

DRUGS, NARCOTICS, ALCOHOL AND FIREARMS

POLICY:

It is the policy of the Agency to maintain a work place that is free from the effects of drug and alcohol abuse.

- 1) Employees are prohibited from the use, sale, dispensing, distribution, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on Agency premises or work sites. Employees are also prohibited from the possession, use or sale of illegal drugs when such activities adversely affect job performance, job safety, or the Agency's reputation in the community. In addition, employees are prohibited from the off-premises use of alcohol when such activities adversely affect job performance and/or job safety.
- 2) The Agency will not hire, unless state or local law provides otherwise, alcoholics or drug abusers whose current use of such substances prevents them from performing their jobs or who would constitute a direct threat to the property or safety of others. Whenever applicants for employment are to be tested for the presence of such substances, they are to be informed of the test in advance and in writing.
- 3) Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Such violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of such substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on Agency premises and work sites. Employees, their possessions, and Agency-issued equipment and containers under their control are subject to search and surveillance at all times while on Agency premises or while conducting Agency business. (**Refer to Security, Section 603.**)
- 4) Employees may be required to take a test at any time to determine the presence of drugs, narcotics, or alcohol, unless law prohibits such tests. Testing positive for illegal drugs or alcohol is a violation of the policy.

5) Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation must report such conviction to the Executive Director within five days, and the Executive Director is then to take appropriate action as required by law.

6) Supervisors should report immediately to the Executive Director any action by an employee who demonstrates an unusual behavior pattern. The Executive Director will determine whether the employee should be examined by a physician or clinic and/or tested for drugs and alcohol. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises. The Agency should make arrangements for safe transport.

7) Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek counseling help at the employee's expense. (**Refer to *Employee Counseling, Section 507***). Required counseling should be kept confidential and should not have any influence on performance evaluations. Job performance alone, not the fact that an employee seeks counseling is to be the basis of all performance appraisals.

8) Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. (**Refer to *Leaves of Absence, Section 700***). The employee will not be permitted to return to work until certification is presented to the Executive Director that the employee is capable of performing his job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other Agency policies.

9) The Agency will, to the extent feasible, provide continuing awareness programs for the work force about the harmful effects of drug and alcohol abuse.

10) The possession of firearms or illegal weapons on the person of an employee during working hours, or on Agency property, or in vehicles owned or leased by the Agency, or in vehicles utilized by an employee in the scope of their employment during working hours will be considered cause for immediate dismissal.

Revised (07/20/2010)