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## **CITY OF BALDWIN PARK ALCOHOL AND DRUG USE POLICY**

The City of Baldwin Park has created this policy for all employees of the City, both full time and part time.

### Alcohol and Drug Abuse Policy

#### Purpose

It is the purpose of this policy to eliminate substance abuse and its effects in the workplace and to ensure that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves.

#### Policy

It is the City's policy that employees shall not be under the influence of or in unlawful possession of alcohol or illegal drugs while on City property, at work locations, or while on duty; shall not utilize such substances when they are assigned to be on call for duty; shall not possess, provide or sell illegal drugs to any other employee or to any person while on duty; nor have their ability to work impaired as a result of the use of alcohol or illegal drugs.

While use of medically prescribed medications and drugs is not per se a violation of this policy, the employee must notify his/her supervisor, before beginning work, when taking medication or drugs (including the possible effects of taking such medication or drugs) which the employee believes may interfere with the safe and effective performance of duties or operation of equipment. In the even there are questions regarding an employee's ability to safely and effectively perform assigned duties while using such medication or drugs, clearance from their physician may be required.

The City is committed to providing reasonable opportunity for rehabilitation for those employees whose drug or alcohol problem classifies them handicapped under federal and/or state law.

Persons whose use of drugs or alcohol prohibits them from performing the duties of their position, or whose use constitutes a direct threat to property or the safety of others, are not considered handicapped under federal or state law.

#### Application

This policy applies to all employees of the City of Baldwin Park. This policy applies to alcohol and to all substances, drugs, or medication, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

## Employee Responsibilities

An employee must:

- 1) Refrain from the use of, or unlawful possession of, illegal drugs or narcotics while on duty;
- 2) Not report to work while his/her ability to perform duties is impaired due to alcohol or drug use;
- 3) Not possess or use alcohol or impairing drugs (illegal drugs and prescription drugs without a prescription) during working hours or at anytime while on City property, unless authorized by the Police Department;
- 4) Not directly or through a third party sell or provide illegal drugs to any person, including any employee, while either employee or both employees are on duty;
- 5) Notify his/her supervisor, before beginning work, when having consumed alcohol or when taking any medications or drugs, prescription or non-prescription, which the employee believes may interfere with the safe and effective performance of duties or operation of equipment;
- 6) Report to their supervisor of any criminal drug statute conviction no later than five (5) days after such conviction;
- 7) Report to the supervisor when they have knowledge of objective evidence that other employees may be under the influence of drugs or alcohol or engaging in illegal drug related activities.

Employees who believe they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance through their private medical plans or through other resources available in their community.

## Management Responsibilities

- 1) Managers and supervisors are responsible for reasonable enforcement of this policy.
- 2) Notify the affected contract/granting agency within ten (10) days after receiving notice of any conviction
- 3) To treat any cases where rehabilitation is recommended or already underway as a medical situation.
- 4) To maintain strict confidentiality on all matters arising under the provision of this policy.

- 5) As with all policies and procedures, any incident of situation requiring management attention is expected to be given thorough and deliberate consideration before any final action is taken. Decisions made on such cases under this policy will be subject to review by an individual's department head, and Personnel Officer, and with approval of the City Manager.

**CITY OF BALDWIN PARK**  
**ALCOHOL AND DRUG USE POLICY**

PRINT NAME: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

By my signature, I acknowledge that I have received the City of Baldwin Park's Alcohol and Drug Use Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: Personnel File