



GREENVILLE COUNTY  
SHERIFF'S OFFICE

GO - 108

# GENERAL ORDERS

## ALCOHOL AND CONTROLLED SUBSTANCE USE

**PURPOSE:**

This policy is to safeguard the safety and security of the citizens of Greenville County, to provide the highest quality of law enforcement services possible and to certify that a safe and healthy workplace will be provided for County employees to work. Standards concerning the use of alcohol and drugs, and the use of alcohol and drug-screening tests **apply to all Sheriff's Office personnel.**

**DEFINITIONS:**

**ALCOHOLIC BEVERAGES** – Refer to all liquors, beer and wine.

**PRESCRIPTION AND NON-PRESCRIPTION MEDICATION** – Includes any medication given under the direction of a licensed physician or any “over the counter” medication that could hinder an employee’s ability to safely complete all assigned job tasks.

**ILLEGAL DRUG OR SUBSTANCE** – Includes all illegal drugs or substances that could result in criminal prosecution for possession or use. This includes anabolic steroids.

**POLICY:**

No employee of the Sheriff’s Office is allowed to use any illegal drugs or substances as defined in the South Carolina Code of Laws under **Controlled Substances** or other related provisions. Possession and use of prescribed, controlled substances is permitted only with a prescription from a licensed medical physician.

No member of the Sheriff’s Office is allowed to use or be under the influence of **alcoholic beverages or any intoxicating substances** while in an on-duty status. The only exception to this is when in the performance of law enforcement duty, and then, only with specific consent of a supervisor and never in uniform.

**PROCEDURE:**

**Prescription or Nonprescription Medication** – If taking medication, that could impair an employee’s ability to perform assigned job tasks, the employee is required to inform his/her immediate supervisor.

**Failure to Inform Supervisor** - Constitutes a violation of this policy and subjects the employee to punitive action.

**Reasonable Suspicion Testing** – Employees are compelled to comply if requested to submit urine or blood screening as part of an administrative investigation. Reasonable suspicion testing is initiated at the direction of a Division Commander when:

- Involvement in an accident, or when conditions exist, that indicates drug or alcohol intoxication.
- Suspicion of alcohol or narcotic intoxication while working.

**Screening Tests** – Performed only in a medical office, hospital or licensed laboratory under the direction of qualified medical and/or trained laboratory personnel.

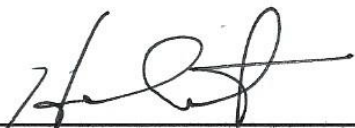
**Test Results** – Disclosed only as part of an official internal investigation or during subsequent disciplinary proceedings.

**Random Drug and Alcohol Testing** – At the discretion of the Sheriff, random drug and alcohol testing will be performed quarterly in conjunction with the County’s Alcohol and Drug Testing Policy for all County employees classified as “safety sensitive positions”.

**Pre-Employment Drug Screening** – A testing of prospective employees during the testing phase of the hiring process and before a final hiring decision is made. Prospective employees will be required to sign the County’s *Alcohol/Drug Testing Consent and Waiver of Liability Form*.

**Refusal to Submit to Drug Testing** – Termination. Perspective employees will be denied the opportunity for employment.

**Positive Test Results** – Confirmed positive test results for alcohol, controlled substances, or any other unauthorized substance may result in termination, including the possibility of criminal prosecution. Perspective employees will be denied employment.



---

Hobart Lewis, Sheriff