



**State of Montana
Department of Natural Resources and Conservation**

Substance Abuse/Use

Document Type: Policy	Issuing Authority: DNRC	First Issued: 11/21/95
Number: P-DNRC-HR-10	References: 45-9-102, 50-32-101, 61-8-401, and 67-1-211, MCA; DNRC Discipline Handling Policy and Procedure	Effective Date: 11/21/95
Approval Signature: /s/ Bud Clinch, Director		Last Revised: 11/21/95

Policy

It is the policy of the Department of Natural Resources and Conservation (DNRC) that motor vehicles and/or aircraft will not be operated "under the influence" as defined in 61- 8-401 and 67-1-211, MCA, nor will alcohol and dangerous drugs as defined in Section 50- 32-101, MCA be consumed in Department of Natural Resources and Conservation's vehicles and/or aircraft. DNRC employees, while in a work status or on DNRC property, shall not be in possession of dangerous drugs as per Section 45-9-102, MCA.

Enforcement

In addition to penalties employees may be subject to under existing statutes, violations of this policy may result in disciplinary action being taken, up to and including termination of employment.

Impaired Performance/Assistance

If the job performance of a department employee indicates impairment or unacceptable job performance by the use of alcohol or other drugs, the appropriate supervisor may suggest professional assistance for the affected employee.

The Department of Natural Resources and Conservation recognizes substance abuse "Dependency" as a disease. It is the policy of the department to assist employees who abuse alcohol and other drugs to the extent that their job performance is impaired. The department further recognizes that there is a limit to the amount of assistance that can be provided to the affected employee, unless the employee recognizes the disease and is willing to receive the appropriate treatment to correct the problem.

If the impairment results in unacceptable job performance or is threatening the safety of the employee or others, the appropriate supervisor must implement the Department of Natural Resources and Conservation Discipline Handling Policy and Procedure DNRC 3-0130. The appropriate supervisor must document the impairment and unacceptable job performance which may be attributable to the consumption of alcohol and other drugs.

Closing

This policy does not restrict the consumption of alcohol in a DNRC housing unit by department employees or their guests, who are of legal age as defined in Section 45-5- 624, MCA, and have permission of the appropriate supervisor for such housing unit. Appropriate conduct must be

maintained by all persons in DNRC housing units. DNRC policies/procedures, state and Federal laws must be adhered to.

This policy shall apply to full-time employees, part-time employees, temporary, seasonal, emergency firefighter employees and volunteers. This policy shall be used unless it conflicts with negotiated labor contract provisions, which shall take precedence to the extent applicable.

History: NEW: 11/21/95 (originally #3-0011).