ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject:Use of Intoxicants and/or Illegal DrugsNumber: C 39Approved:Signature on fileDate: 01-02-08

POLICY

No employee shall report for or be on duty while under the influence of intoxicating liquor, illegal drugs, or be unfit for duty because of:

- 1. Use prior to reporting to work;
- 2. Use during the lunch period/breaks;
- 3. Use at the work site; or,
- 4. Use while operating a motor vehicle when on duty.

No employee shall bring or store intoxicants and/or illegal drugs at the work site for the purpose of consumption or sale.

Any employee violating the above restrictions shall be subject to disciplinary action up to and including discharge.
