

SHERIFF OF GARFIELD COUNTY

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GARFIELD COUNTY SHERIFF'S OFFICE POLICY / PROCEDURE GENERAL

SUBJECT: Substance Misuse Self-Reporting

EFFECTIVE DATE: January 01, 2024

POLICY:

The Garfield County Sheriff's Office will adhere to the Garfield County Personnel Manual for most of its general applications. However, the Garfield County Sheriff's Office maintains agency specific policies. Whenever there is a conflict of policies between the two, the Sheriff's Office Policies and Procedures shall apply.

PURPOSE:

To provide the members of the Garfield County Sheriff's Office with an understanding of policies and procedures that are unique to the Sheriff's Office and the law enforcement profession.

METHOD:

The Garfield County Sheriff's Office has adopted the Garfield County Personnel Policies and Procedures since most applications apply to members of the county as well as members of the Sheriff's Office. However, because of certain unique issues that arise as a member of the Sheriff's Office and the law enforcement profession, sometimes policies conflict or do not exist. As a result, it is necessary to identify and define those areas that specifically apply to members of the Sheriff's Office. The Garfield County Sheriff's Office is committed to fostering a safe and supportive environment for all employees. We recognize that substance misuse can impact an individual's well-being and job performance. This policy is designed to encourage voluntary self-reporting of substance misuse issues by employees and to provide a framework for support, treatment, and rehabilitation.

Self-Reporting Process:

Voluntary Disclosure: Employees are encouraged to voluntarily disclose any concerns related to their own substance misuse to the designated point of contact within the organization. This disclosure will be treated confidentially and without immediate punitive action.

Reporting Contact: Employees may self-report their substance misuse concerns to the Behavioral Health and Wellness Coordinator, who will oversee the implementation of this policy.

Confidentiality:

Privacy: All information related to an employee's self-reporting of substance misuse will be treated with the utmost privacy and confidentially. Only those individual's directly involved in the support and rehabilitation process will have access to this information on a need to know basis.

Non-Retaliation: Employees who self-report substance misuse will not face retaliation or adverse employment actions as a result of their disclosure. Any such actions will be considered a violation of this policy.

Support and Rehabilitation:

Assessment: Upon self-reporting, employees will undergo an assessment by a qualified healthcare professional to determine the extent of their substance misuse issue at the expense of the agency.

Treatment Plan: A personalized treatment plan will be developed in collaboration with the employee and assessing clinician. The plan may include counseling, therapy, rehabilitation, or other appropriate interventions.

Monitoring and Accountability: Employees participating in a treatment plan will be subject to regular monitoring for substance use and will be held accountable for compliance with their treatment program at the expense of the agency.

Funding: The self-reporting employee will work with the Behavioral Health and Wellness Coordinator, and Human Resources Cost on seeking funding for the treatment in an attempt to keep the employees out of pocket costs to a minimum.

Return to Work:

Return to full Duties: An employee may return to full duties only upon receiving confirmation from the treating clinician that they are ready and fit to do so.

Post treatment Monitoring: Following successful treatment, employees will be subject to regular and systematic substance use screenings for a period of one year to ensure continued recovery and adherence to organizational standards at the organizations cost.

Non-Supervisor Notification:

Employees who self-refer for substance use education and support services in accordance with this policy will not be required to notify their supervisors. They may instead seek assistance from the Behavioral Health and Wellness Coordinator or Human Resource to initiate the support process.

Training and Resources:

Garfield County Sheriff's Office is committed to providing training on the identification, assessment, and referral of substance misuse issues to all personnel. A list of available substance use treatment resources will be maintained and made readily accessible to employees through peer support, behavioral health and wellness coordinator and wellness app.

