

**COUNTY OF SAN DIEGO**  
DEPARTMENT OF HUMAN RESOURCES  
POLICY AND PROCEDURES MANUAL

SUBJECT: **DRUG AND ALCOHOL USE**

POLICY NUMBER: **107**

EFFECTIVE DATE: **October 1, 1990**

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REVISED DATE: **August, 2003**

**POLICY**

This policy applies to all County officers and employees. It is the policy of the County of San Diego that while a County officer or employee (hereinafter referred to as "employee") is on duty for the County, on County property, or using County equipment that:

- A. An employee's job performance or safety shall not be in any way impaired because he/she is under the influence of alcohol or a drug.
- B. An employee shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal drug.
- C. An employee shall not sell, offer, or provide alcohol or a drug to another person.

A violation of this Policy by a County employee may result in:

- A. Direction to participate in a Rehabilitation Treatment Plan (R/TP) and/or the County's Employee Assistance Program (EAP), which may result in direction to complete a drug or alcohol analysis testing process, and/or
- B. A disciplinary action, up to and including termination.

**BACKGROUND**

The administration of this policy is detailed in the '*Drug and Alcohol Use Policy*' adopted by the Board of Supervisors on October 24, 1989.

**FURTHER INFORMATION**

For further information contact the Risk Management Division, Medical Standards Unit, at (619) 578-5731.

**REFERENCES**

DHR Policy 1004, Employee Discipline  
DHR Policy 507, Employee Assistance Program

**SUPERCEDES**

DHR Policy 1125, The Drug and Alcohol Use Policy as it Applies to Employees

**APPROVED BY:**

***Original document approved and signed by Carlos G. Arauz on 3/1/04.***

Carlos G. Arauz, Director  
Department of Human Resources