

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

BOARD POLICY

Date Issued 7/21

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SECTION Safety	SUBJECT Weapons and/or Drugs in the Workplace		
WRITTEN BY Latina K. Cates	REVISED BY Latina K. Cates		AUTHORIZED BY SCCCMHA Board

I. APPLICATION:

- SCCCMHA Board
- SCCCMHA 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 (SCCCMHA) to prohibit any unauthorized use and/or possession of weapons, and legal or illegal substances at any SCCCMHA 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 SCCCMHA locations except where permissible by law. Every attempt will be made to ensure the safety of individuals served and staff at SCCCMHA.
- B. Only drugs or prescription medications permitted to be brought into any SCCCMHA 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.

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V. PROCEDURES:

Employee

1. Activate Active Shooter protocol, dial 911 or push panic button, **IF** in imminent danger of a weapon.
2. Notifies immediate supervisor, without delay, when aware of someone other than Law Enforcement, has a weapon or 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 SCCCMHA Executive Management immediately upon verification of suspicion weapon/drugs. If discovery of weapon/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 #913. (The form is located on Compass in the Forms Index.)

Employee Supervisor

6. Forwards completed "Incident of Weapons and/or Drugs in the Workplace" form #913 to Deputy Director 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 Laws 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; 7/20.