject to the review and approval by the Fire Chief or designated representative.

II. APPLICATION

This policy applies to all members of the Operations Division of the Department Division Chiefs, and Duty Officers.

III. DEFINITIONS

A. Supervisors: Captains and Acting Captains

B. Managers: Division Chiefs and Duty Officers

C. Management: Fire Chief and Division Chiefs

IV. RESPONSIBILITY
A. It is the responsibility of all supervisors and managers to assign, schedule, and monitor work assignments outlined in this policy and/or to amend on-going work objectives when necessary to complete short-term priorities or other work not specifically identified by this policy.

V. POLICY

A. The following tasks shall be completed on a daily basis:

Before going off shift:

1. All incident reports must be completed, unless special permission has been granted by the Duty Chief or Division Chief/Plans.

2. Training reports shall be completed in Target Solutions.

3. Kitchen shall be cleaned and dishwasher emptied.

4. Dormitory rooms shall be neat, personal items put away, and beds made up or stripped.

5. All work areas (offices, EOC, workbenches, shop areas, etc.) are to be cleaned up. Equipment not in use shall be turned off, including lights, and put away.

6. Personal items and safety gear shall be removed from apparatus, restrooms, and other station areas, and placed in appropriate lockers or taken home.

7. Conduct briefings of on-coming personnel to include: equipment and apparatus status, prior shift emergency activities, any outstanding apparatus, equipment, or building repair/maintenance needs, and any other information which is necessary to insure a smooth transition and continuity in work projects and programs.

Each Shift:

1. Raise station flags at 0800 and lower them at 1700 Hours.

2. Check apparatus and equipment.

3. Test and log all equipment subject to daily testing (i.e. SCBA, Semi-Automatic Defibrillators, and Knox box keys)

4. Captains provide briefings to crew and make work assignments after communicating with Duty or Operations Chief.
5. Vacuum all station carpets, as needed.
6. Sweep and mop all floors.
7. Clean front ramp and other outdoor paved surfaces, as needed.
8. Clean sinks, countertops, toilets, and showers.
9. Dispose of trash, as necessary.
10. Wipe down stoves and oven surfaces.

11. Participate in Physical Fitness workout per Fire Department Physical Fitness Program to the respective Memorandum of Understanding for IAFF and FMA.

12. Take appropriate morning and afternoon breaks and meal periods.

13. Secure stations at 2100 Hours. All equipment or vehicles stored outside, shall be moved inside or properly secured and locked. Outside speakers shall be turned off, station doors locked, and gates closed.

B. The following tasks shall be completed on a weekly basis:


2. Heavy cleaning of stove and oven (Saturday)

3. Disinfection and heavy cleaning of showers (Saturday)

4. Clean windows (Saturday)

5. Clean walls and woodwork (Saturday)

6. Dust furniture (Saturday)

7. Thoroughly clean floors as needed, remove any heavy stains, oil, grease, etc. (Saturday)

8. Perform checks on breathing air compressor (Sunday)

9. Drain air compressor tank (Sunday)

10. Clean patios and yards (Sunday)
11. Clean refrigerators; remove any spoiled or outdated food items (upon platoon rotation)

12. Check and report status of hazardous materials storage and clean-up supplies at Stations 11, 13 and hazardous materials storage site. Secure any open containers or drum lid locking rings. (Saturday)

C. The following tasks shall be completed on a monthly, quarterly, or annually basis:

1. Complete monthly apparatus and equipment checks

2. Polish and/or wax apparatus (First Sunday of the month)

3. Strip and wax station floors (all vinyl, tile, concrete, or other smooth surface flooring materials) as assigned

D. The following tasks shall be completed on a regular basis, as assigned:

1. Department and Company Training

2. Special Training / Educational Events

3. Company and Multi-Company Drills

4. Interagency Drills / Training / Liaison

5. Fire Prevention and Pre-Plan inspections

6. Public Education / Events / Classes (CERT, CPR, earthquake preparedness, Open House, Community Fire Reviews, etc.)

7. Department Programs, Projects, and Research

8. SCBA Fit Testing (annually, all safety personnel)

9. Hydrant Testing (annually)

10. Staff Meetings

11. Other Duties, as assigned

12. Apparatus service tests and hose tests (annually)

13. Inventory and order station cleaning and maintenance supplies
E. The following tasks shall be completed at least, once per quarter:

1. Inspect all personal safety equipment and secure replacements or repairs, as necessary.

2. Perform quarterly Injury and Illness Prevention Program (IIPP) inspections of stations, complete and route all paperwork to Fire Administration through chain of command at the discretion of the Division Chief.

