

ALCOHOL AND DRUG ABUSE

<i>POLICY NUMBER:</i>	<i>302</i>
<i>DATE ADOPTED:</i>	<i>OCTOBER 1, 1991</i>
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PURPOSE

It is the intention of this policy to eliminate substance abuse and its effect in the work place. While Colusa County has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol can take its toll on job performance and employee safety, our concern is that employees are in a condition to perform their duties safely and effectively, in the interests of their fellow worker and the public, as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to seek confidential assistance, voluntarily from the Counseling Center or other competent professional help. While the County will be supportive of those who seek help voluntarily, the County will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help.

Illegal drug use is conduct, in this state, which may subject the employee to criminal prosecution. Alcohol or drug abuse will not be tolerated, and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of county department heads, supervisors and employees. To that end the County will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs, over the counter 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 damage to the County's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline up to and including termination or in not being hired.

In recognition of the public service responsibilities entrusted to the employees of Colusa County, and that drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by Colusa County.

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POLICY OF THE COLUSA COUNTY BOARD OF SUPERVISORS

HISTORY

First Adopted: 10/1/91

Amended: 8/6/96

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I. It is County policy that employees:

- A. Shall not be under the influence of alcohol or drugs while on duty.
- B. Shall not possess alcohol or drugs while on County property or at work locations or in uniform;
- C. Shall not sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty.
- D. Shall not have their ability to work impaired as a result of the use of alcohol or drugs when reporting for work.

Policy statements A through D in the preceding paragraph are intended to also apply to Sheriff's department personnel, except when necessary or required as part of a specific job assignment during the course of an investigation. Under these excepted circumstances, no Sheriff's employee will consume alcohol to the extent that mental or physical capabilities are impaired.

II. While use of medically prescribed medications and drugs is not per sé a violation of this policy, working when taking medications or drugs which could interfere with the safe and effective performance of duties or operation of County equipment may result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

III. The County reserves the right to search all areas and property in which the County maintains control or joint control with the employee. No County employee shall have his/her locker, or other space for storage that may be assigned to him/her searched except in any of the following situations:

- A. In his or her presence; or
- B. With his or her consent; or
- C. When a valid search warrant has been obtained; or
- D. When she or he has been notified that a search will be conducted.

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This policy will be distributed to all current employees upon its adoption and will be provided to all newly hired employees with their "New Employee Packet".

When a supervisor reasonably determines an employee to be under the influence of alcohol or drugs, the supervisor will advise the employee that he/she is relieved from his/her duties for the remainder of the work shift. The employee shall be informed that he/she has the following options to be safely transported to his/her home or any other appropriate location:

1. The employee may call the person of his/her choice for transportation.
2. The employee may call a taxi-cab service.

The supervisor will further inform the employee that, in the event either of the above options are refused, law enforcement authorities will be notified in order to protect the employee and the safety of the public.

A detailed written report of any such incident shall be prepared by the supervisor, a copy of which shall be forwarded to the appropriate authority to be filed in the employee's personnel file.

The County is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law or when the employee voluntarily recognizes that they have a drug/alcohol problem and is seeking professional counseling. Reasonable accommodation shall be determined by the County Risk Manager after consultation with the appropriate professionals.

When in the opinion of the Department Head and supported by complaint or observation it becomes obvious that an employee is suffering from drug or alcohol abuse, the following immediate corrective measures shall be taken:

1. The employee shall be advised of the suspected abuse and given the opportunity to present his/her views and urged to discuss the problem and the solution.
2. The employee shall be urged to seek professional help on his/her own initiative.

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3. As a last resort, the employee can be placed on administrative leave, pending enrollment and participation in a drug or alcohol abuse rehabilitation facility. Enrollment may be in-patient or out-patient depending upon recommendation of the appropriate professionals. Further, unless the alcohol or drug abuse problem is determined to be work related, the cost of the rehabilitation program shall be born by the employee or the employee's health insurance. If the employee refuses to participate in such a program he/she will be suspended pending a full investigation into the suspected abuse. If the investigation determines abuse does in fact exist the employee will be disciplined up to and including dismissal, after given another opportunity to engage in an abuse program.

The County has established a Substance Abuse Counseling Center, which has available confidential professional level counseling in both the drug and alcohol abuse area, to assist those employees who voluntarily seek help for their drug or alcohol related problems. Employees should contact their supervisors or the Counseling Center for additional information.

The County is committed to providing training of work place supervisors necessary for the recognition of drug and alcohol abuse by employees.

APPLICATION

This policy applies to all employees of and to all applicants for positions with the County. This policy applies to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

EMPLOYEE RESPONSIBILITIES

An employee shall not:

1. Report to work while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use;
2. Possess or use alcohol or impairing drugs (illegal drugs, and prescription drugs without a prescription) during his or her assigned work shift or while on standby duty, or at any time while on County property or while in uniform;

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(Continued) An employee shall not:

3. Directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty. Employees who observe the purchase, sale or transfer of any controlled substance are encouraged to report the incident to the appropriate law enforcement agency.

An employee shall:

4. Provide, within 24 hours of request, bonafide verification of a current valid prescription for any potentially impairing drug or medication. The prescription must be in the employee's name.

5. Report alcohol or drug abuse by a manager or supervisor to the Department Head, the County Risk Manager or to the Board of Supervisors;

6. Immediately notify his/her supervisor of any conviction of alcohol or drug related offense.

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