



Tobacco, Alcohol, Drugs, & Controlled Substance Policy

Board Approval:

R M Kelly, Chairman

Date: 4/26/16

Purpose

The JCESA has a vital interest in maintaining a safe, healthy and efficient work environment for all employees. An employee who is under the influence of alcohol, drugs and/or controlled substances while on the job may pose a serious health and safety risk, not only to himself or herself, but also to other employees and the general public. Therefore, the JCESA has adopted, implemented and published this Alcohol, Drugs and Controlled Substances Policy (referred to herein as this policy).

Policy

The use of tobacco products is prohibited within JCESA facilities and vehicles. For employees that smoke, ashtrays have been provided at several locations outside of the facility. Employees are to refrain from smoking just outside doorways and are not permitted to prop doors open while outside smoking. Smokeless tobacco products are not to be used within the facility or vehicles. Employees should be courteous of others while using all tobacco products outside of the building. All tobacco products should be disposed of properly.

The consumption, use, possession, transportation, sale, dispensation, distribution or manufacture of alcohol, drugs and/or controlled substances on JCESA property, in JCESA vehicles, or as part of or in connection with any JCESA activities is strictly prohibited. Further, the presence of any individual, including but not limited to employees, with alcohol, drugs and/or controlled substances in or on their body for non-medical reasons on JCESA property or in JCESA vehicles is strictly prohibited. As a condition of employment, all JCESA employees must abide by this policy.

Any employee found to be unlawfully using, manufacturing, selling, distributing, dispensing, possessing, transporting, trafficking in, or under the influence of any alcoholic beverage, drug or controlled substance during the course of their employment, including but not limited to while on JCESA property, while in JCESA vehicles, or as part of or in connection with any JCESA activities will be considered in violation of this policy and is subject to disciplinary action up to and including dismissal.

Any employee with knowledge of another employee being either under the influence of alcohol, illegal drugs and/or illegal controlled substances during the course of his or her employment or otherwise violating this policy shall notify his or her supervisor immediately.



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Employees with substance abuse problems should seek help. Employees desiring more information on the dangers of substance abuse in the workplace and those employees needing substance abuse counseling, rehabilitation, or other employee assistance, should contact their supervisor or the Director or Deputy Director who have been designated to provide information.

Employees must notify the Deputy Director, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within thirty (30) days of receiving notice of any criminal drug statute conviction for a violation occurring in the workplace, the Director will take appropriate personnel action against such employee, up to and including termination. The Director may also require such employee to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

For purposes of this Policy, the term controlled substance means a controlled substance identified in schedules I through V of section 202 of the Controlled Substances Act, 21 U.S.C. § 812.