

***CRAWFORD COUNTY  
CORRECTIONAL FACILITY  
POLICY AND PROCEDURE***

<b>SUBJECT: DRUG FREE WORKPLACE</b>
<b>SECTION: ADMINISTRATION</b>
<b>EFFECTIVE/REVISED DATE: November 9, 2011</b>
<b>REVIEWED: 8-19-2013, 4-3-2014/Reviewed 2-27-2015 Reviewed 1-12-2016</b>
<b>Revised 6-24-2016 Reviewed 6-30-17, Revised 10-02-2017</b>
<b>APPROVED BY: Warden Kenneth D. Saulsbery</b>

It is the policy of the Crawford County Correctional Facility to maintain a safe, productive, and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that illegal drug use and alcohol abuse are incompatible with working for the Crawford County Correctional Facility.

**REFERENCE**

Crawford County Warden's Office.

Crawford County Commissioner's Office.

U. S. Drug-Free Workplace Act of 1988 (41 U.S.C. 701)

**GENERAL INFORMATION**

- Crawford County is committed to providing a safe environment and to fostering the wellbeing and health of its employees. That commitment is jeopardized when any Crawford County employee uses illegal drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the work place. Crawford County has established the following policy concerning alcohol and other drugs to ensure that we can meet our obligations to our employees and the public.

**STATEMENT OF PROHIBITED CONDUCT**

- Crawford County considers the following conduct to represent the type of acts, which violate the Drug Free Workplace Policy:
  1. It is a violation of our policy for any employee to possess, sell, trade, or offer for sale illegal drugs and /or prescribed medications or otherwise engage in the use of illegal drugs and/or prescribed medications or alcohol on the job or on the outside premises.
  2. It is a violation of our policy for anyone to report to work under the influence of illegal drugs, excessive prescribed medications, to include the use of prescribed Medical

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Marijuana and alcohol -- that is, with illegal drugs, excessive prescribed medications, to include the use of prescribed Medical Marijuana or alcohol in his/her body

3. It is a violation of our policy for anyone to use prescription drugs illegally. (It is not a violation of our policy for an employee to use legally prescribed medications, but the employee shall notify his/her supervisor if the prescribed medication would affect the employee's ability to perform his/her job.)
4. No employee is permitted to take any prescribed medications, including prescribed Medical Marijuana before coming on duty or while on duty at the Crawford County Correctional Facility, which has the potential of that staff member not being able to carry out their duties of Care, Custody and Control.

**PENALTIES FOR MISCONDUCT**

- Any employee violations of this policy are subject to disciplinary action ranging from a letter of reprimand to suspension from work without pay, up to and including dismissal.
- Whenever a supervisor notices changes in performances or behavior that suggests an employee has an alcohol or other drug problem, it is their responsibility to notify the warden and or deputy warden. Although it is not the supervisor's job to diagnose the employee's problem, the supervisor should encourage such an employee to seek help and tell him/her about available resources for getting help. Because all employees are expected to be concerned about working in a safe environment, they should also encourage their fellow employees who may have an alcohol or other drug problem to seek help.
- A written record of each action taken pursuant to this policy will be placed in the offending employee's personnel file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.