

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**I. Purpose**

It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While the county of Riverside has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. The concern is 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. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program (EAP). While the county encourages employees to seek help voluntarily, it will be firm in identifying and disciplining those employees who violate this policy.

Supervisors will be trained to recognize abusers and become involved in this control process. Alcohol or drug abuse will not be tolerated and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

The county will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs, or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or damage to the county's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

In recognition of the public service responsibilities entrusted to the employees of the county and that drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy against drug and alcohol abuse is hereby adopted by the county.

**II. Policy**

It is county policy that employees shall not be

- a. under the influence of alcohol or drugs while on duty or on a standby or an on-call status;
- b. consume alcohol or illicit drugs while on county property or at work locations or while on duty; or

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- c. possess controlled substances or prescription drugs without a prescription while on duty.

Employees shall not

- a. manufacture, sell, provide, distribute, or dispense prescription drugs or controlled substances to any other employee or to any person while on duty unless authorized by law; or
- b. sell, provide, distribute, or dispense alcohol to any other employee while such employee is on duty.

While use of medically prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor, before beginning work, when taking medications or drugs which could potentially interfere with the safe and effective performance of duties or operation of county equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from the county medical director, or designee, may be required.

The county reserves the right to search, without employee consent, all areas and property in which the county maintains control or joint control with the employee, except the lockers of peace officers, or other space for storage that may be assigned to peace officers. No peace officer shall have his/her locker, or other space for storage that may be assigned searched except in the peace officer's presence, or with consent, or unless a valid search warrant has been obtained or where the peace officer has been notified that a search will be conducted. This section shall apply only to lockers or other space for storage that are owned or leased by the county. The county may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the county.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and may be detained for a reasonable time until they can be safely transported from the work site.

The county is committed to providing reasonable accommodation to those employees whose drug or alcohol problem qualifies as a disability under federal and/or state law.

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The county has established a voluntary EAP to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their supervisors or the EAP directly for additional information.

**III. Application**

This policy applies to all county employees and to all applicants for positions with the county.

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

**IV. Employee Responsibilities and as a Condition of Employment**

An employee must:

- a. not report to work or be in a standby or an on-call status while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use;
- b. not possess or use controlled substances (illegal drugs or prescription drugs without a prescription) at any time;
- c. not use alcohol at any time while on county property or while on duty;
- d. not directly or through a third party manufacture, sell, distribute, dispense, or provide controlled substances to any person, including any employee, at any time;
- e. not manufacture, sell, distribute, dispense, or provide alcohol to any employee while either or both are on duty;
- f. notify the supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of county equipment; and
- g. notify the employee's supervisor of any criminal drug statute arrest or conviction no later than five calendar days after such arrest or conviction.

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**V. Management Responsibilities and Guidelines**

- a. Managers and supervisors are responsible for reasonable enforcement of this policy.
- b. Except as otherwise lawfully permitted (e.g. search required for entering a secured facility), no persons shall physically search the person of employees, or shall they search the personal possession of employees without the freely given consent of, and in the presence of, the employee.
- c. Managers and supervisors shall notify agency/department head or designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the county. If the agency/department head or designee concurs that there is reasonable suspicion of illegal drug possession, the agency/department head or designee shall notify the appropriate law enforcement agency.

**VI. Distribution**

A copy of this policy was provided to every employee of the County of Riverside upon its adoption and shall be provided to each new employee hired on or after September 1, 1989.

**VII. Supersession**

This policy shall supersede any previous drug and alcohol policy of the county of Riverside. However, the provisions of this policy are not intended to, nor is this policy to be construed to supersede the drug and/or alcohol policy and/or general orders of any agency/department of the county.

**Reference:**

Minute Order dated 07/10/75  
Minute Order 3.126b of 08/29/89  
Minute Order 3.10 of 02/26/91  
Minute Order 3.3 of 04/10/07

**COUNTY OF RIVERSIDE  
BOARD OF SUPERVISORS' POLICY**

Subject:

Policy  
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**ALCOHOL AND DRUG ABUSE POLICY**

C-10

**ACKNOWLEDGEMENT OF  
COUNTY OF RIVERSIDE  
DRUG AND ALCOHOL ABUSE POLICY**

I have received a copy and am fully aware of the County of Riverside's Drug and Alcohol policy and I agree to abide by the terms of this policy. I also agree to remain apprised of future revisions to this policy and to abide by the terms of such revisions.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form shall be retained in department files.