

**Travis County Emergency Services District No. 9**  
**Westlake Fire Department**

**Standard Operating Procedure**

**Subject: Fitness for Duty**

**Effective Date: August 11, 1997**

**Authorized By: Chief Paul Barker      Date: May 11, 2000**

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**I. Purpose**

To assure the health and safety of all personnel, it is imperative that all personnel report to work rested and in good mental condition.

**II. Policy**

All employees, and particularly those who respond to fire and EMS emergencies, shall report to work prepared to respond with 100% of their mental and physical capabilities intact. The WFD is a place to work and provide emergency services to the public, it is not a place to recover from the previous night's excesses.

**III. Procedure**

In order to be prepared to respond with full capabilities to situations where the safety of the firefighter/EMT and others is dependent on clear thinking and full physical ability, each individual reporting for duty at 7:00 shall:

- Get at least six hours of sleep during the ten hours prior to reporting to work.
- Cease all alcohol consumption by 23:00.
- Arrive at work, in uniform, showered, shaved, and prepared to respond to calls immediately upon arrival at the station.

An individual who reports to work and appears to his/her supervisor to be impaired due to lack of sleep or alcohol consumption ("hung over") will be sent home without pay for the duration of the shift as soon as relief can be arranged, if necessary.

Although your shift may begin your tour of duty with a P.T. workout, you need to arrive at the station in uniform, presentable to the public, and ready to respond to a call immediately. Individuals reporting to work not in uniform or needing to shower, shave, etc. to be presentable to the public will be docked a minimum of one hour pay for their "make-ready" time.