VI. PROCEDURES

A. When alterations to the work schedule are indicated, the supervisor may make the necessary adjustments in consideration of and consistent with Fire Department mission, priorities, and directives issued by management. The supervisor shall advise his/her immediate supervisor at the earliest opportunity of the action taken, as well as the basis of the decision. The supervisor shall make every effort to reschedule the deferred work to the next reasonable opportunity for its completion. The supervisor may seek guidance in developing the work plan for each work day, set of shifts, or longer time frames. In all cases, make-up work is not to be deferred indefinitely without management approval.

VII. REFERENCES

City of Monterey Employee Handbook; Personnel Policies and Procedures; Memorandum of Understanding for the Monterey Fire Fighter's Association.
I. INTENT

It is the intent of Monterey Firefighter’s Association IAFF Local 3707 and the Monterey Fire Department, that personnel shift and station selections reflect the best interest of the Fire Department and the employee. The Fire Department will maintain a constant state of readiness to respond to emergency calls, fires, and other disasters.

II. APPLICATION

This policy applies to all Operations personnel from the rank of Fire Fighter through Captain.

III. RESPONSIBILITY

A. It is the responsibility of the Monterey Firefighters Association IAFF Local 3707 to manage the bidding process in accordance with their rules.

B. It is the responsibility of the Fire Management Team to ensure that the personnel shift and station selections reflect the best interest of the Fire Department and the employee.

IV. POLICY
A. The Fire Chief, or his designee, will maintain a two year shift and station selection, seniority-based system, covering the following classifications within Fire Operations: Fire Captain, Fire Engineer, and Fire Fighter.

B. It is also acknowledged that the Fire Chief is responsible for approving or denying the station assignments of personnel. The decision of the Fire Chief is the final step in resolving the issues arising under this policy.

C. Shift and station selection assignments will take effect at the start of the first FLSA cycle in January immediately following the completion of the bid process.

V. PROCEDURES

A. MFFA Local 3707’s Process

1. The formal bid process will be managed by MFFA Local 3707, and must be completed and delivered to the Fire Chief no later than 5:00pm on October 31st of every other year.

2. Any disputes on the station or shift selection process managed by MFFA Local 3707, will be addressed to, and handled by the MFFA Local 3707.

B. Fire Management’s Process

1. The Fire Chief, or designee, can initiate personnel assignments to fill temporary vacancies, or to provide required training to individual personnel. Such assignments will be specifically identified in writing and based on career development, training, special assignments, performance issues, confidential personnel issues, or other operational needs.

2. Personnel will not be displaced from their permanent assignment for more than 3 months per calendar year unless such displacement is determined to be necessary for the operational needs of the department by the Fire Chief and/or the Assistant Fire Chief. Prior to a displacement exceeding 3 months, the Fire Chief and/or the Assistant Fire Chief will meet and confer with the affected personnel and MFFA Local 3707 representation.

3. Permanent vacancies occurring more than 3 months prior to the effective date of a regular shift bid process will be filled by seniority bid within 60 days with an effective date of the first FLSA cycle that is at least 2 weeks after such a bid being awarded.
4. Probationary Firefighters are ineligible to make a shift or station selection while on probation.

5. Denials: Any denial of a seniority pick must be identified in writing by the Fire Chief, or his designee, to the employee, and with notice of the denial to MFFA Local 3707. Such denials by the Fire Chief, or his designee, must be submitted in writing within 15 calendar days of receiving the station assignment list from the MFFA Board.

6. Appeals: An employee, whose bid is denied pursuant to a decision of the Fire Chief or his designee, may appeal only to the Fire Chief, or his designee, within 15 calendar days of the written notification of the denial.

