



# 2023



## ACCG – Group Self-Insurance Workers’ Compensation Fund Employee Safety Grant Application

<b>Member Name:</b>	Effingham County Board of Commissioners		
Member’s Insurance Contact:	Sarah Mausolf		
Phone #:	912-754-2104	Email:	smausolf@effinghamcounty.org

### Items Requested for Reimbursement:

#	Item Name	How will this item reduce workers’ comp risks?	Estimated Cost
1	Automated External Defibrillators (AED)	An AED is a portable lifesaving device that can help a person suffering from sudden cardiac arrest. Having an AED in or on the workplace premises, the sooner an AED is used, the higher the odds are of living through a heart attack.	
2	AED Storage Cabinet(s)	An AED cabinet (or box) is an enclosure designed to keep the automated external defibrillator safe and protected.	
3	AED Replacement Batteries	To ensure the proper functioning of the device, batteries will need to be replaced	
4	AED Replacement Pads	AED pads are made of gel so the gel will be able to stick to the patient’s skin and act as a conductor. If the AED pads expire, then there is a chance that the pads will not stick to the person that needs them in the event of an emergency. Also note, once the pads are used, they will need to be replaced.	
<b>TOTAL</b>			

### Application Checklist:

<input type="checkbox"/>	Current Safety Action Plan
<input type="checkbox"/>	Expected cost, purchase order, invoice or receipt attached for each requested item

### Member’s Approval / Submittal Authorization (Chairperson / Executive Director):

As Chairman (or Authority Director), I hereby acknowledge and verify that I have read, support, and agree to fully comply with all requirements of the ACCG-GSIWCF Employee Safety Grant.

Print Name	Wesley M. Corbitt	Date:	
Signature			

For further assistance, LGRMS Director Dan Beck can be contacted at 678.686.6279; toll-free at 800.650.3120 or email [dbeck@lgrms.com](mailto:dbeck@lgrms.com).

To be eligible, the Employee Safety Grant Application must be completed **between April 1, 2023 and July 31, 2023.**

Submit to [accginsurance@accg.org](mailto:accginsurance@accg.org) with the *Email Subject Line*: EMPLOYEE SAFETY GRANT PROGRAM.  
Originals are not necessary.





Automated External Defibrillators

April 18, 2023

Your Assigned Sales Rep: **JENNIFER VEGA**  
Toll Free: 1-800-884-6480 | Cell: 954-444-6572  
Email: Jenny@americanaed.com

3277

## Shopping Cart Proforma Invoice

PRODUCT	PRICE	QUANTITY	TOTAL
 Philips HeartStart OnSite Complete AED Package Choose Type of Wall Cabinet: Premium AED Wall Cabinet Do You Need Infant / Child Pads?: No, I Do Not Need Infant / Child Pads Would You Like To Add CPR/AED Training?: No, I Do Not Need CPR/AED Training	\$1,564.00	5	\$7,820.00
 Philips HeartStart OnSite Complete AED Package Choose Type of Wall Cabinet: Premium AED Wall Cabinet Do You Need Infant / Child Pads?: Yes, I Need Infant / Child Pads (+\$115.00) Would You Like To Add CPR/AED Training?: No, I Do Not Need CPR/AED Training	\$1,679.00	5	\$8,395.00
<b>Subtotal</b>			\$16,215.00
<b>Shipping</b>			Free \$0.00
<b>Total</b>			\$16,215.00

**\* LOWEST PRICE GUARANTEED \***  
**WE WILL BEAT OR MATCH ANY COMPETITOR'S PRICE**

### PAYMENT INFO

All major credit cards, mail-in check and ACH wire transfers are gladly accepted.

### Financing Options Available

Buy now and pay later with our Business Financing options. Get pre-approved in less 30 seconds or less. Visit

<https://www.creditkey.com/app/apply/americanaed> to apply.

**Place your order online or by phone: 1-800-884-6480**

American AED, LLC. is a corporation. | W-9 form available upon request.

Providing Life-Saving AED, Automated External Defibrillators To The Public Since 2002

Visit our website at: <https://AmericanAED.com> or email us at [sales@americanaed.com](mailto:sales@americanaed.com)

## Philips HeartStart OnSite Complete AED Package

### Automated External Defibrillator With Everything You Need To Set-Up Your Own AED Station

Great For Business, School, Church, Gym, Medical Office, Etc.

