

CHAPTER Human Resources	CHAPTER 05	SECTION 003	SUBJECT 20
SECTION Health and Safety		DESCRIPTION Maintaining a Safe Environment	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) is committed to providing a safe environment.

STANDARDS:

- A. LCCMH is required by the Drug-Free Schools and Communities Act Amendments of 1989 to address unlawful possession, use, or distribution of alcohol and illicit drugs for staff, persons served, and visitors.
- B. LCCMH prohibits any and all smoking on the property’s grounds or vehicles.
- C. LCCMH prohibits the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs in the agency or at any LCCMH-sponsored activity.
- D. The use of legal drugs which impair a person’s ability to perform the job functions or participate in the treatment program is prohibited.
- E. Legal drugs are handled consistent with the law for the safe and intended use of those drugs.
- F. Weapons are not allowed at LCCMH service sites or sponsored activities.

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- G. Pornographic materials are not allowed at LCCMH service sites or sponsored activities.
- H. The exterior of the LCCMH Main and Harmony Hall buildings are monitored using video surveillance.
 - a. Video surveillance is available for 30 days after the date of the recording.
 - b. Surveillance is connected to the Lapeer County Central Dispatch center.

PROCEDURES:

- A. Appropriate notice of drug and weapon free zones are posted at LCCMH service sites.
- B. Central Dispatch monitors LCCMH video surveillance periodically and as needed in case of an emergency.
 - a. Staff accessing the building outside of identified monitoring hours are required to call Central Dispatch at 810-667-0292 to inform of their presence onsite.
 - b. Failure to call Central Dispatch may result in the police arriving onsite.
- C. Persons served are notified of LCCMH's policies during orientation and annually using LCCMH Orientation Checklist Form #288.
- D. Staff are notified of LCCMH's policies upon hire during the new hire orientation process. See LCCMH Employee Orientation Policy 05.001.155. Policy updates are provided to staff via email monthly.
- E. The Human Resources (HR) Department addresses violations of this policy by staff through procedures developed by the Lapeer County Board of Commissioners, LCCMH Administrative Staff, Lapeer County Administrative Staff and/or contained in contractual agreements, such as the LCCMH/Teamster Local 214 Agreement.

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DEFINITIONS:

Illegal drugs include street drugs, prescription medications not prescribed to the person using it, and alcohol (if under the legal drinking age).

Legal drugs may include prescription medications prescribed to the person using it, over-the-counter drugs, vitamins, and herbs.

Weapons include any instrument whose primary purpose is for offensive or defensive combat, including but not limited to knives, guns, spears, and various martial arts instruments.

REFERENCES:

Drug-Free Schools and Communities Act Amendments of 1989
LCCMH/Teamster Local 214 Agreement
LCCMH Orientation Checklist Form #288
LCCMH Policy 05.001.155 Employee Orientation
LCCMH Policy 08.003.45 Smoking

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This policy supersedes
#10/07019 dated 10/04/2007.