7. Final Decision: The Fire Chief, or his designee, shall respond in writing, to an appeal from an employee within 15 calendar days to the employee with notice of the decision to Local 3707. The Fire Chief’s decision is final.

VI. REFERENCES

City of Monterey Employee Handbook; Personnel Policies and Procedures; Memorandum of Understanding for the Monterey Fire Fighter’s Association.
CITY OF MONTEREY
Substance Abuse Policy
International Association of Firefighters (IAFF)
Monterey Fire Fighters Association (MFFA)
Local #3707

PURPOSE

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of management and employees. It is the policy of the City of Monterey to maintain a safe, healthful and productive work environment for all employees. To that end, the City and IAFF Local #3707 will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or tends to undermine public confidence in the City's workforce. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination.

In recognition of the serious duty entrusted to the employees of the City, with knowledge that drugs and alcohol can hinder a person's ability to perform duties safely and effectively, the following policy against drugs and alcohol abuse is hereby adopted by the City of Monterey and affirmed by IAFF Local #3707.

DEFINITION

Employees as used in this policy refer to any employee of the City of Monterey in the classifications represented by IAFF.

POLICY

It is the policy of the City that employees:

- Shall not report to work or be at work under the influence of any alcohol, drugs and/or controlled substances or have the odor of alcohol, drugs and/or controlled substances on their person;
- While on or off – duty or paid stand-by, shall not use, ingest, possess, sell or provide drugs and/or controlled substances unless pursuant to a medical prescription.
- Shall not use, ingest, possess, sell or provide alcohol on duty, unless permission has been granted to use and ingest under the provision of City Code Section 25-3.04.d.
- Shall not have their ability to work impaired as a result of the use of alcohol, drugs and/or controlled substances.
While use of medically prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor before beginning work when taking medications or drugs which the employee knows or should have known may interfere with the safe and effective performance of duties or operation of City equipment can result in discipline.

In the event there are questions regarding an employee’s ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from the employee’s physician or the City physician will be required.

The City has established services through its health plan providers to assist those employees who voluntarily seek help for alcohol, drugs and controlled substance abuse problems. Employees may contact their supervisors, or the City Personnel Department for additional information.

Employees reasonably believed to be under the influence of alcohol, drugs and/or controlled substances shall be prevented from engaging in work and shall be instructed to wait until a Division Chief or Duty Officer can arrange for any appropriate testing and transport for the employee from the work site to home or an appropriate medical facility by a competent authority.

Violations of this policy shall be grounds for discipline. Refusal to submit immediately to an alcohol, drugs and/or controlled substance analysis when directed by management will constitute insubordination which alone will from a basis for discipline and the employee shall be presumed to be under the influence for purposes of this policy.

APLLICATION

A. Personnel

1. This policy shall apply to all employees.

Substances - The use, possession and/or provision of the following substances are subject to this policy:

1. Alcohol
2. Illegal drugs and/or controlled substances; and
3. Prescription drugs and other substances which may impair an employee’s ability to effectively perform the functions of the job.

EMPLOYEE RESPONSIBILITIES

The employee must:
A. not report to work, be at work, or be on paid stand-by while his/her ability to perform job duties is impaired due to alcohol, drug and/or controlled substance use;

B. not possess or use, or have the odor of alcohol, drugs and/or controlled substance on their person during working hours, on breaks, during meal periods while on City property in an official capacity or while operating any City vehicles unless pursuant to a medical prescription, and never while impaired under any circumstances;

C. not directly or through a third party sell or provide drugs and/or controlled substances to any person or to any other employee while either employee or both employees are on or off-duty, or paid stand-by;

D. not directly or through a third party sell or provide alcohol to any other employee while either employee or both employees are on duty or stand by;

E. submit immediately to required testing for alcohol, drug and/or controlled substance abuse analysis when requested by a supervising officer;

F. notify his/her supervisor, before beginning work, when taking any alcohol, medications or drugs prescription or non-prescription, which the employee knows or should have known may interfere with the safe and effective performance of duties or operation of City equipment; and

G. not engage in the use, possession or provision of controlled substances, unless pursuant to a medical prescription, or of illegal drugs.