Includes a complete Rescue-Ready AED unit with Carrying Case plus a WALL CABINET & a Double-Sided AED SIGN to store, display, and quickly locate the AED when needed.

Special AED cabinet ships pre-assembled and easily installs in minutes on any wall surface with 4 screws or nails.

Large flanged sign measures 8x11in, AED Automated External Defibrillator and red heart symbol printed on both sides, offers greater visibility and informs location.

... our Complete AED Packages are used in federal and state buildings, fortune 500 companies, schools nationwide, workplace, churches, medical offices, gyms, etc ...



#### American AED Exclusive Package Offer Includes:

- 1 Brand New Philips HeartStart OnSite AED
- 8 Year Warranty
- 1 Pair Of Adult Smart Pads
- 1 Battery With 4 Year Warranty
- 1 User Manual
- 1 Quick Use Guide
- Philips HeartStart Review Express
- 1 FREE Philips HeartStart OnSite Carrying Case
- 1 FREE Demonstration & Training DVD
- 1 FREE Premium AED+CPR Responder Kit (\$50 value)
- 1 FREE American AED+CPR Quick Reference Card
- 1 FREE Inspection / Maintenance Tag
- 2 FREE AED "Equipped Facility" Decal / Sticker
- 1 AED Storage Wall Cabinet
- 1 Double Sided Flanged AED Sign
- AMERICAN AED Lifetime Maintenance Notification & Support
- FREE UPS Shipping

Exclusive Offer: \$1564.00  
No Sales Tax: \$0.00  
Free UPS Shipping: \$0.00  
**Grand Total: \$1564.00**

**Limited Time Offer! To order by credit card call 1-800-884-6480 or order online at [www.americanaed.com](http://www.americanaed.com). To order by check, mail attached order form.**



Providing AEDs To The Public Since 2002

American AED, Inc.  
3151 Executive Way - Miramar, FL 33025 Toll  
Free: 1-800-884-6480 Tel: 954.458.6618

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# ORDER FORM

Use this form to order by check or money order.  
 To order by credit card call 1-800-884-6480 or  
 order online at [www.americanaed.com](http://www.americanaed.com)

SKU # M5066A-WC280



**American AED Exclusive Package Offer Includes:**

- 1 Brand New Philips HeartStart OnSite AED
- 8 Year Warranty
- 1 Pair Of Adult Smart Pads
- 1 Battery With 4 Year Warranty
- 1 User Manual
- 1 Quick Use Guide
- Philips HeartStart Review Express
- 1 FREE Philips HeartStart OnSite Carrying Case
- 1 FREE Demonstration & Training DVD
- 1 FREE Premium AED+CPR Responder Kit (\$50 value)
- 1 FREE American AED+CPR Quick Reference Card
- 1 FREE Inspection / Maintenance Tag
- 2 FREE AED "Equipped Facility" Decal / Sticker
- 1 AED Storage Wall Cabinet
- 1 Double Sided Flanged AED Sign
- AMERICAN AED Lifetime Maintenance Notification & Support
- FREE UPS Shipping



**PHILIPS**  
 sense and simplicity

Exclusive Offer: \$1564.00  
 No Sales Tax: \$0.00  
 Free UPS Shipping: \$0.00  
**Grand Total: \$1564.00**

SKU	Description	Unit Price	Qty.	Ext. Price
M5066A-WC280	PHILIPS HeartStart Onsite Complete AED Package	<b>\$1564.00</b>		
Wall Cabinet Option	Upgrade Wall Cabinet With Audible Alarm & Alert Light	\$20.00		
Wall Cabinet Option	Upgrade Complete Safety Wall Cabinet	\$199.00		
Optional Child Pads	Philips HeartStart OnSite Infant/Child Electrode Pads	\$115.00		
<b>To order by check or money order:</b> Mail this form along with a check made payable to American AED, Inc. Mail To: 3151 Executive Way - Miramar, FL 33025  Your order will be processed and shipped within 24hrs upon receiving your order. Please allow 2 to 4 business days for UPS delivery.		Subtotal:		
		FL 6% Sales Tax:		<b>N/A 0.00</b>
		Shipping:		<b>FREE 0.00</b>
		<b>Grand Total:</b>		

