

**County Policy**

<b>Subject:</b>	Drug and Alcohol Policy
<b>Authority:</b>	Board of Supervisors
<b>Policy Owner:</b>	County Executive Office: Signature_____
<b>Approval Date:</b>	7/26/2022
<b>Revision Date(s)</b>	N/A
<b>Version No.:</b>	1.0

**A. Policy**

This sets forth the County's policy on Drug and Alcohol use.

**B. Purpose**

To articulate the position of the Orange County Board of Supervisors with respect to the use of drugs or alcohol by County employees while on County time, in County vehicles, on County property or in County facilities

**C. Responsibilities**

In recognition of the duties entrusted to the employees of the County and with knowledge that drugs and alcohol do hinder a person's ability to perform duties safely and effectively, the Board of Supervisors adopts the following policy:

It is the policy of the County of Orange to maintain a safe, healthful, lawful and productive work place. Members of the Board of Supervisors are committed to discouraging alcohol and drug abuse and to achieving a work force free from the influence of drugs and alcohol.

It is the intent of this policy to deter the misuse or abuse of legal or illegal substances which create a threat to the safety and health of any County employee or member of the public. The County is concerned with those situations where the use of alcohol and drugs interferes with any employee's safety and job performance, adversely affects the job performance or safety of other employees, or affects the safety of the public.

The County has established a voluntary employee assistance program to assist all County employees who wish to seek help for alcohol and drug problems. The County also makes available a variety of insurance coverages which provide treatment for drug and alcohol

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abuse. Employees may contact their supervisors, insurance provider, or the Employee Assistance Program for additional information.

The use, possession, or sale of illegal drugs is unlawful, dangerous and prohibited. The use of alcohol in the workplace, or prior to coming to the workplace, so that the employee's performance is impaired, is dangerous to the employee, to other employees and the general public and is prohibited. The abuse of all drugs, including alcohol, by employees is unacceptable since it can adversely affect health and safety, security, and productivity as well as public confidence and trust.

Violation of this policy may be grounds for disciplinary action up to and including discharge from County service. Departments or agencies may develop additional policies or work rules to augment the County Drug and Alcohol Policy.

Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through the Employee Assistance Program (EAP) or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems. Once a violation of this policy occurs, subsequent use of the Employee Assistance Program or other programs, on a voluntary basis, will not necessarily lessen disciplinary action.

**D. References**

#	Title/URL
1	2003 County of Orange Personnel and Salary Resolution (Art.I, Sec.E – Drug and Alcohol Policy)