MANAGEMENT RESPONSIBILITIES AND GUIDELINES FOR TESTING

A. Managers and supervisors are responsible for consistent enforcement of this policy. Any supervisor who knowingly permits a violation of this policy by employees under his/her direct supervision shall be subject to disciplinary action.

B. Guidelines for Reasonable Suspicion Testing

1. An officer of the rank of Captain or above (Acting Captains included) may require that an employee submit to a drug and/or alcohol analysis when a manager or supervisor has reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol. "Reasonable suspicion" is a belief based on objective and articulable facts sufficient to lead a reasonable prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employees' ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. Prior to a manager or supervisor requiring an employee to submit to testing under reasonable suspicion, that manager or supervisor must observe or confirm the conditions which may constitute reasonable suspicion.
For example, any of the following, but not limited to these items, alone or in combination, may constitute reasonable suspicion:

a. Slurred speech;
b. Odor of alcohol on breath;
c. Behavior which is unusual in a manner suggestive of being under the influence of alcohol or drugs;
d. Possession of alcohol, drugs or drug paraphernalia;

2. Any manager or supervisor may require an employee to submit to a drug, controlled substance and/or alcohol analysis. If an employee of a lower rank believes a superior officer has a problem and should be tested or referred, he or she should contact the appropriate superior, or designee, as indicated in the following chart:

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Captain</td>
<td>Division Chief / Fire Chief / Other Chief Officer</td>
</tr>
<tr>
<td>Deputy Fire Marshal</td>
<td>Fire Marshal / Division Chief / Fire Chief</td>
</tr>
<tr>
<td>Fire Prevention Officer</td>
<td>Fire Marshal / Division Chief / Fire Chief</td>
</tr>
<tr>
<td>Division Chief</td>
<td>Fire Chief / City Manager / Other Chief Officer</td>
</tr>
<tr>
<td>Fire Marshal</td>
<td>Fire Chief / Division Chief / Other Chief Officer</td>
</tr>
<tr>
<td>Fire Chief</td>
<td>City Manager or Designee</td>
</tr>
<tr>
<td>Assistant Fire Chief</td>
<td>Chief or Designee</td>
</tr>
<tr>
<td>Assistant City Manager</td>
<td>City Manager / City Attorney</td>
</tr>
<tr>
<td>City Manager</td>
<td>City Attorney</td>
</tr>
</tbody>
</table>

The intent of this chart is to include acting personnel and/or successor classifications.

3. Should the superior officer concur that the employee appears to be in violation of this policy, the following procedure shall immediately be applied. Additionally, the following shall apply when a supervisor or manager requires an employee to submit to testing:

a. The manager or supervisor shall document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs.

b. Any manager or supervisor requiring an employee to submit to a drug, controlled substance and/or alcohol analysis shall be responsible for the employee’s transport to the City’s designated Employee Medical Services or emergency room where a drug or substance abuse and/or alcohol test will be requested.

c. Any manager or supervisor encountering an employee who refuses to submit to a drug, controlled substance and/or alcohol analysis upon
request shall remind the employee of the requirements and consequences of this policy. Any employee refusing to submit to drug, substance abuse and/or alcohol testing shall not be forced to submit to such testing. The manager or supervisor should ask the employee to wait until transport can be arranged to the employee's home or a proper medical facility. Any employee refusing to submit to a drug, controlled substance and/or alcohol analysis shall be presumed to be under the influence in addition to being considered subordinate.

d. Managers and supervisors shall not physically search employees.

e. Managers and supervisors shall notify the Police Department when they have reasonable suspicion to believe that an employee may have illegal drugs or controlled substances in his or her possession or in an area not jointly or fully controlled by the City.

f. Managers and supervisors shall not confiscate, without consent, prescription drugs or medications from an employee who has a prescription.

g. The employee will be informed of the requirement that he or she will undergo testing in a confidential manner, by one of the supervisory employees who made the reasonable suspicion determination.

C. Procedure for Alcohol and Drug Testing

1. Employees subjected to reasonable suspicion testing may be screened for the presence of alcohol drugs and/or controlled substances.

