

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 10. DRUG AND ALCOHOL USE

### 10.1 DRUGS AND ALCOHOL

#### PURPOSE

THE PURPOSE OF THIS POLICY SHALL BE TO ESTABLISH A DRUG AND ALCOHOL-FREE WORKPLACE TO HELP ENSURE A SAFE AND PRODUCTIVE WORK SETTING FOR ALL EMPLOYEES.

#### APPLICABILITY

THIS POLICY SHALL APPLY TO ALL EMPLOYEES OF LAMPASAS COUNTY REGARDLESS OF RANK OR POSITION AND SHALL INCLUDE TEMPORARY AND PART-TIME EMPLOYEES.

THE ONLY EXCEPTION TO THIS POLICY SHALL BE THE POSSESSION OF CONTROLLED SUBSTANCES BY LAW ENFORCEMENT PERSONNEL AS PART OF THEIR LAW ENFORCEMENT DUTIES.

#### POLICY

THE FOLLOWING SHALL BE A VIOLATION OF THE POLICY:

- A. THE MANUFACTURE, DISTRIBUTION, DISPENSING, POSSESSION, SALE, PURCHASE, OR USE OF A CONTROLLED SUBSTANCE OR DRUG PARAPHENALIA ON COUNTY PROPERTY.
- B. BEING UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL DRUGS WHILE ON COUNTY PROPERTY OR WHILE ON DUTY FOR THE COUNTY.
- C. THE UNAUTHORIZED POSSESSION OR USE OF PRESCRIPTION OR OVER-THE COUNTER DRUGS WHILE ON COUNTY PROPERTY OR WHILE ON DUTY FOR THE COUNTY.
- D. THE USE OF PRESCRIPTION OR OVER-THE COUNTER DRUGS, WHILE ON COUNTY PROPERTY OR WHILE ON DUTY FOR THE COUNTY, IN A MANNER OTHER THAN THAT INTENDED BY THE MANUFACTURER OR PRESCRIBED BY A PHYSICIAN.

#### DEFINITIONS

A CONTROLLED SUBSTANCE SHALL INCLUDE ANY SUBSTANCE LISTED IN SCHEDULES 1-V OF SECTION 2.02 OF THE CONTROLLED SUBSTANCE ACT (21 U.S.C 812) AS AMENDED (A COPY OF THIS INFORMATION IS AVAILABLE FOR REVIEW IN THE TREASURER'S OFFICE).

COUNTY PROPERTY SHALL INCLUDE ALL COUNTY OWNED, RENTED, OR LEASED REAL PROPERTY SUCH AS BUILDINGS, LAND, PARKING LOTS, ETC. AND PROPERTY USED BY EMPLOYEES SUCH AS VEHICLES, LOCKERS, DESKS, CLOSETS, STORAGE AREA, ETC.

DRUGS SHALL INCLUDE ANY CHEMICAL SUBSTANCE THAT PRODUCES PHYSICAL, MENTAL, EMOTIONAL, OR BEHAVIORAL CHANGE IN THE USER.

ILLEGAL DRUG SHALL INCLUDE ANY DRUG OR DERIVATIVE THEREOF WHICH THE USE, POSSESSION, SALE, TRANSFER, ATTEMPTED SALE OR TRANSFER, MANUFACTURE, OR STORAGE OF IS ILLEGAL OR REGULATED UNDER ANY FEDERAL, STATE, OR LOCAL LAW OR REGULATION AND ANY OTHER DRUG, INCLUDING (BUT NOT LIMITED TO) A PRESCRIPTION DRUG, USED FOR ANY OTHER THAN A LEGITIMATE MEDICAL REASON, AND INHALANTS USED ILLEGALLY, INCLUDED IS MARIJUANA OR CANNABIS IN ALL FORMS.

## LAMPASAS COUNTY PERSONNEL POLICIES

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### DRUGS AND ALCOHOL (CONTINUED)

#### **POLICY VIOLATIONS**

ANY EMPLOYEE WHO VIOLATES THIS POLICY SHALL BE SUBJECT TO DISCIPLINARY MEASURES UP TO AND INCLUDING TERMINATION.

#### **PRESCRIPTION DRUGS**

EMPLOYEES TAKING PRESCRIPTION MEDICATIONS SHALL BE REQUIRED TO NOTIFY THEIR SUPERVISOR OF ANY POSSIBLE EFFECTS THE MEDICATION MIGHT HAVE REGARDING THEIR JOB PERFORMANCE AND PHYSICAL/MENTAL CAPACITY.

ANY INFORMATION CONCERNING PRESCRIPTION MEDICATIONS BEING USED BY AN EMPLOYEE AND ANY OTHER MEDICAL INFORMATION OF WHICH THE SUPERVISOR BECOMES AWARE, SHALL BE TREATED AS CONFIDENTIAL INFORMATION.

PRESCRIPTIONS USED AT WORK ARE TO BE KEPT IN THEIR ORIGINAL CONTAINER.

#### **TREATMENT**

EMPLOYEES HAVING PROBLEMS WITH DRUGS OR ALCOHOL ARE ENCOURAGED TO SEEK TREATMENT FROM QUALIFIED PROFESSIONAL.

INFORMATION ON BENEFITS PROVIDED FOR TREATMENT OF ALCOHOL AND DRUG PROBLEMS THROUGH THE COUNTY'S MEDICAL INSURANCE PROGRAM IS AVAILABLE IN THE EMPLOYEE'S INSURANCE COVERAGE BOOKLET OR FROM THE TREASURER'S OFFICE.

#### **RESERVATION OF RIGHTS**

ALTHOUGH ADHERENCE TO THIS POLICY IS CONSIDERED A CONDITION OF CONTINUED EMPLOYMENT, NOTHING IN THIS POLICY SHALL ALTER AN EMPLOYEE'S STATUS AND SHALL NOT BE DEEMED A CONTRACT OR PROMISE OF EMPLOYMENT.