

POLICY 71-17 (Old 15-17) DRUG-FREE WORK PLACE POLICY

1. Purpose
 - 1.1 To establish a policy for a Drug-Free Work Place to maintain a safe, healthful and productive environment for agency employees and park visitors consistent with the federal Omnibus Drug Act and Executive Order 92-01.

2. References
 - 2.1 Washington State Executive Order 92-01 for a Drug-Free Work Place.
 - 2.2 1988 Federal "Omnibus Drug Act" 41 U.S.C. 33701-707.
 - 2.3 Procedure 70-20, Corrective Action

3. Definitions
 - 3.1 Chemical Dependency - An illness produced by repeated use of alcohol or other drugs resulting in an inability to perform assigned work satisfactorily or in unacceptable behavior on the job.
 - 3.2 Drugs - Mind-altering chemicals, whether illegal according to statute, or legal in some circumstances (e.g., alcohol and certain medications).
 - 3.3 Impaired - Observable and documented deterioration in work-related performance due to the use of alcohol or other drugs.
 - 3.4 Medications - Legal, over-the-counter medications or physician prescribed medications used in accordance with manufacturer instructions or physician direction.

4. Policy Statement
 - 4.1 The Washington State Parks and Recreation Commission is committed to providing a safe, healthful and productive environment for its employees and park visitors. A healthy and motivated work force is State Parks' greatest asset. The use of drugs including alcohol, illegal drugs, or the unlawful use of prescription drugs prior to or while on duty, undermines the quality of job performance, may endanger co-workers and visitors, and could bring discredit to the agency.

5. Requirements
 - 5.1 All employees, regardless of employment status, will comply with the State Parks Drug-Free Work Place Policy.
 - 5.2 All employees must report to work in a condition fit to perform their duties, unimpaired from the use of alcohol or drugs.
 - 5.3 All employees are prohibited from the unlawful use, possession, delivery, dispensation, distribution, manufacture, or sale of drugs in state vehicles, state vessels, on agency premises, or on official business.
 - 5.4 All employees are prohibited from the possession of alcohol in state vehicles, state vessels, or in the workplace, except when:

- 5.4.1 The premises are used and considered exclusively as personal residences; or
 - 5.4.2 Personal alcohol if possessed and transported in accordance with state law. Any transportation of alcohol must be done in an inconspicuous and appropriate manner.
 - 5.4.3 Obtained in a law enforcement action by commissioned personnel.
 - 5.5 All employees representing the state at official functions should exercise prudence in consuming alcohol.
 - 5.6 All employees taking medications must notify their supervisor or other designated official of the fact, if there is a substantial likelihood that such medication may affect job performance or safety.
 - 5.7 If an employee's job performance is impaired, appropriate actions will be taken to restore the safety and productivity of the work place.
 - 5.8 All employees who self-acknowledge chemical dependency will be encouraged to use appropriate treatment services.
 - 5.9 All employees found in violation of this policy will be subject to corrective action up to and including dismissal per Procedure 70-20. Because chemical dependency is an illness the first course of action will focus on recommending treatment for the employee. This may include, but is not limited to, professional medical evaluation, private treatment centers, or referral to the Employee Advisory Service.
 - 5.10 All employees convicted of a criminal drug statute violation for an offense occurring while on duty will notify their immediate supervisor and State Parks Chief of Employee Services within five working days of a conviction as required by federal law. The Chief of Employee Services will notify appropriate federal representatives. Evidence of illegal drug involvement will be documented and given to law enforcement authorities.
6. Notification
- 6.1 All employees will be notified of the State Parks Drug- Free Work Place Program and receive information on substance abuse and its impact on the work place.
 - 6.2 The Drug-Free Work Place Policy will be included in materials provided for new employees.