

**TOWN OF GEORGETOWN, INDIANA GOVERNMENT  
DRUG AND ALCOHOL ABUSE POLICY**

**POLICY**

Georgetown, Indiana town government has a vital interest in maintaining a safe, healthy and productive work environment for its employee's and in protecting government property, equipment and operations. The Town is also committed to protecting the safety and well being of employees and citizens.

Drug and alcohol abuses have no place in the Town of Georgetown, Indiana government. It is the intention of the Town of Georgetown, Indiana government to have zero tolerance of these abuses and may conduct programs of prevention and education to ensure that the Town of Georgetown, Indiana government maintains a drug and alcohol free environment. The Town is committed to the community and region as a leader in providing quality and excellence in services to the public.

**Scope**

This policy, administered by the Town Council, applies uniformly to all employees who receive compensation through the Town of Georgetown, Indiana payroll system.

**Definitions**

The following definitions shall be used in the application of this policy.

1. Alcohol or alcoholic beverage: any beverage that may be legally sold and consumed that has an alcoholic content in excess of .5% by volume.
2. Drugs: any substance other than alcohol capable of altering the mood, perception, pain level or judgment of the individual consuming it.
3. Legal or prescription drug: any prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.
4. Illegal drug: any drug (a) which has not legally obtainable or (b) which is legally obtainable but has not been legally obtained. All substances listed in the federal controlled substances act or so-called "designer drug" which have not been included in the federal controlled substances act or misuse of other non-drug substances act or covered by this definition. The term also includes prescribed drugs, legally obtained, but not being used for prescribed purposes.
5. Town of Georgetown, government: this term is defined, for purposes of the drug and alcohol abuse policy only, as those persons, elected officials, appointed officials and offices who provide legally required programs and services and/or such other programs and/or services as

are offered through the Town Council of Georgetown, Indiana or throughout any town office, that serves the public, in the Town of Georgetown.

6. Under the influence: for the purposes of this policy means that the employee is affected by a drug and alcohol substance or the combination of a drug and alcohol in any detestable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be made a variety of means including a professional opinion, assessment by designated trained personnel or scientifically valid test.

### **Application**

The policy shall apply uniformly to all applicants for employment and all employees of the town as described in this section.

1. Town of Georgetown, Indiana government will not employ individuals who use any illegal drugs in any amount and regardless of frequency.
2. Being under the influence of drugs or alcohol while performing town business or while on town premises is strictly prohibited.
3. The use (other than prescribed or otherwise legally obtained drugs as specified below), sale, manufacture, trafficking, distribution, purchase, transfer, theft, or possession of drugs and/or alcohol on town premises is strictly prohibited.
4. An employee's use of a legal drug while working can impose a significant risk to the safety of that employee or others. The use of a legally obtained drug is allowed, except to the extent such use may affect the safety of the employee, co-workers and others.

It is recommended that employee's make known to their immediate supervisor the use of such medication, including use either of a short or long-term duration. This information will be recorded on the employee's confidential personnel file for such employee.

### **Employee assistance program**

The Town of Georgetown, Indiana government will assist employees who request help with drug and alcohol dependency problems. An employee's independent decision to seek assistance will not be used as a basis for disciplinary action, nor will it be a defense to or a mitigating factor in the imposition of appropriate disciplinary action, including termination for violation of any Town of Georgetown, Indiana government policy.

### **Inspections and testing**

1. Any Town of Georgetown office holder may conduct reasonable inspections on Town of Georgetown premises, under his/her control, for illegal drugs or alcohol.

2. Employee's are expected to cooperate in such inspections. Inspections will be conducted only in the presence of the employee and will be conducted only when there is reasonable suspicion that an employee is in violation of this policy. The refusal of an employee to consent to such inspection may result in disciplinary action, up to and including termination.

### Confidentiality of information obtained

The Town recognizes the importance of confidentiality in the administration and application of this policy. Therefore, the following will be adhered to in the administration and application of this policy.

1. Information obtained regarding individuals pursuant to this policy will be disclosed only to those persons having a legitimate need for, including medical providers, if necessary.
2. Medical records pertaining to drug or alcohol testing are confidential and as such access to records shall be limited.

### Disciplinary action

The effective administration and application of this policy requires enforcement and disciplinary actions be available and applied uniformly.

1. Violation of this policy will result in disciplinary action, up to and including termination.
2. Off-the-job use, sale trafficking, distribution, purchase, transfer, theft or possession of illegal drugs which could adversely affect and employee's job performance or jeopardize the safety of other employee's or the Town of Georgetown's public image or reputation is also proper cause for disciplinary action, up to and including termination.

Adopted by the Town Council of the Town of Georgetown, Indiana this 25<sup>th</sup> day of May, 1999.

Ed Bailey

Frank Loop

W. E. Miller

Mike Miller

Jim D. Edick

Barbara Zoller

Attest: