

party while at work should report the problem to his/her supervisor, or the Executive Director, immediately.

### **Weapons Policy**

Firearms, explosives, and weapons of any description or type e.g., guns, knives, blackjacks, etc. are strictly prohibited on County property and at County sponsored functions. Employees, customers, and guests with Georgia Licenses to carry concealed weapons are also prohibited from bringing such weapons onto County property and from carrying weapons while in the course and scope of performing their job for the County or at County sponsored functions. Failure to follow this policy may result in discipline up to and including immediate termination. This policy is not to be construed as creating any duty or obligation on the part of the County to take any action not required by existing law.

### **Drugs & Alcohol**

Employees shall not report to work under the influence of illegal drugs or alcohol.

The unlawful manufacture, distribution, possession, or use of controlled substances on County property or while performing County business is prohibited.

Our County is concerned about the adverse effects that drugs and alcohol can have upon our employees' safety and health. Employees in "high risk" or safety sensitive jobs on a regular basis shall be subject to pre-employment, reasonable suspicion, post-accident, and random drug testing for evidence of impairment from illegal drugs or alcohol.

This policy applies to all safety sensitive employees, which includes all P.O.S.T. certified law enforcement, firefighters, and positions requiring a CDL. Additionally, each department shall have the responsibility of determining which positions are "high risk" in their impact on fellow employees and citizens of the community. Examples of these positions may include, but are not limited to medical personnel, non-DOT regulated drivers, positions working with children, and positions working with toxic or hazardous chemicals or equipment.

Employees who refuse to submit to testing are subject to disciplinary action, up to and including termination.

The Georgia Drug-Free Public Work Force Act requires that any County employee convicted for the first time of a criminal violation of any federal or state law regarding dangerous drugs or controlled substances shall, at a minimum, be suspended from employment for at least two months and must complete a drug abuse treatment and education program as a condition of reinstatement. Any second or subsequent conviction will result in termination of employment with the County.