

**NOTIFICATION BY EMPLOYEES**  
**OF DRUG/ALCOHOL ARREST AND/OR CONVICTION**

**Instructions:** Employees must fully and promptly notify their supervisor upon the next working day of all drug or alcohol-related arrests, convictions, guilty pleas, or no contest pleas that meet the requirements outlined below.

Employee Name:

\_\_\_\_\_

On \_\_\_\_\_ (Date), the following occurred:

\_\_\_\_\_ Drug or alcohol-related arrest, citation, conviction, guilty plea, no contest plea or diversion due to conduct which ***occurred while on duty, on County property, or in a County vehicle;***

**or**

\_\_\_\_\_ Drug or alcohol-related conviction, guilty plea, no contest plea or diversion due to conduct which ***occurred while off duty, off County property, and not in a County vehicle,*** and which adversely affects my ability to perform major job functions (i.e. loss or limitation of driving privileges and my job is identified as requiring a valid driver's license).

Describe conviction, guilty plea or no contest plea and its impact on job duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Filing instructions: Notification by Employees of Drug/Alcohol Convictions shall be maintained as part of the employee's personnel file.