2. The employee shall provide for the collection site person (collector) no less than 45 cc of urine in a sealed collection container. The collector will then pour off (at least) 30 cc into a specimen bottle (to be used as the primary specimen) and will then pour off 15 cc into a second specimen bottle (to be used as the split specimen). Both bottles will be shipped in a single shipping container, together with copies 1, 2, & 3 of the Custody and Control Form, to the laboratory for testing.

In the event the employee is unable to produce the required quantity of urine, the initial specimen shall be discarded and a new collection process begun. The collector shall direct the employee to drink up to 40 ounces of fluid, distributed reasonably through a period of up to 3 hours, or until the individual has provided a new urine specimen of sufficient quality, whichever occurs first.

Employee will submit to a breathalyzer test for alcohol. If the employee has a positive Breath Alcohol Screen Test, the employee will be re-tested with the breathalyzer and a new mouth piece after about 15 minutes. The
results of the second test, the confirmation test, will be deemed final and conclusive.

3. The presence of any drug and/or controlled substance will be considered a violation of this policy unless medically prescribed and the employee has informed his/her supervisor of this prescribed medication if it could impair the employee’s performance, prior to the imminent administration of the testing and analysis. Further, the presence of alcohol at 0.02% by volume or more while the employee is on duty shall be considered a violation of this policy.

4. An employee specimen identified as positive on the initial Screen test shall be confirmed with a second test, the Confirmation test, using Gas Chromatography / mass spectrometry (GC/MS). Fifteen (15) ml. of urine will be used from the Primary specimen to conduct the Screen test. If the results are negative all specimens will be discarded. A positive screen test results will be confirmed using (GC/MS) technique to confirm the initial test.

If the Final Result of the Primary specimen is positive, the employee may request, at the employee’s expense, that the Medical Review Officer (MRO) direct, under Custody and Control procedures that the Split specimen be tested in a different SAMSHA-certified laboratory using GC/MS. The MRO shall honor such a request if it is made within 72 hours of the employee having been personally notified of a verified positive test result. The results of this test, if requested, shall be considered final and conclusive.

D. Results of Drug and/or Alcohol Analysis

1. If the employee’s test result is negative, the following shall apply:

   a. If the test is a result of a reasonable suspicion testing, the City and employee will be notified that the test was negative. The employee shall be provided a copy of the laboratory report, if any, and paid for any time off resulting from the resting process, if it would have otherwise been time worked, and return to work if otherwise fit for duty. All records and documentation related to the specific instance giving rise to the actions under this policy shall be purged.

2. If the employee’s test result is positive, the following shall apply:

   a. A positive test result for reasonable suspicion test shall subject the employee to discipline. In the case of a first offense, other than an employee who is initially self-identifying, the penalty shall not exceed a 96 hour suspension for an employee on a 56-hour schedule or 68 hours for an employee on a 40-hour schedule. Any subsequent violations of this policy shall not be subject to this limitation. Further,
if an employee tests positive after previously identifying him/herself under the provision of this policy entitled "Self-Identification", this limitation shall not apply. This section does not supersede any other rights due an employee for disciplinary action, such as the right to appeal disciplinary action provided however that none of these rights shall be interpreted to allow an employee to delay being subjected to drug/alcohol testing.

Nothing in this policy shall prevent the City from taking separate disciplinary action on other concurrent disciplinable offenses.

An employee found in violation of this policy will be required to submit to evaluation through the Employee Assistance Plan for potential rehabilitation and, if so indicated, be required to participate in a rehabilitation program. The employee will provide the City with a general description prepared by the employee's treating Substance Abuse Professional of the proposed treatment plan. The treatment plan description must include: 1) employee's name, 2) the date treatment will begin, 3) the date that treatment is expected to end, and 4) any work or physical limitations that will be imposed on the employee during the treatment plan, based on a review of the employee's job classification and duties. If an employee refuses to participate, does not provide the general treatment plan description, or fails to complete a rehabilitation program, the City, at its option, may impose further discipline.

