





## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 2 - Personnel

Policy Number:	2.10
Policy Name:	Drug-Free Workplace Program
Authority:	
Replaces:	3.6 Drug-Free Workplace Program (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	2.15 - Employee Assistance Program
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

## I. POLICY

The department supports a drug free workplace for all employees. This policy which is reviewed at least annually includes at a minimum of the following:

- A. The opportunities available for treatment and/or counseling for drug abuse.
- B. The penalties for violation of the policy.
- C. Prohibition of the use of illegal drugs.
- D. Prohibition of possession of any illegal drug except in the performance of official duties.
- E. The procedure to be used to ensure compliance.

## II. GENERAL PROCEDURES

### A. Drug Prohibition

Juvenile Hall shall operate a drug-free workplace and employees are expected to remain free from the influence of illegal drugs and excessive alcohol intake. Abstinence from illegal drug use or excessive use of alcohol is a critical requirement of employment.

- i. The Director of Juvenile Hall or designee is responsible for the operation of the drug-free program. Employees are prohibited from using or distributing drugs, alcohol, or other controlled substances while on Probation Department property or while performing duties on behalf of Juvenile Hall.
- ii. Drugs may be handled in the course of official duties relating to the search of juveniles, visitors, and the facility. All drugs will be controlled and disposed of according to established contraband procedures.

## B. Medications

- i. Employees taking prescribed medication that could interfere with proper performance of their duties will notify their supervisor.
- ii. The Director of Juvenile Hall reserves the right to require a written physician's statement verifying the effect of the medication on the employee's ability to perform assigned duties.
- iii. Medications that are the property of staff and have been approved for use on facility premises will not be stored in any area accessible to juveniles.
- iv. Staff may not manufacture, distribute, dispense, possess, or use alcohol or illegal drugs in workplace. This prohibition includes prescription drugs used improperly (e.g., those not prescribed for the user).

## C. Testing and Treatment

Employees in certain safety sensitive positions, or in positions where testing is required by federal law, may be required to submit to periodic drug tests. All employees may be required to submit to drug testing under certain circumstances consistent with federal, state, and local laws and applicable collective bargaining agreements. If employees need help with an alcohol or drug abuse problem, confidential information and referrals to counseling and rehabilitation services are available from the Employee Assistance Program (EAP), (415) 554-9580. Employees may also request leave time for the purpose of participating in drug or alcohol treatment. Please note that any such request will not excuse prior conduct which is subject to discipline as a result of probable cause or behavioral observation. Employees may be required to submit to drug or alcohol testing as part of the drug-free workplace policy.

- i. Employees who are found to be substance dependent or by other nonvoluntary means may be terminated.
- ii. Employees who identify themselves to supervisory staff as substance dependent will be placed on leave and referred for counseling and treatment. Resumption of duty will be contingent upon successful completion of a course of treatment and may entail a regular drug-testing regime for a period of one year after resumption of duties.

**D. Notification**

Employees will be notified by the Director of Juvenile Hall or designee of the provisions of this policy upon employment with Juvenile Hall. Employees will sign a receipt indicating they have been provided with a written explanation of the expectations Juvenile Hall has in this regard.

**E. Annual Review**

The Director of Juvenile Hall shall review this policy at least annually and update as necessary.