Customer Shipping Information: (Please No P.O. Box as we ship via UPS)	
Company / Organization:	
Attention:	
Address:	
City, State, Zip Code:	
Telephone:	
Email:	
Check Number Enclosed: _____	Order Date: _____
Comments:	



American AED, Inc.  
 3151 Executive Way - Miramar, FL 33025  
 Toll Free: 1-800-884-6480 Tel: 954.458.6618  
  
[www.AmericanAED.com](http://www.AmericanAED.com)  
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## *ACCG – Group Self-Insurance Workers’ Compensation Fund Employee Safety Grant Program*

### Purpose

The ACCG-GSIWCF Employee Safety Grant Program provides financial assistance to members for the purpose of reducing employees’ injuries through additional training, equipment, or services. Examples of eligible requests include: fees for safety-related courses, personal protective equipment, body armor, fire department turnout gear or washers/dryers for gear, ergo equipment, and first aid equipment such as AEDs.

### Eligibility

**TO APPLY FOR THE ACCG-GSIWCF EMPLOYEE SAFETY GRANT, A MEMBER:**

- a) Must be an active member as of the time of the distribution.
- b) Must have earned the 2023 ACCG-GSIWCF Safety Discount.
- c) Must be current in payment of contributions to the ACCG-GSIWCF.

### Program Guidelines

The grant will reimburse members approved items according to this schedule:

<b>Estimated Premium for 2023</b>	<b>Grant Amount</b>
Premium over \$500,000	\$10,000
Premium between \$350,000 & \$500,000	\$8,500
Premium between \$250,000 & \$350,000	\$6,000
Premium between \$150,000 & \$250,000	\$4,000
Premium between \$75,000 & \$150,000	\$2,500
Premium between \$35,000 & \$75,000	\$1,250
Premium under \$35,000	\$500

Grant funds will be distributed on a first come, first approved basis until all eligible funds have been expended.

The purchase must be made prior to October 31, 2023.

# Requirements

1. County/Authority management must review their current Safety Action Plan to determine if the grant funds would help to meet their goals. If it is determined that grant funds may be better utilized elsewhere to reduce workers' compensation losses, that is acceptable.
2. You may be required to submit a documented mandatory use guideline or SOP signed by the office/department head AND either the chairperson/authority executive director or administrator/county manager for each safety equipment request. (This is generally required for equipment such as respirators, AEDs, trenching equipment, body armor, etc.)

# Procedures

- a) Complete the *Employee Safety Grant Application* and sign. Signing the application signifies agreement to comply with the Requirements of the grant program.
- b) Include a copy of the current Safety Action Plan.
- c) Include a list of items and their expected cost OR a copy of purchase orders, paid invoices or receipts if items have already been purchased. There is no guarantee all submitted items will be approved.
- d) Submit application and requested documentation to [accginsurance@accg.org](mailto:accginsurance@accg.org) between April 1, 2023 and July 31, 2023.

# Distribution of Grant Funds

- a) Once the application is submitted, wait to receive a confirmation of receipt, denial, or request for additional information. This process is expected to take up to 2 weeks.
- b) Each fully completed request will be processed in the order received.
- c) The request will be subject to approval by a committee made up of the Director of the Property & Casualty Programs, the Property & Casualty Programs Manager, and the Director of ACCG's risk control organization, LGRMS, with input from the appropriate LGRMS field representative. This is expected to take an additional 2 weeks.
- d) LGRMS will send the member an email indicating the items approved for the grant.
- e) If not provided with the submitted Application, the member will purchase the approved items and send the proof of purchase documentation before October 31, 2023.
- f) Grant funds are expected to be sent within 3 weeks upon final receipt of paid invoice.

For further assistance, LGRMS Director Dan Beck can be contacted at 678.686.6279; toll-free at 800.650.3120; or email [dbeck@lgrms.com](mailto:dbeck@lgrms.com).