The City may require that an employee found in violation of this policy submit to more frequent testing to verify their compliance with this policy. Such testing, at the City's option, may be on a schedule or random basis and need not be subject to the frequency limits contained in this policy. Such more frequent testing shall not continue beyond 18 months following the completion of the Treatment Period. Treatment Period is defined as the period of time beginning with the initial evaluation by the Employee Assistance Plan provider, and ending with the City's receipt of a document from the testing Substance Abuse Professional stating that the treatment plan has been successfully completed.

b. The provisions of Section D.2.a., above, are not intended to waive the City's rights with respect to the continued employment and/or separation of probationary employees, pursuant to Chapter 25 of the Municipal Code.

c. The employee shall be provided with a copy of the test results.
d. The test results will be forward to the Designated City Contract, which will be in conformance with the Confidentiality Section and Attachment B. #11 herein.

e. An employee may use existing benefits programs for which they are enrolled and qualified, to underwrite the cost of a rehabilitation program, required by the City under this section, for any treatment which is not covered by the Employee Assistance Plan. In addition, an employee may use appropriate existing accrual leave banks with the City to maintain a pay status during rehabilitation, but not in lieu of a disciplinary suspension.

3. A list of test standards to be used for reasonable suspicion testing purposes are identified with an asterisk (*) on the attached Attachment "A". These test standards, where applicable, are consistent with SAMHSA (Substance Abuse Mental Health Services Administration) standards. For reasonable suspicion testing and for more frequent random or scheduled testing that results from an employee having previously tested positive or self-identified, the entire list of substances shown in Attachment "A", and such illegal drugs or controlled substances that may arise subsequent to the finalization of the policy, may be used for the testing. The cutoff points contained in Attachment "A" are dependent on using a toxicology profile test procedure and are intended to establish a zero tolerance level.

CONFIDENTIALITY

Detailed laboratory/test reports, if positive only, shall appear in an employee's confidential medical file. The reports may be disclosed to the Duty Chief, Fire Chief, Assistant Fire Chief, City Manager, City Attorney, and Personnel Director or their designees on a strictly need-to-know basis, and to the tested employee. Disclosures, without an employee's consent, may also occur when: (1) the information has been placed at issue in a formal dispute between the employer and employee; (2) the information is to be used in administering this program; (3) the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

SELF INDENTIFICATION

In recognition that it is desirable to provide an incentive for an employee engaged in any drug, controlled substance and/or alcohol abuse to identify him/her and receive treatment in an expeditious manner, the policy will include the following elements:

1. An employee who identifies him/herself as a substance abuser to the Fire Chief or Duty Officer shall be referred to the City's existing Employee Assistance Plan and medical insurance program for rehabilitation. Such self-identification must be done in writing by the employee. Utilizing existing benefits, the self-identifying employee will be given the opportunity to
rehabilitate him/herself once without being subject to discipline. Any subsequent relapse will be subject to discipline. Further, if an employee is required to be off-duty in order to receive treatment, he/she will be provided his/her benefits under the Family Medical Leave Act. Such leave will be in a no-pay status unless the employee elects to utilize sick or another discretionary leave category.

The employee will provide the City with a general description prepared by the employee’s treating Substance Abuse Professional of the proposed treatment plan. The treatment plan description must include: 1) Employee’s name, 2) the date treatment will begin, 3) the date that treatment is expected to end, and 4) any work or physical limitations that will be imposed on the employee during the treatment plan, based on a review of the employee’s job classification and duties. If an employee refuses to participate, does not provide the general treatment plan description, or fails to complete a rehabilitation program, the City, at its option, may impose discipline.

The City may require that the employee submit to more frequent testing to verify their compliance with this policy. Such testing, at the City’s option, may be on a schedule or random basis and need not be subject to the frequency limits contained in this policy. Such more frequent testing shall not continue beyond 18 months following the completion of the Treatment Period. Treatment Period is defined as the period of time beginning with the initial evaluation by the Employee Assistance Plan provider, and ending with the City’s receipt of a document from the treating Substance Abuse Professional stating that the treatment plan has been successfully completed.

2. An employee, for purposes of Item 1, cannot self-identify upon or after official written notification of the City’s intent to imminently conduct a reasonable suspicion test upon verbal notification.

