



Administrative Regulations

Number AR36-3
Issue 1

Subject: Policy Relating to Employees Alcohol and Drug Use.

I. PURPOSE:

It is the purpose of this Administrative Regulation to maintain a uniform written policy that will resolve problems related to alcohol and drugs in the workplace.

II. SCOPE:

This regulation shall be applicable effective July 1, 1990, to all City departments and offices directly responsible to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. AMENDMENT:

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. POLICY:

It is the policy of the City of Long Beach to provide a healthy and safe work environment free from problems related to alcohol, illegal drugs, prescription drugs, or any other substance which would interfere with the employee's safe and effective job performance.

V. PROCEDURES:

The procedures for implementing this Administrative Regulation are found in the "Personnel Policies and Procedures" manual under policy number 1.10, Alcohol and Drug Use. Coordination will be provided by the Department of Human Resources and Affirmative Action.