## SAFETY ACTION PLAN

Member: Effingham County Board of Commissioners - ACCG Worker's Compensation	Time Period: 2023
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### Loss Trend Analysis – Top Office/Departments by Loss Type by % of Claims Dollars


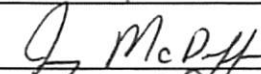
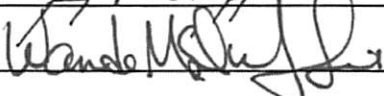
<b>#1 Focus Office / Department:</b> Effingham County Sheriff's Office		
#	Loss Type (Cause)	% of Claims Dollars
1	Motor Vehicle	46%
2	LE Ops	40%
3	Non-Category	7%

<b>#2 Focus Office / Department:</b> Emergency Medical Services (EMS)		
#	Loss Type (Cause)	% of Claims Dollars
1	Motor Vehicle	90%
2	Fire Ops	5%
3	Non-Category	4%

### Action Items

<b>#1 Focus Office / Department</b> Effingham County Sheriff's Office				
Loss Types FOCUS		Motor Vehicle		
Risk Reduction Goal		Reduce incidents by 20%		
#	Action Item	Owner's Name	Target Date	Status
1	Due regard with vehicle operation and risk reduction analysis of claims	Sgt. 1st Class Danny Harrington	OCTOBER 2023	CLOSED
2	De-escalation training for entire staff and alternative apprehension methods	Sgt. 1st Class Danny Harrington	OCTOBER 2023	CLOSED
3	The Essentials of Law Enforcement Driving: Hazards and Controls	Sgt. 1st Class Danny Harrington	MARCH 2023	COMPLETED

<b>#2 Focus Office / Department</b> Emergency Medical Services				
Loss Types FOCUS		Fire Ops		
Risk Reduction Goal		Reduce by 50%		
#	Action Item	Owner's Name	Target Date	Status
1	Review claim losses with safety meeting	Wanda McDuffie	April 2023	COMPLETED
2	Training on proper body mechanics to establish best practices for routine activities	Wanda McDuffie	September 2023	OPEN
3	Due regard driving training class and mass violence training for all staff	Wanda McDuffie	June 2023	CLOSED

	Print Name	Signature	Date
Top Elected Official / Administrator / Manager		Timothy Callanan	4/24/23
Leader of #1	Jimmy McDuffie		04-20-23
Leader of #2	Wanda McDuffie		4-20-2023



## SAFETY ACTION PLAN

Member:	Effingham County Board of Commissioners - ACCG IRMA	Time Period:	2023
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### Loss Trend Analysis – Top Office/Departments by Loss Type by % of Claims Dollars


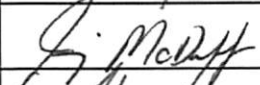

<b>#1 Focus Office / Department:</b>		Effingham County Sheriff's Office
#	Loss Type (Cause)	% of Claims Dollars
1	Motor Vehicle	92%
2	LE Ops	7%
3	Property	1%

<b>#2 Focus Office / Department:</b>		Public Works/Road
#	Loss Type (Cause)	% of Claims Dollars
1	Motor Vehicle	99%
2	General	1%
3	Roads	0%

### Action Items

<b>#1 Focus Office / Department</b>		Effingham County Sheriff's Office		
Loss Types FOCUS		Motor Vehicle		
Risk Reduction Goal		Reduce Incidents by 55% (Goal to reduce to less than 30 incidents)		
#	Action Item	Owner's Name	Target Date	Status
1	Vehicle training focused on physical, cognitive, visual driving techniques	Sgt. 1st Class Danny Harrington	May 2023	COMPLETED
2	De-escalation training for entire staff	Sgt. 1st Class Danny Harrington	October 2023	CLOSED
3	The Essentials of Law Enforcement Driving: Hazards and Controls	Sgt. 1st Class Danny Harrington	MARCH 2023	COMPLETED

<b>#2 Focus Office / Department</b>		Public Works / Road (EOM)		
Loss Types FOCUS		Motor Vehicle		
Risk Reduction Goal		Reduce Incident by 75% (Goal to reduce to less than 1 incident)		
#	Action Item	Owner's Name	Target Date	Status
1	Review claim losses with safety committee	Kristen Achtziger	March 2023	COMPLETED
2	Risk Reduction Analysis of Claims	Kristen Achtziger	March 2023	COMPLETED
3	Additional training for staff	Kristen Achtziger	April 2023	COMPLETED

	Print Name	Signature	Date
Top Elected Official / Administrator / Manager		Timothy Callanan	4/24/23
Leader of #1	Jimmy McDuffie		04-20-23
Leader of #2	Kristen Achtziger		4/19/23



# CRISISRISK STRATEGIES

06/14/2023

## CERTIFICATE OF ACHIEVEMENT

PRESENTED TO

Libby Kessler

The above named has completed CrisisCoordinator™ certification requirements and is entitled to claim and display the certification.

