



# LEGAL AND ILLEGAL SUBSTANCES POLICY

## 1. NON-SMOKING

- A. Marion County Library is smoke free. Patrons and employees are not permitted to smoke on library property.

## 2. DRUG AND ALCOHOL - EMPLOYEES

- A. As the library has a vital interest in maintaining safe and efficient work environment for its employees and patrons and since substance abuse is incompatible with health, safety, and efficiency, the library discourages drug and alcohol abuse by its employees.
- B. An employee who is under the influence of a drug or alcohol on the job compromises library interests and can cause a number of other work-related problems.
- C. For the safety of employees and library patrons, the library reserves the right to arrange for the testing of any employee for the use of alcohol or illegal or over use of legitimately prescribed prescription medications.
  - 1) This may be done in cases where the employees' job carries a risk of injury or accident due to such use, or there is an apparent inability to perform the requirements required of that position.
  - 2) Any identified abuse of drugs or alcohol, or being under the influence of same during working hours will be grounds for discipline up to and including termination.
- D. A drug or alcohol test may be conducted after an accident or with probable cause of impairment while on the job.
  - 1) If an employee is to be tested, the employee may be driven to a certified facility for the test, at the library's expense.
- E. Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job.
  - 1) The employee is to advise his or her supervisor of any job limitations due to



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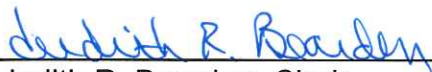
the legally prescribed medication.

- 2) Upon notification of job limitations, the library will make reasonable effort to accommodate the limitation.
- F. Any employee found to use, (other than those discussed with their supervisor in E. above) sell, possess, or distribute any illegal or legitimately prescribed prescription medications, while on the library premises, performing library-related duties, or while operating any library equipment, is subject to immediate termination.
- 1) Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.
- G. The use of alcohol with business meals, travel, entertainment, or in appropriate social settings is not prohibited by this policy

### 3. ALCOHOL AND DRUGS – PATRONS

- A. Any patron who exhibits behavior consistent with the distribution or use of alcohol or illegal substances shall be approached as provided in the Safety and Security Policy.
- 1) Any alcohol or suspected illegal drug found anywhere on library property will be turned over to the appropriate law enforcement agency

Adopted by the Marion County Library Board  
June 1, 2017

  
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Judith R. Bearden, Chair