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| State of Utah DEPARTMENT OF NATURAL RESOURCES POLICIES AND PROCEDURES | REF. NR-97-D-6 | PAGE 1 of 2 |
| | EFFECTIVE DATE | 6/28/97 |
| | REVISION DATE | |
| SUBJECT: Use of Controlled Substances (Illegal or Prescription) | | |
| Ted Stewart, Executive Director | | |

I. PURPOSE

To define the policy of the Department of Natural Resources regarding the use of controlled substances (illegal or prescription) by employees.

II. POLICY

- A. No employee shall distribute, manufacture, cultivate, use or possess, without a valid prescription, any controlled substance nor aid another in the accomplishment of any of the aforesaid acts. Violation of this policy shall result in appropriate discipline including possible dismissal from the department.
- B. Employees should avoid the company of those who illegally use, possess or deal in controlled substances. Employees should also avoid locations where it is known or evident that controlled substances are illegally used or dealt except while in the performance of their specific law enforcement duty assignment or while acting under the proper direction or specific order from their immediate supervisor.
- C. No employee shall report to work or duty while under the influence of any drug, irrespective of whether or not the same has been prescribed by a physician, to a degree which can reasonably be considered to discredit the department or to impair the employee's effective discharge of their duties.

III. PROCEDURE

- A. Any immediate supervisor, with approval of the Human Resource office, when reasonable suspicion exists that an employee is under the influence of drugs, may require such employee to submit to a chemical test of their breath, blood, urine, or other related tests. Failure by an employee to submit to such test when required shall be deemed to be insubordination and subject to disciplinary action.

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- B. Any employee found under the influence of drugs to the degree as provided for in this section of the policy shall be taken home for the balance of the work shift and charged sick leave. The employee may be placed on leave with pay pending an investigation and an evaluation as to their fitness to return to work. This evaluation may be with a department-related physician and at the department's expense. Employees found in violation of this policy may be subject to corrective or disciplinary action.

IV. PENALTIES

- A. Persons found violating section(s) of this policy or procedure may be subject to disciplinary action including possible dismissal from employment. Criminal action at a state or federal level may also be imposed.
- B. In addition to this policy, all department employees are to comply with the state Department of Human Resource Management rules (R477-15-1) regarding Substance Abuse and Drug-Free Workplace act (see attached).