3. An employee is not eligible for the benefits described in Item 1, if they have been approved for an industrial disability retirement by the City.
### INITIAL SCREEN CUTOFF LEVELS

<table>
<thead>
<tr>
<th>Drug or Drug Metabolite</th>
<th>Cut off Points</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Amphetamines</td>
<td>1,000</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>300</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>300</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*Cocaine Metabolite</td>
<td>300</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Methadone</td>
<td>300</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>300</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*Opiates</td>
<td>2,000</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>25</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Propoxyphene</td>
<td>300</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*THC Metabolites</td>
<td>50</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*Ethyl Alcohol</td>
<td>0.02%</td>
<td></td>
</tr>
</tbody>
</table>
## CONFIRMATION CUTOFF LEVELS

<table>
<thead>
<tr>
<th>Drug or Drug Metabolite</th>
<th>Cutoff level</th>
<th>(NG/ML)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Amphetamines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamine</td>
<td>500</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>500</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>200</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>200</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*Cocaine Metabolite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzoylecgonine</td>
<td>150</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Methadone</td>
<td>200</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>200</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*Opiates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>2,000</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Morphine</td>
<td>2,000</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>25</td>
<td>NG/ML</td>
</tr>
<tr>
<td>Propoxyphene</td>
<td>200</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*THC Metabolites</td>
<td>15</td>
<td>NG/ML</td>
</tr>
<tr>
<td>*Ethyl Alcohol</td>
<td>0.02%</td>
<td></td>
</tr>
</tbody>
</table>
### COMPREHENSIVE CONFIRMATION
(Inclusive Drug and Drug Metabolites)

<table>
<thead>
<tr>
<th>Substance</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td></td>
</tr>
<tr>
<td>- Ethyl Alcohol</td>
<td></td>
</tr>
<tr>
<td>Amphetamines</td>
<td></td>
</tr>
<tr>
<td>- Amphetamine (Benzedrine)</td>
<td></td>
</tr>
<tr>
<td>- d,l-Methamphetamine</td>
<td></td>
</tr>
<tr>
<td>Barbiturates</td>
<td></td>
</tr>
<tr>
<td>- Amobarbital (Amytal)</td>
<td></td>
</tr>
<tr>
<td>- Butabarbital (Butisol)</td>
<td></td>
</tr>
<tr>
<td>- Butalbital (Fiorinal)</td>
<td></td>
</tr>
<tr>
<td>- Mephobarbital (Mebaral)</td>
<td></td>
</tr>
<tr>
<td>- Pentobarbital (Nembutal)</td>
<td></td>
</tr>
<tr>
<td>- Phenobarbital (Luminal)</td>
<td></td>
</tr>
<tr>
<td>- Secobarbital (Seconal)</td>
<td></td>
</tr>
<tr>
<td>Benzodiazapines</td>
<td></td>
</tr>
<tr>
<td>- Alprazolam (Xanax) &amp; metabolite</td>
<td></td>
</tr>
<tr>
<td>- Chlordiazepoxide (Librium) &amp; metabolite</td>
<td></td>
</tr>
<tr>
<td>- Clorazepate (Tranxene, as Desmethyldiazepam)</td>
<td></td>
</tr>
<tr>
<td>- Diazepam (Valium) &amp; metabolites</td>
<td></td>
</tr>
<tr>
<td>- Flurazepam (Dalmane) &amp; metabolite</td>
<td></td>
</tr>
<tr>
<td>- Halazepam</td>
<td></td>
</tr>
<tr>
<td>- Lorazepam (Ativan)</td>
<td></td>
</tr>
<tr>
<td>- Midazolam (Versed)</td>
<td></td>
</tr>
<tr>
<td>- Oxazepam (Serax)</td>
<td></td>
</tr>
<tr>
<td>- Prazepam (Centrax)</td>
<td></td>
</tr>
<tr>
<td>- Temazepam (Restoril)</td>
<td></td>
</tr>
<tr>
<td>- Triazolam (Halcion)</td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td></td>
</tr>
<tr>
<td>- Cocaine</td>
<td></td>
</tr>
<tr>
<td>- Cocaine metabolite (Benzoylcegonine)</td>
<td></td>
</tr>
<tr>
<td>Opiates</td>
<td></td>
</tr>
<tr>
<td>- Codeine</td>
<td></td>
</tr>
<tr>
<td>- Morphine</td>
<td></td>
</tr>
<tr>
<td>- 6-acetylmorphine</td>
<td></td>
</tr>
<tr>
<td>- Hydrocodone (Dicodid)</td>
<td></td>
</tr>
<tr>
<td>- Hydromorphone (Dilaudid)</td>
<td></td>
</tr>
<tr>
<td>- Meperidine (Demerol) &amp; Normeperidine</td>
<td></td>
</tr>
<tr>
<td>- Oxycodone (Percodan)</td>
<td></td>
</tr>
<tr>
<td>Methadone (Dolophine) &amp; metabolite</td>
<td></td>
</tr>
</tbody>
</table>

