



**Criminal Background Report**

Notice:

You are advised that an investigative criminal report may be requested for applicable information concerning your character, general reputation, personal characteristics, and financial responsibility. Such report would be sought through appropriate agencies and/or reporting agencies.

Release:

I hereby authorize Leakesville Rehabilitation & Nursing Center to obtain investigative criminal reports. Such reports may be sought through appropriate law enforcement agencies and/or other reporting agencies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# Substance Abuse

---

## Highlights

## Policy Statement

Our goal is to establish and maintain a work environment that is free from the effects of substance abuse. Compliance with our substance abuse policy is made a condition of employment.

## Policy Interpretation and Implementation

Qualified Alcoholic/  
Drug Addict  
Applicants and  
Employees

1. Our facility offers equal employment opportunities to qualified alcoholic and/or drug addict applicants and employees. Qualified alcoholic and drug addict applicants and employees are those applicants and employees who, despite their alcoholic and/or drug addict status, are still capable of performing the essential functions of their jobs, with or without reasonable accommodations. Furthermore, qualified alcoholic applicants and employees are those applicants and employees whose use of alcohol does not impair their job performance or cause a direct threat to property or the safety of themselves or others. Qualified drug addict applicants and employees are those who are not currently using drugs illegally and who are either receiving treatment or have been successfully rehabilitated.

Prohibited Conduct

2. Employees are prohibited from illegally manufacturing, distributing, possessing, or using alcohol, illegal drugs, or prescription drugs not taken in accordance with a prescription in the workplace. If there is reason to suspect that the employee is working while under the influence of an illegal drug/alcohol, the employee will be suspended, without pay, until the results of the test are obtained. If the results are negative, the employee will be paid at their normal rate of pay for the period they were scheduled to work.

Reporting to Work  
Under the Influence

3. Any employee reporting to work under the influence of alcohol, drugs, or other intoxicating substances will not be permitted to work his/her assigned shift, or should an employee be discovered under the influence of alcohol, drugs, or other intoxicating substances while on duty, the employee will be relieved of his/her assigned tasks and asked to leave the premises. Any illegal drugs found on the premises will be turned over to the appropriate law enforcement agency.

Rights of Facility

4. The facility may inspect the contents of any package (e.g. bags, purses, boxes, etc.) brought onto or taken from the premises.

Use of Over-the-  
Counter/Prescribed  
Drugs

5. Any employee who must use an over-the-counter or prescribed drug or narcotic during his/her assigned shift must report such information to his/her supervisor if the use of such drug or narcotic might impair the employee's ability to do his/her job safely or properly. The employee must provide the container with the issuing pharmacist's label identifying the drug or narcotic and any other required instructions or warnings if the supervisor requests such.

Impaired Ability to  
Safely or Properly  
Do Job

6. Should an employee's supervisor determine that the employee's use of an over-the-counter or prescribed drug or narcotic impairs the employee's ability to do his/her job safely or properly, the employee may be temporarily reassigned to other non-resident care duties or permitted to take a leave of absence.

Counseling and  
Leaves of Absence

Drug Awareness  
Programs

Violations of  
Criminal Drug  
Statute

Drug Testing

Testing

Copies of Policy

Documentation of  
Violations

Reporting Incidents

7. Should any of our employees develop a problem with alcohol or drug abuse or addiction, our facility will assist the employee by referring him/her to appropriate clinics and, if necessary, permit the employee to take a medical leave of absence. The facility may require alcohol or drug counseling as a condition of continued employment. Any such requested or required counseling will remain confidential.
8. The facility should provide drug awareness programs to help inform our employees of the dangers of alcohol and/or substance abuse.
9. Any employee who is convicted of a violation of any criminal drug statute must notify the administrator, the department supervisor, or the HR Director of such conviction immediately.
10. This facility will conduct drug testing under the following circumstances:
  - a. Random Testing – Employees may be selected at random for drug/alcohol testing at any interval determined by the facility.
  - b. Post-Accident Testing – Any employee involved in an on-the-job accident or injury may be asked to submit to a drug and/or alcohol test. “Involved in an on-the-job accident or injury means not only the one who was injured, but also any employee who potentially contributed to the accident or injury in any way.
  - c. Pre-employment – All applicants for employment are required to submit to drug screening as part of their pre-employment. The company should not hire anyone found to have a positive response to any one of these tests and any offer of employment is contingent upon the results of the drug screening.
  - d. For Cause Testing – This facility may ask an employee to submit to a drug/alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including but not limited to the following:
    - I. Evidence of drugs or alcohol on or about the employee’s person or in the employee’s vicinity;
    - II. Unusual conduct on the employee’s part that suggests impairment or influence of drugs or alcohol;
    - III. Negative performance patterns;
    - IV. Excessive and unexplained absenteeism or tardiness;
    - V. In the course of an investigation of missing medication from a medication cart or nurse’s station.
11. Any drug and/or alcohol testing required or requested will be performed at the facility or conducted by a laboratory/facility licensed by the State of Mississippi. If the sample provided by the employee tests positive, the employee may have the same sample retested at a laboratory of his/her choice at their own expense. A positive result on a drug/alcohol test will result in immediate dismissal.
12. Each employee of this facility should receive a copy of this substance abuse policy.
13. Documentation of any and all violations of this policy must be made by the supervisor of the employee committing the violations). A copy of the documentation should be filed in the employee’s personal record.
14. Workplace incidents involving alcohol or drugs among our employees should be reported to the administrator.

**X**