Certification is valid for one year from the above certification date.



James W. Satterfield  
President and Co-Founder  
CrisisRisk Strategies





EFFINGHAM COUNTY BOARD OF COMMISSIONERS  
Human Resources Standards of Practice

Standards of Practice: <b>Section 6.15</b>	Issue Date: 04/20/2021 New <u>X</u> Revised _____ Supersedes Policy Dated:
Title: <b>SEAT BELT USE</b>	Approved By Effingham County Board of Commissioners

**6.15 – SEAT BELT POLICY**

**A. STANDARD**

Effingham County values the lives and safety of our employees and recognizes that seat belts are extremely effective in preventing injuries and loss of life. The simple act of buckling up reduces the chance of serious injury or death by 40% to 60%. We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

It will be Effingham County's policy that seat belts shall always be properly used by both drivers and passengers while traveling on official company business. Proper use constitutes proper adjustments as well as proper latching of the unit. Employees are strongly encouraged to use their seat belts off the job as well. The purpose of this policy is to establish mandatory belt use as an organizational priority and designate responsibility for implementation and enforcement. The seat belt use policy applies to all employees and occupants of any vehicle driven by employees, including rentals and personal vehicles when used on official company business.

**B. PROCEDURES**

1. In addition to following all traffic regulations, all employees and their passengers are required to use a seat belt when traveling in any vehicle while in the course of conducting Effingham County business. The requirement applies to business travel in a vehicle owned by the Effingham County, in a rental vehicle and in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of his/her vehicle.

2. Exceptions to this seat belt policy include the following:



EFFINGHAM COUNTY BOARD OF COMMISSIONERS  
Human Resources Standards of Practice

Standards of Practice  
**Section 6.15**

Title: **SEAT BELT USE**

- a) Tractors/equipment without a "Roll-Over Protection System (ROPS)"
- b) Specialized construction equipment.
- c) Other exceptions must be requested in writing giving a full justification. Requests will be addressed to the Human Resources Department for approval.

3. If an employee is provided an Effingham County owned vehicle that is used in the course of his/her employment and is also available for that employee's personal use, that employee, together with all passengers who occupy the vehicle at any time and for any purpose, whether business-related or personal, are required to use seat belts at all times the vehicle is in motion.

4. The use of seat belts is to be considered a condition of employment with this company. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.

5. Seat belts in all Effingham County owned vehicles are to be maintained so that they are clean and in good working order.

6. Department Heads shall make employees available for necessary training and orientations on the use of seat belts.

7. Managers and supervisors must demonstrate their commitment to this policy by communicating it to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action against violations.

8. Employees who receive an auto allowance or for any other reason for operating their personal vehicle on Effingham County business are required to wear their seat belts in their personal vehicles as well as those in Effingham County owned vehicles.



# Effingham County Board of Commissioners

## **Drug Free Workplace Policy Acknowledgment** *(Substance Abuse)*

I have received and read a copy of Effingham County Board of Commissioners' Drug Free Workplace Policy and fully understand my obligations and responsibilities as outlined therein.

---

Employee Signature

---

Date

---

Witness Signature

---

Date



EFFINGHAM COUNTY BOARD OF COMMISSIONERS  
Human Resources Standards of Practice

Standards of Practice: <b>Section 2.07</b>	Issue Date: 11/3/2020 New _____ Revised <u>X</u> Supersedes Policy Dated:
Title: <b>Substance Abuse</b>	Approved By Effingham County Board of Commissioners

**2.07 - SUBSTANCE ABUSE**

**A. GENERAL**

Effingham County promotes a drug-free workplace in accordance with the requirements of the Drug Free Workplace Act of 1988, as amended, and applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) has published 49 CFR Part 653 and Part 654, as amended, that mandates urine drug testing and breath alcohol testing for law enforcement positions and those involving drug interdiction and prohibits performance of these functions when there is a positive test result. The DOT has also published 49 CFR Part 40, as amended, which sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published 49 CFR Part 29, the Drug Free Workplace Act of 1988, as amended, which requires the establishment of drug free workplace policies and the reporting of certain drug related offenses to the FTA. Effingham County has adopted these requirements for employees in these positions, and others, when so noted.

