École nationale de police Québec

POLICY ON DRUG AND ALCOHOL USE

Refer to:
POL 05-06

SECTION I – PREAMBLE

Preamble

1. The *Policy on Drug and Alcohol Use* (hereinafter referred to as "this policy") is derived from the *Occupational Health Policy* (POL 05-05).

Definitions

2. In this policy,

2.1 **Illicit drug** refers to a designated substance or a precursor, the importation, exportation, production, sale or possession of which is prohibited or restricted under the *Controlled Drugs and Substances Act* (S.C. 1996, c. 19, Schedules 1, 2 and 3).

2.2 **Alcohol and licit drugs** refer to a substance the consumption and sale of which are legally authorized. This includes, for example, alcohol, cannabis in all its forms, and prescription and over-the-counter medications.

2.3 **Campus** refers to all buildings, land and movables (including fleet vehicles) owned or used by École nationale de police du Québec (hereinafter referred to as "ENPQ") where employees typically work, report on their activities, and from which they travel.

2.4 **Alcohol and drug use** refers to a person's consumption of any licit (including alcohol) or illicit drugs that may cause physical or psychological disorders. This could have a disruptive effect to the extent of impairing that person's performance or endangering the safety of that person or their coworkers or harming the ENPQ's image.

2.5 **Employee Assistance Program (EAP)** refers to a voluntary, confidential and professional consulting service available to ENPQ employees and their immediate family members.

2.6 **Impaired** means that an employee's abilities are diminished by the effects of alcohol or drugs to the extent of compromising their work performance while they are at work and performing their duties.

Purpose

3. The purpose of this policy is to provide guidelines and define the roles and responsibilities relating to alcohol and drug use.

Scope

4. This policy applies to all ENPQ personnel, while they are on campus, either performing their duties or in connection with their work, or when they are representing ENPQ or are identified with ENPQ. It also applies to any student participating in any ENPQ training activity.

SECTION II – GENERAL PROVISIONS

Policy statement

5. ENPQ has the obligation to protect the health and safety of its employees, as well as their physical and psychological integrity, and to provide students with a healthy, conducive learning environment. In keeping with this commitment, ENPQ prohibits the possession and use of alcohol, cannabis in any form, and illicit drugs on its campus. To this end, ENPQ enforces a "zero tolerance" policy and will take all necessary preventive and corrective measures to ensure compliance.

Guiding principles (prohibitions)

6. The possession and use of cannabis in any form, as well as possession and use of illicit drugs on campus are prohibited at all times.

7. The possession and consumption of alcohol on campus is prohibited, except when and where specifically authorized by ENPQ management.

8. No employee must be on campus or in any other place when on duty or in the course of their work, or while representing ENPQ or identified with ENPQ, if they are impaired by alcohol, cannabis in any form or any licit and illicit drugs.

9. No student may report to ENPQ or to an ENPQ training activity if they are impaired by alcohol, cannabis, or licit or illicit drugs.

10. ENPQ considers that some training activities involve sufficient risks to impose a stricter standard for the instructors and students in attendance. These training activities include those involving the use of force and emergency driving. ENPQ requires that instructors and students abstain from consuming cannabis in any form 24 hours before the start of these activities. All training courses covered by this rule are identified in the online course descriptions.

As basic training programs contain various activities of this nature that are spread out in the schedule, carried out in autonomous practice sessions and have a limited duration, ENPQ requires a 24-hour abstinence period before students arrive on campus. These programs are identified in Schedule 1.

11. ENPQ recognizes that dependency to alcohol or drugs can be treated and will support any employee who feels the need to seek help or advice, particularly through the EAP.

Roles and responsibilities

ENPQ:

12. ENPQ is committed to raising awareness among its employees and students of the problem related to alcohol and drug use.

13. ENPQ provides assistance and support to:

- employees who have a problem with alcohol or drug use and refers them to the EAP. In collaboration with the Director of Human Resources, managers can also confidentially refer employees to organizations specialized in the treatment of this problem;
- students and, where applicable, refers them to their employer or, in the absence of an employer, to the relevant healthcare organizations.

Managers:

14. Managers who observe an employee displaying signs of impairment as a result of alcohol or drug use must ensure that the employee is taken home or remains under observation at ENPQ.

15. Managers who have reasonable grounds to believe that an employee has alcohol or drug use problems must provide assistance to the employee, in collaboration with Human Resources and the ENPQ nurse.

Employees:

16. Employees must perform their work safely and diligently.

17. Employees must take the necessary measures to ensure that they do not endanger themselves or endanger the health, safety or physical integrity of other employees and students.

18. Employees who have reasonable grounds to believe that:

    - a coworker or student is impaired by alcohol or drugs, or has a dependency, and there is a risk to the safety of the person concerned or others, must notify their immediate supervisor of the situation;

    - a student is impaired by alcohol or drugs, or has a dependency, must notify their immediate supervisor of the situation.

Human Resources Department:

19. The Human Resources Department must provide the guidance and support necessary to help the ENPQ managers and employees to implement this policy.

20. The Director of Human Resources is responsible for enforcing and updating this policy.

Instructors:

21. Instructors who observe a student displaying signs of impairment as a result of alcohol or drug use must ensure that the student is taken home or remains under observation at ENPQ.

22. The instructors must notify the person in charge of the program.

Students:

23. Students must participate in training activities safely and diligently.

24. Students must take the necessary measures to ensure that they do not endanger themselves or endanger the health, safety or physical integrity of other students and ENPQ employees.

25. Students who have reasonable grounds to believe that a student is impaired by alcohol or drugs, or has a dependency, and consider that there is a risk to the person concerned or others, must notify their instructor or the person in charge of the program.

Disciplinary action

26. Employees who report to work or are on duty at ENPQ while impaired by alcohol, cannabis or illicit drugs, will be taken home and may be subject to disciplinary action up to and including dismissal.

27. Employees who use alcohol or cannabis in the workplace without authorization from a member of management will be subject to disciplinary action.

28. Any criminal offence relating to the possession, use or sale of cannabis in any form, as well as illicit drugs in the workplace, is grounds for immediate dismissal.

29. Students who report to a training activity while impaired by alcohol, cannabis or illicit drugs, will be taken home and may be subject to disciplinary action under the applicable Code of Discipline.

Screening tests

30. ENPQ will use screening tests and any appropriate medical examination only when it has reasonable grounds to believe that employees have reported to work or performed their duties while impaired by alcohol, cannabis or an illicit drug; when employees have been involved in a work-related accident where a serious incident has occurred, or when employees return to work after treatment for a dependency problem.

Final section

31. POL 05-06 includes 31 sections.

The Director General,

Original signed

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Yves Guay

Schedule 1

List of the basic training programs

Basic training program in police patrolling (PFIPG-1017)

Basic training program for MSP special constables (PCSSP-1705-760 | PSP-1003)

Basic training program for highway controllers (PFICR-1706-750 | PCR-4005)

Integration program to the function of correctional service officers (PSC-1002)

Refresher training program for STM inspectors (PASTM-1202-763 | PTM-3001)

Basic training program in police patrolling (PFIPG-1710 | PGI-5010) – First Nations Program