

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**BOARD POLICY**

Date Issued **7/24**

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<b>CHAPTER</b> Administration	<b>CHAPTER</b> 09	<b>SECTION</b> 003	<b>SUBJECT</b> 0025
<b>SECTION</b> Safety	<b>SUBJECT</b> Weapons and/or Drugs in the Workplace		
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I. **APPLICATION:**

- SCCCMA Board
- SCCCMA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **POLICY STATEMENT:**

It shall be the policy of the St. Clair County Community Mental Health Authority (SCCCMA) to prohibit any unauthorized use and/or possession of weapons, unprescribed medications, and/or illegal substances at any SCCCMA location.

III. **DEFINITIONS:**

- A. **Weapons:** Devices used to inflict injury or death.
- B. **Illegal Drugs:** For the purpose of this policy, this term refers to any street drugs, unauthorized use or possession of drugs, alcohol (if under the legal drinking age) or prescription drugs not taken in accordance with a physician’s prescription. (This includes use or possession of any illicit substance that is in violation of the agency.)
- C. **Legal Drugs:** Includes prescription medication, which must be prescribed by a person licensed to do so; medications, vitamins, and herbs which can be purchased “over-the-counter” at a store.

IV. **STANDARDS:**

- A. Weapons are not allowed at SCCCMA locations except where permissible by law. Every attempt will be made to ensure the safety of individuals served and staff at SCCCMA.
- B. The only drugs or prescription medications permitted to be brought into any SCCCMA locations/program either by persons served or personnel are drugs used in accordance with physician’s orders or with manufacturer’s label and will be kept securely stored and out of view for the safety of agency personnel and persons served.

CHAPTER	CHAPTER	SECTION	SUBJECT
Facilities	09	003	0025
<b>SECTION</b> Safety	<b>SUBJECT</b> Weapons and/or Drugs in the Workplace		

V. PROCEDURES:

**Employee**

1. Activates Active Shooter protocol, dials 911 or pushes panic button, **IF** in imminent danger from a weapon.
2. Notifies immediate supervisor, without delay, when aware of someone other than Law Enforcement having a weapon or when aware of the presence of drugs.

**Immediate Supervisor**

3. Determines if found drug(s) is owner-identifiable and not suspicious. If yes, then notifies owner and locks-up drug(s) until owner retrieves.
4. Contacts appropriate Law Enforcement and SCCCMH~~A~~ Executive Management immediately upon verification of suspicion weapon/illegal drugs. If discovery of weapon/illegal drugs involves a SCCCMHA employee, notify employee's supervisor who should then refer to the "Personnel: Corrective/Disciplinary Action" administrative procedures, #06-001-0055, and follow the outlined procedures.
5. Discusses situation with Law Enforcement and documents information on, "Incident of Weapons and/or Drugs in the Workplace" form #0913. (The form is located ~~on Sagein ADP~~ in the Forms Index.)

**Employee Supervisor**

6. Forwards completed "Incident of Weapons and/or Drugs in the Workplace" form #0913 to Chief Operating Officer and Safety Chairperson and if applicable, a copy to the employee's personnel file.

VI. REFERENCES:

- A. CARF Manual: Health and Safety
- B. Michigan Compiled Law 750.234d

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 02/05, 06/07, 02/10, 12/11, 05/13, 07/14, 07/15, 07/16, 07/17, 07/18, 07/19, 07/20, 08/21, 07/22, 7/23.