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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Medical Conditions and Prescription Medication

<b>Distribution:</b>	<b>All Employees</b>	<b>Index:</b>	<b>ADM 0510</b>
<b>Responsible Unit:</b>	<b>Human Resources</b>	<b>Rescinds:</b>	<i>ADM 0510 dated 6/15/19</i>
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### 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 (cannabidiol (CBD), tetrahydrocannabinol (THC)), hashish, cocaine, and other controlled substances.

**NON-PRESCRIPTION DRUGS:** known as "over the counter" drugs and obtained without a licensed medical practitioner's prescription.

**PRESCRIPTION DRUGS:** any substance used by the employee with a prescription issued by a licensed medical practitioner.

### 4. Procedures

#### A. Medications

##### 1. Notification

a. An employee will immediately notify his supervisor via Memorandum (SO-212) when:

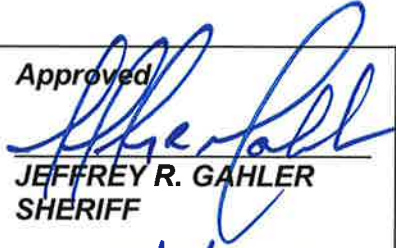
- i. He has been informed that a prescription/non-prescription drug that he may be taking could cause adverse side effects while working;
- ii. When the drug indicates such warning regarding side effects; or
- iii. When the drug will affect the employee's ability to perform his duties.

- b. Attached to the Memorandum ([SO-212](#)) will 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.
    - i. The physician's note must specifically indicate whether the employee can work in a full-duty status while taking the medication.
  - c. The supervisor will forward the Memorandum ([SO-212](#)) to the Human Resources Specialist (HRS).
4. The HRS will consult with the Services and Support Bureau Chief to determine the employee's work status.
  5. It is incumbent upon the employee to make notification via Memorandum ([SO-212](#)) to the HRS when he stops taking the medication.
  6. The use of drugs/medicine prescribed by a licensed medical practitioner 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 medical practitioner 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 licensed medical practitioner for someone other than the employee in question or use of prescription medication in a manner that does not conform to the licensed medical practitioner'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 HRS, the employee may use the following procedures:
  - a. Complete a Memorandum ([SO-212](#)) specifically addressed to the HRS noting the specifics of the conditions; and
  - b. Place a copy of the Memorandum ([SO-212](#)) 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 HRS.

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 2/8/2022