

Drug and Alcohol Policy

(Revised 10/18/24)

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Introduction

All County employees will receive a copy of the County's Drug and Alcohol Use Policy to read and then sign the acknowledgment form. Copies of this policy may be obtained from the HHSA Human Resources Department or the Human Resources Employee Assistance Program.

New employees must attend the New Employees Orientation and will receive a copy of the County of San Diego Employee Handbook which contains the Drug and Alcohol Policy. New employees are required to sign a form acknowledging receipt and agree to read the handbook.

Policy

The job performance and safety of County employees will not be jeopardized by the use of drugs and alcohol. An employee who is on duty (including standby), on County property, or using County equipment, will not:

- Be impaired through the influence of alcohol or a drug.
 - Possess an open container of alcohol.
 - Consume alcohol.
 - Possess or be under the influence of an illegal drug.
 - Sell, offer, or provide alcohol or a drug to another person.
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Procedures

Procedures for supervisors to follow in handling problems which may be a result of drug and/or alcohol use are outlined in the:

- Employee Assistance Program Guide for Management - Supervisors - Employee Representatives
 - Drug and Alcohol Use Policy ([BOS Policy C-25](#)).
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Alignment with SET

This policy is in alignment with SET [Value 6](#) that promotes a proactive approach to a workplace that is characterized by a “culture of reflection, responsiveness, and shared responsibility” towards both the children and families that CFWB serves, as well as individual CFWB employees.
