MARION COUNTY
STATE OF INDIANA
EXECUTIVE ORDER 2, 1990

DRUG FREE WORKPLACE POLICY

WHEREAS, Marion County recognizes that the use of controlled substances in the workplace is a serious problem and can result in safety risks and reduced efficiency; and

WHEREAS, the Drug Free Workplace Act of 1988 ("Act") deals with the problems caused by the use of controlled substances in the workplace and is applicable to County agencies which are federal grant recipients; and

WHEREAS, the attached policy has been promulgated to ensure that Marion County is in compliance with the Act and has been endorsed by the Marion County Board of Commissioners;

NOW, THEREFORE, by virtue of the authority vested in me as executive of Marion County, I hereby adopt the attached policy for Marion County agencies covered by the Act and I strongly encourage all other County agencies to adopt this policy or a similar policy to control the problem of drug abuse in the workplace.

Dated this 13th day of March, 1990

MARION COUNTY

BY: William H. Hudnut, III
William H. Hudnut, III,
Executive, Marion County

APPROVED AS TO FORM AND LEGALITY

Marion County Policy Statement on Drug Abuse

The following statement is to inform you of the county's policy regarding the work-related effects of drug use and the unlawful possession of controlled substances on county property. Our policy is as follows:

Employees are expected to maintain the integrity of county government, the safety of both county employees and the public, to provide a drug-free workplace and to maintain efficient operations by ensuring employees at work are in appropriate mental health and physical condition.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on county property or while conducting county business off county property is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

The county recognizes drug dependency as an illness and a major health problem. The county also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help with such problems are encouraged to use our health insurance plans, or to seek help from an outside substance abuse treatment center. An attached form provides you with pertinent information on several treatment centers in Marion County, others are available should you prefer to use another facility. The county hopes you will make a conscientious effort to seek help if you have a substance abuse problem.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off county property while conducting county business **A report of a conviction must be made within five (5) days after the conviction.**