

**State Fire Academy
Policy on Drug-Free Workplace**

TO: Associate Instructors

FROM: Executive Director

The Drug-Free Workplace Act of 1988 was signed into law on November 18, 1988. This law requires grants of federal agencies to certify that they will provide a drug-free workplace. This certification is a pre-condition of receiving federal grants beginning March 18, 1989.

In order to comply with the Act, we must provide a drug-free workplace. This does not apply to substances legally prescribed by a doctor for medical reasons.

An associate shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance in the workplace. An associate found unlawfully manufacturing, distributing, dispensing, using or in possession of a controlled substance while on work assign for the Academy will be subject to:

- (a) Disciplinary action by written reprimand and immediate removal from the Associate Instructor listing, for a period not less than twenty-four (24) months. See Associate Instructor Handbook.
- (b) Participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

As a condition of employment with the Mississippi State Fire Academy, each Associate Instructor will:

- (a) Abide by the terms of this statement and
- (b) Notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later five days after such conviction.

Sign below for acknowledgment that you have received this policy memorandum and agree to abide by the policy terms as a condition of employment the Mississippi State Fire Academy. Please sign the acknowledgment and return to the Administration Office.

Associate Instructor Printed Name: _____

Associate Instructor Signature *Date*