

PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

RANDOM DRUG AND ALCOHOL SCREENING

M.P. 110.20	Date Revised: 08/2026
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: A.R. 2.324 Substance Use and Abuse	

PURPOSE

This policy has been developed to implement the Random Drug and Alcohol Screening program for all sworn members of the fire department. The goal is to create a work environment free from the detrimental effects of drugs and alcohol, ensuring the safety of both our personnel and the public we serve. This program aims to prevent incidents involving drugs and alcohol by prioritizing education, prevention, intervention, and rehabilitation, with disciplinary actions, including termination, being a last resort. The Fire Department is committed to preventing accidents and injuries associated with the misuse of alcohol, deterring illegal drug use, and maintaining the highest standards of departmental integrity.

SCOPE

This policy applies to all sworn members of the fire department and applies only to the department's random drug testing program. A.R. 2.324 governs and applies to all fire department employees. Sworn members are considered safety-sensitive positions where impairment could endanger life, property, or public safety.

POLICY

The City of Phoenix A.R. 2.324: Policy on Alcohol and Substance Use and Abuse establishes the Citywide expectation for maintaining a drug and alcohol-free workplace and outlines the responsibilities of employees and supervisors.

This department-specific policy supplements A.R. 2.324 by defining the Non-DOT Random Testing Pool of all Fire Department sworn personnel and detailing the procedures and requirements associated with the Fire Department random process.

Randomized lists of units and 40-hour members are generated exclusively through an automated system. The Deputy Chief of Fire HR is responsible for managing this process and maintaining the confidentiality of the selections until the designated testing day.

The Deputy Chief of Fire HR is responsible for deconflicting any scheduling issues ahead of time with the company activity calendar. On-site screening will take place the following week at the selected battalion offices.

- All sworn Fire Department 40-hour and 56-hour members will be included in the Non-DOT Random Pool
- All sworn Fire Department CDL holders and FEMA members who are in a DOT-regulated random pool will also be in the Non-DOT Regulated Random Pool. Inclusion in more than one pool does not exempt a member from being selected under either category, and testing may occur separately/concurrently at random through each applicable program.
- The Non-DOT Random Pool will not include members on industrial leave (PI/P5), members assigned to transitional work (AA) due to an injury, LOA, and some *temporary* special assignments such as paramedic school, ARFF/HMT/TRT school, and interview panels. All other 40-hour Special Assignment (SA) personnel can still be included in the Random Pool.
- Probationary firefighters will undergo one random drug test during the academy and one random drug test during their probationary period. This test is a required component of probation and is conducted in addition to the Non-DOT testing administered to all sworn members.
- All members assigned to the unit in Telestaff will be required to report within the specific time frame for screening. This includes all members whether working an AWR, Constant Staffing, or Roving. Overtime units such as MRV's, Brush Trucks, and rescues, will not be included in the random drug and alcohol testing pool.
 - If a member has documented scheduled leave during the collection time, the member's leave will be honored. No non-emergency leave will be granted after a crew has been notified of their testing time until after a specimen has been collected. Emergency situations will be evaluated on a case-by-case basis by Fire HR.
 - Time will not be allotted for the employee to confer with a union representative or attorney prior to testing.

Prohibited Conduct

No member shall:

1. Refuse to submit to a drug and/or alcohol test. *A refusal will be considered a refusal to test and is treated the same as a positive test result.*
2. Members who attempt to interfere, alter, substitute, or in any way affect the outcome of the alcohol or drug testing procedure will be subject to the investigative process that may result in disciplinary action up to and including dismissal
3. Use, sell, purchase, or have in possession alcohol or drugs causing impairment on city time (Members may possess and use legally obtained medication with a valid prescription, provided it does not impair the ability to safely perform job duties)
4. Have an alcohol concentration of 0.02 percent or greater
5. Report to work within four hours of consuming alcohol
6. Perform Fire Department functions when the member uses any drug medication that will affect the member's ability to safely perform job duties

Upon receipt of any of the information indicating prohibited conduct, the member will be placed on an at-home work assignment pending a review of the reported conduct.

Testing Procedure

The testing panel used identifies metabolites in an individual's system, which are chemicals that remain after the body metabolizes certain substances, such as food, alcohol, or drugs. The screen will be for metabolites linked to the following substances:

- 1) Cocaine and crack cocaine
- 2) Opiates, such as heroin, oxycodone, or hydrocodone
- 3) Phencyclidine (PCP) or angel dust
- 4) Amphetamines, such as ecstasy, crystal meth, or Ritalin

The Fire Department will not conduct routine random drug testing for marijuana, as its off-duty use is neither illegal nor prohibited for members over the age of 21. However, if an employee exhibits signs of impairment by any substance while on duty, a Reasonable Cause test that includes a marijuana screening will be administered in accordance with A.R 2.324.

When a breath alcohol test is administered during random screening, an alcohol concentration level of 0.02 or higher will be considered positive. The concentration and cut-off levels for the substances tested follow the standards set by the Federal Motor Carrier Safety Administration (FMCSA).

Self-Reporting

Members who are concerned about their alcohol or substance use are strongly encouraged to voluntarily seek assistance. The Employee Assistance Program (EAP) is available as a resource for all members. Discipline will not be initiated because members self-identify. However, self-identification will not be considered after a member has been notified to report for a random or

reasonable cause test. The member will still be required to report for the above-mentioned tests. Members who choose to voluntarily self-report will be referred for evaluation and rehabilitation.

Test Results

A member who produces a positive alcohol test during a random screening shall be considered unfit for duty and immediately relieved from duty that day. The member will not be allowed to drive home from the testing site. The member will be placed on an at-home work assignment pending receipt and review of the confirmed test results.

All other positive test results will be managed in accordance with the City of Phoenix A.R. 2.324, including all applicable procedures for review, referral, and discipline.