

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Drug-Free Workplace</b>	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 31-SEM-03
RULE/CODE REFERENCE:	SUPERSEDES: 31-SEM-03 dated 12/22/06
RELATED ACA STANDARDS: 4-APPFS-4C-01	EFFECTIVE DATE: May 19, 2011
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to ensure a drug-free workplace.

**III. APPLICABILITY**

This policy applies to all applicants and persons employed by or under contract of employment with the Department of Rehabilitation and Correction.

**IV. DEFINITIONS**

**Applicant Testing** – The process of conducting drug tests on final applicants who have tentatively met all relevant employment criteria, but have not been officially offered employment with the Department.

**Random Drug Testing (RDT)** – The process of testing for illegal or controlled substances through the random selection of employee position control numbers (PCNs).

**Reasonable Suspicion** – The process of sending an employee for a drug or alcohol test when there is reasonable suspicion to believe that the employee, when appearing for duty or on the job, is under the influence of, or his/her job performance is impaired by, alcohol or other drugs.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to ensure a drug-free workplace for all employees at all work locations.

**VI. PROCEDURES**

- A. All newly hired/selected applicants, regardless of job classification, will be sent for a pre-employment/applicant drug test and must render a negative result before being offered final employment with the Department of Rehabilitation and Correction.
- B. All new employees shall receive a copy of the Department of Rehabilitation and Correction Standards of Employee Conduct which states: "The use, possession, conveyance or unauthorized distribution of illegal drugs, narcotics or controlled substances is prohibited at all times. The use of alcoholic beverages while on duty or being under the influence of alcohol or drugs while on duty are prohibited."
- C. The Standards of Employee Conduct also cite behaviors that constitute rule violations in a drug-free workplace and the corresponding penalties.
- D. The opportunities available for treatment and counseling for drug abuse must be shared with new employees during pre-service training. The State will periodically provide information and training programs concerning the impact of alcohol and other drug use on job performance as well as information concerning the State's Employee Assistance Program and any other resources that an employee or his/her family may contact for assistance in overcoming an alcohol and/or other drug problem.
- E. Random Drug Testing (RDT) Process
  - 1. Employees within DRC will be subject to random urine tests during their employment.
  - 2. Each institution/location will appoint a drug testing coordinator and assistant coordinator
  - 3. A positive result will be addressed in accordance with Department Policy 31-SEM-04, Employee Random Drug Testing.
- F. Reasonable Suspicion Testing
  - 1. All employees within the Department will be subject to a reasonable suspicion test if the employee displays behaviors, based on objective facts or circumstances, that indicate consumption or use of alcohol or other drugs that may impair the employees' ability to reasonably perform his/her tasks.
  - 2. Such reasonable suspicion must be based upon objective facts or specific circumstances found to exist that present a reasonable basis to believe that an employee is under the influence of, or is using or abusing, alcohol or drugs. Examples of reasonable suspicion shall include, but are not limited to, slurred speech, disorientation, abnormal conduct or behavior. Behavior of this nature shall be immediately reported to a supervisor, be supported by at least two witnesses and documented on an Incident Report (DRC1000) by all involved parties.

3. An employee ordered to undergo a reasonable suspicion test shall be transported by a Managing Officer/designee of the worksite location to the collection test site.

**Related Department Forms**

Incident Report

DRC1000