



Includes, but is not limited to:

- narcotics (heroin, morphine, etc.)
- cannabis (marijuana, hashish)
- stimulants (cocaine, crack, amphetamines, etc.)
- depressants (tranquilizers, etc.)
- hallucinogens (PCP, LSD, XTC, etc.)

C. Licit (Legal) Drugs

Legal drugs include alcohol, or medication prescribed to an individual by a physician, or medication purchased over-the-counter. When medication that is prescribed or purchased over-the-counter is used by an individual in a manner different from that for which it was prescribed or purchased, it becomes subject to the terms and prohibitions found in the provisions of this policy.

**V. Standards**

- A. MCCMH employees, independent contractors, volunteers, interns, or consumers/family members/significant others/guardians may not carry weapons of any kind onto MCCMH administrative offices or service sites, onto MCCMH or County-leased or owned property, or onto MCCMH or County-leased/owned vehicles or personal vehicles used on MCCMH business.
- B. MCCMH employees, independent contractors, volunteers, interns, or consumers/family members/significant others/guardians may not manufacture, distribute, dispense, possess, or use illegal or non-prescribed controlled substances, at MCCMH administrative offices or service sites, on MCCMH or County-leased or owned property, or in MCCMH or County-leased/owned vehicles or personal vehicles used on MCCMH business.

Also prohibited in the same manner is the use of licit drugs such as alcohol and any licit medication prescribed or purchased over the counter that is being used in a manner and for a purpose other than that for which it was intended to be used.

- C. All current MCCMH employees, independent contractors, volunteers, and interns shall be informed of this policy. Content of this policy shall be covered in the provider new employee orientation or supplemental training program.
- D. At the time of initial face-to-face assessment, MCCMH staff shall inform each service applicant, parent or guardian of this policy.
- E. MCCMH administrative offices and service sites shall display posters stating the prohibition against weapons, alcohol, illegal drugs, and the prohibition of the improper

use of licit prescribed or over-the-counter drugs (Exhibit A) on the premises.

- F. Any MCCMH employee, independent contractor, volunteer, or intern who violates V.A. or V.B. may be required to participate in a substance abuse program or other suitable program.
- G. Violators of this policy may be subject to reassignment of job duties, suspension and/or termination of employment or contract, and/or criminal prosecution of the person or persons involved.
- H. The Macomb County Office of Substance Abuse (MCOSA) and/or the Macomb County Employee Assistance Program may be contacted for assistance.

## **VI. Procedures**

- A. If a MCCMH staff member, contractor, volunteer, or intern has reason to suspect that a consumer, a member of the consumer's family, a significant other of the consumer, another employee, independent contractor, volunteer or intern, or any visitor to a MCCMH service site or the Administrative Offices is in violation of V.A. or V.B., he/she shall:
  - 1. Alert the Program Supervisor or designee who shall immediately inform the MCCMH Deputy Director.
  - 2. Instruct the individual to immediately remove the weapon, alcohol, improperly used licit drug or illegal drugs from the MCCMH service site or the Administrative Office.

All individuals who have knowledge of suspected weapon/alcohol/drug violations who fail to report the episodes may be subject to discipline up to and including discharge or contract termination.

- B. Any person who refuses to remove the weapon, alcohol, illegal drugs, or improperly used licit drugs from the MCCMH service site or the Administrative Office shall be removed from the premises and shall remain off all service site or County premises pending the outcome of an investigation. The Supervisor or designee shall call the police department or 911 for assistance if needed. Such removal shall be immediately reported to the MCCMH Deputy Director.
- C. If a weapon, alcohol or illegal controlled substances are turned over to a Macomb County employee, independent contractor, volunteer, or intern/trainee, he/she shall notify the MCCMH Deputy Director or designee who shall arrange for removal and appropriate attention; i.e., disposal or submission to the proper authorities.

- D. When an incident occurs involving a consumer's use of a weapon, alcohol, illegal drugs, or improperly used prescribed or over-the-counter licit drugs, a Consumer Incident, Accident, Illness, Death or Arrest Report (Exhibit A to MCCMH MCO Policy 9-321) shall be completed by the Supervisor and submitted to the MCCMH Office of Recipient Rights in accordance with the provisions of that policy.
- E. For MCCMH policy and procedures related to workplace threats/violence, see MCCMH MCO Policy 10-050, "Emergency Preparedness Plan." For MCCMH policy and procedures related to the use of tobacco, see MCCMH MCO Policy 10-054, "Use of Tobacco in MCCMH / County Facilities."
- F. Any MCCMH employee who is convicted of violating a criminal drug statute in the workplace must inform the Human Resources Department within five (5) days of the date of conviction. Failure to do so will subject the employee to disciplinary action up to and including discharge.

#### **VII. References / Legal Authority**

- A. Macomb County Personnel Manual, §2.2, p.11, "Drug-Free Workplace," and 2.3C, "p.13, "Workplace Violence"
- B. Commission on Accreditation of Rehabilitation Facilities (CARF) 2010 Standards Manual, §1.H., "Health and Safety," and §1.I., "Human Resources"

#### **VII. Exhibit**

- A. Poster

**VIII. Exhibit**

Exhibit A  
Poster

# **NOTICE**

## **WEAPONS, ALCOHOL AND ILLEGAL DRUGS ARE PROHIBITED ON THESE PREMISES**

**ALSO PROHIBITED: THE USE OF PRESCRIBED OR OVER  
THE COUNTER MEDICATION THAT IS NOT BEING USED  
IN THE MANNER FOR WHICH IT WAS INTENDED**

(Rev. 11-07)