




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Drug and Alcohol Free Workplace	VP_03
Effective Date: 04/17/2017	Approved: 

1) PURPOSE

To maintain a drug-free workplace within the Department of Fish and Wildlife in order to promote volunteer safety, health and efficiency.

2) DEFINITIONS

- a) **Controlled substance:** A controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation 21 C.F.R. 1308.11 through 1308.15.
- b) **Drug-free workplace:** A site for the performance of work at which volunteers are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

3) POLICY

To promote volunteer safety, health and efficiency, the Department prohibits during work hours or in the work place any activity involving alcohol, illegal drugs, and prescription and/or non-prescription drugs that impair performance. Such activities include, but are not limited to the use, sale, transport, possession, transfer and consumption of alcohol and/or illegal drugs, use and abuse of alcohol, prescription and/or nonprescription drugs that impair performance.

Operation of a state-owned, leased or privately owned vehicle in an official capacity while under the influence of alcohol, other intoxicants, depressants or prescription and/or non-prescription drugs that impair performance is prohibited.

Upon determining or having reasonable suspicion that a volunteer has not complied with this policy, the Division Administrator, Region Manager or designee, shall take appropriate action. Depending on the severity of the behavior, volunteer service may be terminated.

The basis for reasonable suspicion shall be any of the following:

- a) Observed abnormal behavior or impairment in mental or physical performance (e.g., slurred speech or difficulty walking)
- b) Direct observation of use
- c) The opinion of a medical professional employed at the worksite
- d) Reliable information concerning use in the workplace
- e) A work-related accident in conjunction with a basis for reasonable suspicion as listed above.

Any volunteer taking prescription and/or non-prescription medications which might impair the volunteer's ability to perform the duties of his/her position in a safe and efficient manner shall notify his/her volunteer supervisor of that fact and receive prior authorization to beginning volunteer assignment.