**Section 100 – Management & Administration**

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| General Rules & Administration - 100 |
| S.O.P # 100.14 | **Substance Abuse** | Page: 1 of 4 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**100.14.01 Purpose**

The purpose of this SOP is to establish the District’s policy prohibiting the use, possession, manufacture, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on JCEMSD premises or while on JCEMSD business.

**100.14.02 Definitions**

For the purpose of this policy the following definitions are provided:

* **Presence:** is defined as the threshold level of alcohol or drugs in an employee’s urine as determined by an accredited laboratory chosen by JCEMSD
* **Controlled Substances:** include all forms of narcotics, depressants, stimulants and hallucinogens, whose sale purchase, transfer, use or possession are prohibited by law. (These are defined in ORS 475.005)
* **Intoxicants:** include alcohol, cannabis or other drugs that can impair a person’s ability to react.
* **Over-the-Counter Drugs:** are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his/her duties.
* **Medically Authorized (Prescription) Drugs:** are those drugs, which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

**100.14.03 Applicability**

This policy applies to all District staff and volunteers.

**100.14.04 Policy**

The District has an obligation to its employees and those who come into contact with JCEMSD; to ensure safe working conditions. To meet that obligation and to further our commitment to promote high standards of employee performance, productivity, health, safety and reliability; The District has established this zero-tolerance alcohol and drug policy. The District requires its employees to report for work in a condition that will permit him/her to perform his/her duties safely and efficiently. The District recognizes that an employee’s off-the-job and on-the-job involvement with alcohol and drugs can have an impact on the work environment. Therefore, the following information clearly outlines JCEMSD’s position regarding the use or possession of alcohol or drugs on the job.

* Employees Shall not:
	+ Report for work with the presence of a controlled substance, intoxicant or other illegal drug in their system.
	+ Engage in the use of intoxicants or illegal drugs on JCEMSD premises or during work hours.
	+ Possess, distribute, sell, manufacture, transfer or receive any controlled substance (drugs) or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee or other employees, on JCEMSD premises or on JCEMSD time. Violation of this rule is strictly prohibited and may result in immediate termination.
* Each Employee must report to his/her immediate supervisor the use of medically authorized drugs which can impair job performance; and he/she must provide proper authorization from a physician to work while using such authorized drugs. It is the employee’s responsibility to determine from the physician whether the prescribed drug would impair job performance. Some over-the-counter drugs may also impair job performance. Please read the directions carefully. JCEMSD may require a physician’s written excuse from any employee claiming to need time off for medical reasons or because he/she is taking an over-the-counter drug which impairs performance and safety. Abuse of prescription or over-the-counter drugs is a violation of this policy.
* The District subscribes to a zero-tolerance policy regarding the use of marijuana, either medical or recreational, and prohibits any use of marijuana in the workplace, or on District premises, as well as any on-the-job or off-duty use or intoxication resulting from the use of marijuana. If an employee tests positive at any level for marijuana or its metabolites the employee’s employment shall be terminated.
* Employees who violate the above policies shall be subject to disciplinary action, up to and including termination.
* Arrest or Conviction Under Drug Statute: Employees must notify their immediate supervisor within five (5) days of arrest or conviction for violating a drug status or DUII.
* Situations Not Covered by Policy: JCEMSD recognizes that situations may arise which are not specifically covered by this policy and these guidelines; for example, situations involving employees who have been arrested or convicted for off-the-job illegal drug use or activity. These will be dealt with on a case-by-case basis.

**100.14.05 Searches**

For administration of this policy, the JCEMSD may, upon reasonable suspicion conduct searches on District property of employees, and/or assigned District property without limitation and/or personal property; including but not limited to, lunch boxes, clothing, purses, etc.; excluding personal vehicles parked on District Property. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action up to and including immediate suspension or termination. This provision is not intended to restrict the District’s right to conduct administrative searches of assigned District property for other purposes or searches related to any criminal investigation. Searches will typically be conducted by at least two (2) officers and if possible, a representative of the local law enforcement.

**100.14.06 Interference with Policy**

Any employee tampering with or altering a drug or alcohol screening test may be subject to immediate termination. An applicant engaging in such conduct will not be eligible for employment or the right to re-apply. All employees are expected to cooperate fully in any investigation resulting from this policy. JCEMSD reserves the right to determine whether suspicion exists and the level of discipline to be applied.

**100.14.07 Employee Assistance Program**

All JCEMSD employees are eligible to participate in the District’s employee assistance program which affords assistance with alcohol and drug problems and provides other types of counseling.

Employees, who feel they have developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, are encouraged to seek assistance. Entrance into the Assistance Program can occur by self-referral, recommendation or referral by a supervisor.

Request for assistance through “recommendation” or “supervisor referral” will be treated as confidential. “Self-referral” confidentiality will be maintained between the individual seeking help and employee assistance program personnel.

**Information Contract List:**

**Policy Information**

Jefferson County Emergency Medical Services District

Chief Michael Lepin

360 SW Culver Hwy

Madras, OR 97741

(541) 475-7476

**Employee Assistance Program**

BestCare Treatment Services

715 SW 4th St.

Madras, OR 97741

(541) 475-6575