

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-3-1

Effective Date: July 1, 2005

Version: 1.0

POLICY TITLE: DRUG FREE WORKPLACE

OVERVIEW: DCS will not permit unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace. Adherence to this policy is a condition of employment. Drug testing may be conducted if there is reason to believe an employee is violating this policy. Violations will result in disciplinary actions up to and including dismissal.

I. DEFINITIONS

None

II. REFERENCES

- a. [IC 22-9-5](#)
- b. [Standardized State Personnel Policy: Arrests or Convictions](#)

III. POLICY

- a. DCS will provide and maintain a drug free workplace.
- b. DCS will not permit unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace.
- c. Employees shall not consume or be under the influence of alcohol or illegal drugs at the workplace. Example 1: An employee who has a drink over his/her lunch hour would be violating this policy. Example 2: An employee would be in violation of this policy if he/she consumed alcohol while on call and then was called back to work.
- d. An employee convicted of violating the criminal drug statutes in the workplace must notify his/her supervisor and appropriate Deputy Director, in writing, within five (5) days of the conviction. Additionally, the employee must follow all policies and procedures outlined in the [Standardized State Personnel Policy: Arrests or Convictions](#).

Adherence to this policy is a condition of employment. Violations will result in disciplinary actions up to and including dismissal.

IV. PROCEDURE

- a. If a supervisor suspects that an employee is under the influence of drugs or alcohol while at work, the supervisor is to contact DCS Central Office human resources immediately. The observation must be made by at least two staff persons. Every effort should be made to utilize supervisory or management staff as witnesses in this type of situation.
- b. DCS Central Office human resources will decide what steps should be taken, including requesting that the employee take a drug test.

V. FORMS AND OTHER DOCUMENTS

None

DATE: 06/16/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.

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