

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 3.26	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-7C-01 R&R 2.1.33 - 2.1.36 and 2.2.33 - 2.2.36 Civil Service Rules & Laws 2104(f), (g), (q) Alameda County "Drug-Free Workplace Policy" H&S 11367 P&P 3.20	
	ISSUED DATE: January 1, 1998	
	REVIEW DATE: December 23, 2015	
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CHAPTER: Personnel	SUBJECT: Drug-Free Workplace	

I. **PURPOSE:** To provide a drug-free work environment for all personnel assigned to the Detentions and Corrections (D&C) Division.

II. **POLICY:** The D&C Division supports a drug-free work place for all personnel. This policy shall be reviewed at least annually, and shall include, at a minimum, the following:

- A. Prohibition of the use of illegal drugs
- B. Prohibition of possession of any illegal drug except in the performance of official duties
- C. Procedures to be used to ensure compliance
- D. Opportunities available for treatment and/or counseling for drug abuse
- E. Penalties for violation of the policy

III. **PROCEDURE:**

- A. Personnel are strictly prohibited from the use of any illegal drug.
- B. Personnel are strictly prohibited from possessing on their person, or concealing in their belongings; any illegal drug, except in the performance of their official duties; i.e., processing evidence, contraband, etc.
- C. Supervisors shall be alert to common signs which may indicate the development or presence of a substance abuse problem. Common signs include:
 - 1. Observed drug use during working hours
 - 2. Unexplained work related accidents or injury
 - 3. Presence of physical signs or symptoms commonly associated with substance abuse
 - 4. Deteriorating work performance and/or attendance problems
 - 5. Other marked unexplained changes in personal behavior
- D. Personnel consuming lawful drugs and/or medication shall not be under the influence of the lawful drugs and/or medication to the extent that it impairs their ability to perform their duty. Personnel who are prescribed lawful drugs and/or medication that may impair their ability to perform their job duties will inform their immediate supervisor.
- E. All personnel are to be familiar with the Alameda County "DRUG-FREE WORKPLACE

POLICY.” Claremont Behavioral Services will provide confidential help and counseling to personnel requesting assistance with drug dependency.

- F. Personnel who violate this policy shall be subject to disciplinary action and/or criminal prosecution as prescribed by Sheriff’s Office Rules and Regulations, Alameda County Civil Service Rules and Laws, Alameda County “DRUG-FREE WORKPLACE POLICY,” and applicable California law(s).