



Santa Cruz Consolidated Emergency Communications Center

231 Union Street
Watsonville, California 95076
(408) 728-6125

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No: 1110
Date Issued: December 1, 1993
Date Revised:

APPROVED: _____

Susan O'Mara
Board Chairperson

SUBJECT: SUBSTANCE ABUSE

1. Employees of the Authority represent the critical link between the citizens of the communities we serve and their law enforcement, fire, medical and other public resources.

1.1 Employees of the Authority must make critical and immediate decisions that effect both the public safety and the safety of the participating User Agencies.

1.2 The Center is crucial to the general welfare of the entire County as a whole.

1.3 The Authority recognizes the benefit of alcohol and drug treatment programs.

1.4 It is the policy of the Authority to maintain a drug and alcohol free work place.

1.5 The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the work place is prohibited.

1.6 The Authority will not permit substance abuse, or the affects of substance abuse, by its employees in the work place.

1.7 Any violation of this policy will subject employees to disciplinary action.

2. This policy shall apply to all employees of the Authority and to all applicants for positions available within the Center.

3. This policy shall apply to the use of alcohol and to all substances, drugs, or medications (legal or illegal) which would impair an employee's ability to perform the functions of their position(s).

4. Authority employees are required to:

4.1 Report to work able to perform their duties and responsibilities.

4.2 Be capable of performing their duties during the entire course of their respective shift or assignment.

4.3 Notify their immediate Supervisor when taking potentially disabling medications or substances.

4.4 Provide a prescription for medication or prescription container with employee's name thereon within 24 hours of request.

4.5 Report substance abuse problems immediately to their Supervisors when they believe that another employee's performance is impaired by the use of any illegal substances, drugs, narcotics or alcohol.

5. Authority Managers and Supervisors are required to:

5.1 Ensure that employees are not allowed to commence work under the influence of drugs and/or alcohol.

5.2 Refer employees for counseling, when appropriate.

5.3 Monitor employees while on remedial programs.

5.4 Assist employees in developing and monitoring performance objectives designed to improve their work performance and/or behavior.

6. Employees who may be experiencing drug or alcohol problems are encouraged to seek help and assistance through the Authority, through their personal physician or through other means.

6.1 No employee shall be discriminated against because the employee voluntarily seeks help or referral with an alcohol or drug related problem.

6.2 The right to be free from discrimination does not limit the employees' duty to adhere to the Authority's policy on substance abuse.