

Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1006.2 POLICY

It is the policy of the Plymouth Township Police Department to provide a drug- and alcohol-free workplace for all members, pursuant to MPOETC requirements, current collective bargaining agreement and the current Plymouth Township Employee Handbook.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work mentally and physically fit for duty. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition, as long as that use does not impair one's ability to safely perform their duties.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 SUPERVISOR RESPONSIBILITIES

It is the responsibility of supervisors to ensure that employees under their command abide by this policy, as well as the Plymouth Township Police Officer Substance Abuse Policy and the Employee Handbook.

Supervisors shall also immediately notify command staff of any employees under their command who are suspected of violating any of the above policies or handbook and shall take direct action to immediately remove the employee from active duty, if appropriate.

1006.6 EMPLOYEE ASSISTANCE PROGRAM

The Township provides a voluntary employee assistance program through an outside company to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Members should contact the Human Resources Manager for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

Plymouth Township Police Department

Policy Manual

Drug- and Alcohol-Free Workplace

1006.7 WORK RESTRICTIONS

If a member informs a supervisor or a supervisor otherwise suspects that a member has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance the following will apply:

- (a) Officers will be subject to the provisions of the Plymouth Township Police Officer Substance Abuse Policy.
- (b) Other members are subject to the provisions of the employee handbook.

1006.8 SCREENING TESTS

A supervisor may require an employee to submit to a screening pursuant to the provisions in the Plymouth Township Police Officer Substance Abuse Policy.

1006.8.1 DISCIPLINE

An employee may be subject to disciplinary action if he/she violates the Plymouth Township Police Officer Substance Abuse Policy.

1006.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, as provided in the current collective bargaining agreement or employee handbook (41 USC § 8104).