

ILLINOIS STATE POLICE DIRECTIVE PER-051, DRUG FREE WORKPLACE

RESCINDS: PER-051, 2017-041, revised 04-10-2017.	REVISED: 04-29-2019 2019-001
RELATED DOCUMENTS: PER-057, PER-103, SRV-016, ROC-002	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Prohibit the unlawful manufacture, distribution, dispensation, possession, or consumption of cannabis, (regardless of the employee candidate or employee's status as a Medical Cannabis Patient Card Holder in accordance with 410 ILCS 130) controlled substances, or alcohol in the workplace or while performing the duties of an ISP employee, unless such possession or consumption is required in the course of his/her official duties or is prescribed by a licensed physician or other practitioner authorized to prescribe medication for an existing, valid medical condition.
- I.B. Ensure all employees comply with the provisions of this directive as a condition of employment. Possessing a valid Medical Cannabis Patient Card does not prohibit an employee candidate from seeking employment with the ISP, however, the employee candidate must comply with the provisions of this directive at the time of the background check and throughout the course of employment. Any employee violating this directive:
 - I.B.1. Is subject to discipline up to, and including, discharge per ISP directives, policies, procedures, and the "Zero Tolerance Drug Policy" (20 ILCS 2610/12.5).
 - I.B.2. May be subject to criminal prosecution.
 - I.B.3. May be required to successfully complete a drug and/or alcohol abuse program sponsored by an approved private or governmental institution.
- I.C. Require all employees to comply with the reporting requirements in ISP Directive ROC-002, "Rules of Conduct" (for sworn employees), or ISP Directive PER-103, "Code Employees Disciplinary Rules" (for civilian employees), any time they become aware they are the subject of an investigation, arrest, criminal charge, or conviction for a violation of a criminal drug statute.

II. AUTHORITY

- II.A. 41 USC 701, "Drug Free Work Place Act of 1988"
- II.B. 20 ILCS 2610/12.5, "Zero Tolerance Drug Policy"

III. DEFINITION

Conviction - a finding of guilt, a plea of "nolo contendere," or the imposition of a sentence by a judge or jury in any federal or state court. It will also include a judgment of conviction or sentence entered upon a plea of guilty or upon a verdict or finding of guilt of an offense, rendered by a legally constituted jury or by a court of competent jurisdiction authorized to try the case without a jury (720 ILCS 5/2-5).

IV. RESPONSIBILITIES

- IV.A. The ISP will:
 - IV.A.1. Encourage employees needing assistance with a substance abuse problem to utilize programs offered by the Equal Employment Opportunity Office (EEO), Office of Human Resources (OHR), their health insurance plan, or a private provider (see ISP Directive SRV-016, "Human Services"). Contact OHR at:

Illinois State Police
Office of Human Resources
801 South Seventh Street, Suite 700-A
Springfield, Illinois 62703
(800) 237-7987

- IV.A.2. Ensure all discussions with EEO and OHR staff members are kept confidential. However, the seeking of assistance or referral to the OHR in no way exempts an employee from discipline for violations of ISP Directives ROC-002 or PER-103 or from criminal prosecution.
- IV.B. The Colonel of each division will:
 - IV.B.1. Ensure his/her employees have access to a copy of this directive.
 - IV.B.2. Notify the Director of any drug offense conviction of any employee in his/her command.
 - IV.B.3. Notify all applicable federal agencies of the conviction of his/her employee (if the employee was working under a federal grant or contract) for drug-related offenses committed in the workplace or while performing duties as a state employee within ten days of receipt of such information.

| Indicates new or revised items.

-End of Directive-