



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved Oct. 17, 2002

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Council Personnel

Drug Free Workplace

1. The United States Congress enacted the Drug Free Workplace Act of 1988 for the purpose of ensuring that work done under federal contracts or federal grants is performed in a drug free environment.
2. In addition to prohibiting employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the work place, the Prosecuting Attorneys' Council of Georgia prohibits its employees from engaging in such illegal activity at all times and at all places. Such activity, even during non-working hours, clearly affects an employee's ability to perform his public duties.
3. Therefore, the Council adopts the following as its drug free policy:
 - (a) No employee of the Council may illegally engage in the manufacture, distribution, dispensation, possession, or use of a controlled substance at any time or place, including while at his workplace. Such unlawful activity will be considered a sufficient ground for serious adverse personnel action, including dismissal from employment.
 - (b) If an employee is arrested for or convicted (including a plea of nolo contendere) of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Executive Director or the Council in writing of each arrest or conviction as soon as possible which must be within five (5) calendar days of the arrest or conviction.
 - (c) Failure to comply with any part of this policy will result in serious adverse personnel action, including possible dismissal from employment.
 - (d) Any questions concerning this policy should be directed to the Executive Director or the Council.