* Asterisk indicates substances that may be included in some tests.
"ATTACHMENT B"

PROCEDURE FOR COLLECTING AND PROCESSING SAMPLES PURSUANT TO THE SUBSTANCE ABUSE POLICY

The following describes the procedure for collecting the necessary urine samples pursuant to the City's drug testing policy applicable to employees and is intended to be consistent with SAMHSA procedures and standards, where applicable. The physician or laboratory office shall follow the following procedure in collecting a sample and assure a chain of custody is maintained.

1. The City employee is to remove any outer garment (i.e. coat and/or concealing garment) in a private room under supervision and advice of a medical employee.

2. A medical employee will furnish the City employee a restroom where the employee will provide a urine sample (the medical employee does not need to visually observe the urination process).

3. Blue colored water is to be present in the toilet bowl and/or tank to prevent alteration of the urine sample and the temperature of the sample that the City employee has provided will be checked by the medical employee. If the urine sample is altered or cold, the applicant will be required to provide another sample.

4. The container of the sample will be closed and sealed with evidence tape and both the medical employee and the City employee will sign a chain of custody slip that is placed in the laboratory envelope along with the sample.

5. The sample will be shipped to the laboratory or if the sample is taken in the laboratory, custody will be assumed by the proper laboratory employee for testing. The laboratory will be one certified by SAMHSA.

6. Upon receiving the sample, the laboratory employee will examine the sealed sample for signs of tampering and assign a serial number to the sample to avoid identifying the City employee by name. The laboratory will also maintain a positive chain of custody at all times.

7. The laboratory will test the urine sample for the substances listed in Attachment "A" of this policy. In addition, the sample may be tested for the presence of other illegal drugs or controlled substances that may arise subsequent to the finalization of this policy. The types of substances tested for in reasonable suspicion testing are subject to the provisions of Section D.3 of the Substance Abuse Policy.

8. An employee sample that tests positive on the initial drug Screen test shall be Confirmed using GC/MS technique. All Confirmations shall be by quantitative analysis.

In the event of a positive Breath Alcohol Screen test, a mandatory fifteen minute wait period will be observed to allow for the dissipation of possible residual mouth alcohol. A
second test, the Confirmation test, will then be conducted using a new mouth piece. The results of the Confirmation Test are deemed to be the final result.

9. Any sample that has tested positive will be retained by the laboratory for a 6 month period to permit re-testing in connection with any administrative action the employee may file.

10. The results of the laboratory test shall be reviewed and interpreted by a Medical Review Officer (MRO). The Medical Review Officer shall be certified by the Medical Review Officer Certification Council. The City employee, if tested positive, shall promptly complete a form listing all medications and drugs that he or she is currently taking for review by the Medical Review Officer or verbally provide such information, if requested by the Medical Review Officer. At the request of the Medical Review Officer, the employee will provide evidence of prescriptions for medications. The employee may request a re-test of the split sample within 72 hours of being personally informed of the Medical Review Officer’s final determination of a positive test. Failing to make such a request within 72 hours shall constitute waving such a re-test.

11. The determination of the Medical Review Officer on whether or not the test has revealed the presence of drugs for which the employee has no legitimate medical explanation shall be reported to the Fire Chief or in the absence of the Fire Chief, the City Manager, Assistant City Manager, Personnel Director and/or the City Attorney.