



EC21

**FITNESS FOR DUTY
(DRUG/ALCOHOL USE)**

EC21

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POLICY

1. The Delta Police Board is committed to the safety and well-being of its employees and the community they serve, will support employees with substance use concerns, and encourages employees to seek appropriate treatment and services as provided by their employment benefits.
2. Department employees are expected to arrive to shift unimpaired and fit for duty and are responsible for recognizing and disclosing if they are not or may not be.
3. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding fitness for duty in the workplace.

REASON FOR POLICY

4. To seek to ensure that employees are fit to perform their duties.

RELATED POLICIES

EC10 – Rules of Conduct

EC21

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EM60 – Accommodation
EM71 – Medical Examination

DEFINITIONS

5. For the purposes of this Policy, the following definitions will apply:

Drugs/Alcohol: any substance which affects a person's physical or mental capacity of functioning, or which has a physiological effect when ingested into the body, including legal and illegal forms of substances.

Fit For Duty/Unimpaired: able to perform duties competently without limitations to cognitive or physical functioning, judgement, or abilities, and in a manner that does not create potential risk to their own safety or wellbeing or that of others, as a result of drug/alcohol consumption.

Use: in relation to cannabis or drugs, includes, but is not limited to, smoking, vaping, eating, ingesting, consuming, drinking, injecting, inhaling, absorbing through the skin, or otherwise introducing a drug into or onto the body.

PROCEDURES

Responsibilities

6. Employees must:
- a) arrive to their shift fit for duty and remain so throughout their shift;
 - b) not work if unfit for duty, and:
 - i. if unfit to perform their scheduled shift, inform their supervisor or the Inspector i/c Human Resources, and
 - ii. if called upon to work outside their regularly scheduled hours, and unfit at that time, notify their supervisor that they cannot attend; and
 - c) notify a supervisor, as soon as practicable, if they are concerned about another employee's fitness for duty.



7. Supervisors shall assess an employee's fitness for duty if observing or receiving a report of potential impairment, and if assessing that an employee is not fit for duty, they shall:
 - a) immediately relieve the employee from duty and remove them from the premises; and
 - b) document the reasons for their assessment and the subsequent actions taken, and report the same to the Inspector i/c Human Resources.
8. The Inspector i/c Human Resources consult with the Inspector i/c Professional Standards and determine the appropriate follow-up actions.

Employee Disclosure

9. Employees are not required to disclose substance use concerns or medical information to the Department, but failure to do so may impact their ability to remain at or return to work, or access Department benefits and accommodations processes.
10. Employees' medical information shall remain confidential and only be used or disclosed for the purposes of administering this Policy, as necessary to address health and safety concerns, as required by law, or as authorized by the employee.
11. The Inspector i/c Human Resources shall only disclose relevant medical information to an employee's supervisor that is necessary to establish their fitness for duty and any restrictions as applicable to effectively manage any safety risks.
12. The Inspector i/c Human Resources is responsible for coordinating with the employee and the employee's medical or treatment provider(s) to address the impact of a substance use concern on the employee's duties and to determine accommodations.

Use & Possession of Drugs/Alcohol

13. The Chief Constable shall ensure that no drugs/alcohol are supplied or served in or on any property owned or leased by the Department or City of Delta.
14. Employees shall not consume, use, or have in their possession any drugs/alcohol while on-duty, wearing a Department uniform, or engaged



in Department business, unless authorized by the Chief Constable for specific events while representing the Department, and employees may then only consume alcohol, in moderation and in a manner that does not bring the reputation of the Department into disrepute.

Medications & Medically Authorized Cannabis

15. If an employee, in accordance with a medical professional's directions, uses or intends to use prescribed medications or medically authorized cannabis which could cause the employee to be impaired on-duty:
 - a) the employee must notify the Inspector i/c Human Resources and provide a copy of their prescription or authorization; and
 - b) the Inspector i/c Human Resources shall determine how to accommodate the employee to the extent as reasonably possible.

Drug/Alcohol Testing

16. The Inspector i/c Human Resources may require an employee to undergo drug/ alcohol testing in the following instances:
 - a) for reasonable cause, as witnessed or reported, where an on-duty employee's behavior indicates that the employee may not be fit for duty (e.g., slurred speech, smelling of alcohol, abnormal behavior); or
 - b) if related to treatment monitoring, where a medical professional has recommended testing as part of relapse prevention, post-treatment regime, or to mitigate safety risks.
17. Employees who have been directed to undergo drug/alcohol testing, as above, shall comply with the request and are not to consume or use drugs/alcohol after being so directed and prior to the test being administered, or tamper with or otherwise attempt to falsify the test's results.
18. Drug/alcohol testing shall only be conducted by a qualified medical professional or service provider, to be paid for by the Department or in accordance with an employee's individual return-to-work agreement or plan.



19. Employees who fail drug/alcohol testing are subject to discipline up to and including dismissal, and the Inspector i/c Human Resources shall relieve the employee from duty and report the matter to the Inspector i/c Professional Standards.

*Revised Dates:
21 June 2022