
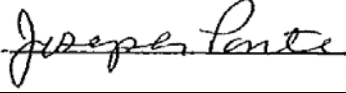


<b>POLICY TITLE: ALCOHOL AND DRUG FREE WORKPLACE</b>		<b>PAGE <u>1</u> OF <u>3</u></b>
<b>POLICY NUMBER: 3.13</b>		
<b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  Approved by Commissioner 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>September 15, 2003</b>	<b>LATEST REVISION:</b> <b>December 1, 2011</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to maintain a work force that is free from alcohol and drug abuse, in order to safely and efficiently carry out its mission.

It is the further the policy of the Department to ensure that all staff are aware of the State's prohibition on the use of illegal drugs and the possession of any illegal drug, except in the performance of official duties, steps taken to ensure compliance, opportunities for treatment and/or counseling and the penalties for violations. The Department shall comply with the State of Maine, Bureau of Human Resources' Drug Free Workplace Policy.

This policy shall be reviewed annually and updated as necessary.

**IV. CONTENTS**

Procedure A: Alcohol and Drug Free Workplace  
 Procedure B: Medications

**V. ATTACHMENTS**

Attachment A: Drug-Free Workplace Policy Acknowledgement  
 Attachment B: Bureau of Human Resources Drug Free Workplace Policy (Effective 3/27/89)

## VI. PROCEDURES

### Procedure A: Alcohol and Drug Free Workplace

1. Employees shall be notified of the provisions of this policy upon employment with the Department and shall sign an acknowledgment (Attachment A) indicating they have been provided a copy of the State's Drug Free Workplace Policy (Attachment B). Contract staff shall also be informed of the need to maintain an alcohol and drug free workplace.
2. Staff (whether a State employee or contract staff) shall not use, possess, or traffick in alcohol or illegal drugs or prescription medication not prescribed for him or her while on the job or in the workplace.
3. Staff (whether a State employee or contract staff) shall not be under the influence of alcohol or illegal drugs or prescription medication not prescribed for him or her while on the job or in the workplace.

### Procedure B: Medications

1. Staff (whether a State employee or contract staff) taking prescribed or over the counter medication that could interfere with the proper performance of his/her duties shall notify their supervisor.
2. The Department reserves the right to require a written physician's statement verifying the effect of the medication on the staff's ability to perform assigned duties.
3. Staff taking prescribed or over the counter medication shall ensure that it is not accessible to Departmental clients.

## VII. PROFESSIONAL STANDARDS

### ACA:

**ACI - 4-4063** There is a written policy and procedure that specifies support for a drug-free workplace for all employees. This policy includes at a minimum the following:

- prohibition of the use of illegal drugs
- prohibition of possession of any illegal drug except in the performance of official duties
- the procedures to be used to ensure compliance
- the opportunities available for treatment and/or counseling for drug abuse
- the penalties for violation of the policy

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**4-ACRS-7C-02** The facility implements a drug-free workplace policy. Policies specify support for a drug-free workplace and are reviewed annually and include, at a minimum, the following:

- Prohibition of the use of illegal drugs
- Prohibition of possession of any illegal drug except in the performance of official duties
- Procedures to be used to ensure compliance
- Opportunities available for treatment and/or counseling for drug abuse
- Penalties for violation of the policy

**4-JCF-6D-03** The facility implements a drug-free workplace policy. Policies specifying support for a drug-free workplace are reviewed annually and include, at a minimum, the following:

1. Prohibition of the use of illegal drugs
2. Prohibition of possession of any illegal drug except in the performance of official duties
3. Procedures to be used to ensure compliance
4. Opportunities available for treatment and/or counseling for drug abuse
5. Penalties for violation of the policy

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