

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Administrative Policy
Number: 208
Approved: April 14, 2005, supersedes prior policy
Subject: DRUG & ALCOHOL POLICY

1. **GENERAL:** Allegan County is committed to Drug and Alcohol Free Workplace. Therefore, the County strictly prohibits the unauthorized use, possession, sale or distribution of drugs or alcohol by its employees on County premises and during work time. Allegan County also has a drug testing policy and search policy as a means of enforcing these rules.

- 1.1 The following circumstances are included under this policy:

- 1.1.1 The unauthorized use, possession, sale or distribution of prescriptive and/or illegal drugs or alcoholic beverages.
- 1.1.2 The unauthorized use, possession, sale, or distribution of a controlled substance.
- 1.1.3 Being under the influence, impaired, or otherwise affected by drugs, controlled substances, or alcoholic beverages, in such a manner as to raise a reasonable suspicion in the mind of the observer that the employee's job performance may be negatively affected.

- 1.2 **Drug Testing Policy.**

- 1.2.1 Allegan County reserves the right to require any employee to submit to a reasonable search or testing/examination for the purpose of detecting the employee's use of unauthorized prescriptive drugs, illegal drugs, controlled substances, and/or alcohol in the following circumstances:
 - 1.2.1.a When the immediate supervisor or department head has a reasonable suspicion that the employee in question is under the influence, impaired, or otherwise affected by the use of unauthorized prescriptive drugs, illegal drugs, controlled substances and/or alcohol.
 - 1.2.1.b When the immediate supervisor or department head has a reasonable suspicion that the employee in question is currently possessing on agency premises unauthorized prescriptive drugs, illegal drugs, controlled substances, and/or alcohol.

ALLEGAN COUNTY EMPLOYEE HANDBOOK

- 1.2.1.c** When the immediate supervisor or department head has a reasonable suspicion that the employee in question has sold or distributed or has attempted to sell or distribute on County premises prescriptive drugs, illegal drugs, controlled substances, and/or alcohol.

1.3 Search Policy.

- 1.3.1** Allegan County reserves the right to search any County property and/or personal effect on or placed in the County under a reasonable suspicion standard for illegal drugs, controlled substances, alcohol, and/or unauthorized prescription drugs.