HARFORD COUNTY SHERIFF'S OFFICE
ADMINISTRATIVE POLICY

Medical Conditions and Prescription Medication

Distribution: All Agency personnel
Responsible Unit: Human Resources
DLI Program:

<table>
<thead>
<tr>
<th>Distribution:</th>
<th>All Agency personnel</th>
<th>Index:</th>
<th>ADM 0510</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Unit:</td>
<td>Human Resources</td>
<td>Rescinds:</td>
<td></td>
</tr>
<tr>
<td>DLI Program:</td>
<td></td>
<td>MD Code:</td>
<td></td>
</tr>
</tbody>
</table>


1. Purpose

To provide members of the Harford County Sheriff’s Office (HCSO) with guidelines regarding reportable medical conditions and the use of prescription medication.

2. Policy

Employees are permitted to take prescription drugs and/or over-the-counter medications consistent with appropriate medical treatment plans while working for the HCSO. When such medications may affect an employee’s job performance, safety, or the efficient operation of the HCSO, the employee must notify the HCSO.

3. Definitions

ILLEGAL DRUGS: non-prescribed controlled substances as defined by Schedules I, II, III, IV and V, which include, but are not limited to, drugs such as opioids, narcotics, marijuana, hashish, cocaine, and other controlled substances.

PRESCRIPTION DRUGS: drugs prescribed by a physician for treatment of illness or disease, subject to the following:

4. Procedures

A. Medications

1. An employee taking any prescribed or over the counter medication that may affect the employee’s ability to perform his duties shall immediately notify the Human Resources Specialist via Memorandum (Form SO-212).

2. Attached to the Memorandum (Form SO-212) shall be a note from the prescribing physician indicating the possible side effects and restrictions upon work (if any) that the employee may experience while taking a prescribed medication.

3. The physician’s note must specifically indicate whether the employee can work in a full-duty status while taking the medication.

4. The Human Resources Specialist shall consult with the Chief, Services and Support Bureau to determine the employee’s work status.
5. It is incumbent upon the employee to make notification to the Human Resources Specialist when he stops taking the medication.

6. The use of drugs/medicine prescribed by a licensed physician to the individual employee holding the prescription is permitted provided the employee advises the HCSO that he is using prescribed drugs that may impact the employee's ability to work.

7. The HCSO always reserves the right to have a licensed physician determine if use of a prescription drug or medication by an employee produces effects which may increase the risk of injury to the employee or others while working.

8. If it is concluded that a prescribed drug will affect performance, the HCSO reserves the right to limit or suspend the work activity of the employee during the period that the physician advises that the employee's ability to perform his job safely may be adversely affected by the consumption of such medication.

9. Employees who have been informed that medication could cause adverse side effects while working or where medication indicates such warning, must inform their supervisor prior to working while under the influence of such substances.

10. Use of medications prescribed by a physician for someone other than the employee in question or use of prescription medication in a manner that does not conform to the physician's prescription or instructions is strictly prohibited.

B. Confidential Medical Conditions

1. If an employee is required to submit medical certification for a condition which compels them to use prescription medication and the employee wishes the condition to remain confidential between the employee and the HCSO Human Resources Specialist (HRS), the employee may use the following procedures:
   a. complete a memorandum specifically addressed to the Human Resources Specialist noting the specifics of the conditions; and
   b. place a copy of the memorandum into an envelope marked "confidential" and forward same through inter-office mail.

2. All information contained in the submission will be kept confidential between the employee and the HCSO Human Resources Section.

Approved

JEFFREY R. GAHLER
SHERIFF

DATE 6/7/19