**B. STANDARD**

Drug and alcohol use by all County employees during assigned working hours, in government buildings or on government grounds or otherwise while on government business is prohibited. This shall include the use of illegal substances, the abuse of prescription over-the-counter medications, Cannabidiol (CBD) oil, or any product containing CBD and the use of alcohol. The interpretation and administration of this policy shall be the responsibility of the County Manager and Human Resources Department.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS  
Human Resources Standards of Practice

Standards of Practice

**Section 2.07**

Title: **Substance Abuse**

**C. SCOPE**

This policy applies to all County employees; paid part-time employees, contract employees and contractors when they are on County property or when performing any transit-related safety-sensitive business. The policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors and contractor employees are governed by this policy while on County premises and will not be permitted to conduct business if found to be in violation of this policy.

**D. DEFINITIONS**

1. **Covered Substances**

The following substances are covered by this policy:

- a. Alcoholic beverages of any kind.
- b. Controlled and/or illegal drugs or substances, including all forms of narcotics, hallucinogens, depressants, stimulants.
- c. Oils containing CBD or any other product containing CBD.
- d. Other drugs that are restricted or prohibited by law from use, possession, or transfer.

2. **Prohibited Activities**

The following activities are prohibited while an employee is on County premises or otherwise engaged in County business:

- a. The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug;
- b. The consumption of alcoholic beverages;



EFFINGHAM COUNTY BOARD OF COMMISSIONERS  
Human Resources Standards of Practice

Standards of Practice <b>Section 2.07</b>	Title: <b>Substance Abuse</b>
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c. Being under the influence of alcohol, illegal drugs, or substances in any manner during business hours, whether or not consumed on County premises and whether or not consumed outside of, or during, working hours. This includes being impaired by lawfully prescribed drugs that have been abused; and,

d. Performing duties while under the influence of alcohol or controlled and/or illegal substances or drugs regardless of whether the employee is on or off County premises;

(1) Off-premise use of Alcohol, Controlled and/or Illegal drugs, or substances is prohibited, to the extent that it involves, or results in:

(i) Any actions involving alcohol, controlled and/or illegal drugs or lawfully prescribed drugs or substances that, in the opinion of management endanger the County's reputation for honesty, integrity and safety;

(ii) Indictment or conviction for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt or transportation of any controlled substances or illegal drugs;

(iii) Employees who are indicted for, or convicted of, controlled substance-related violations under state or federal law, or who plead guilty or *nolo contendere* (no contest) to such charges must inform the Department Head or Human Resources Department in writing within five (5) days of such conviction or plea. Failure to do so will result in disciplinary action, up to and including termination from employment for a first offense. The Department Head shall then investigate and make an appropriate recommendation to the County Manager.

3. **Safety Sensitive Positions**

The terms "safety sensitive position" and "safety sensitive employee" shall include the following employees and positions:

- a. authorized to drive any Effingham County vehicle; or
- b. required to carry a Commercial Driver's License; or





EFFINGHAM COUNTY BOARD OF COMMISSIONERS  
Human Resources Standards of Practice

Standards of Practice

**Section 2.07**

Title: **Substance Abuse**

- c. who carry a weapon in the course of performing their jobs; or
- d. who serve as dispatchers and Communications Officers; or
- e. who serve as medical service providers; or
- f. who serve as firefighters; or
- g. who have physical custody of detained persons in the course of performing their jobs; or
- h. who operate heavy equipment and/or motorized equipment and machinery.

In addition, the term "safety sensitive position" and "safety sensitive employee" encompass safety sensitive functions, which include any duty related to the safe operation of Effingham County services and any employee or position with the responsibility to regularly perform high-risk work wherein inattention to duty or errors in judgment have the potential for significant harm to the employee, other employees, or the general public.

**E. PROCEDURE**

All County employees are subjected to the provisions of this policy.

1. **Current Employees**

Each current employee will be provided with a copy of this policy and the Substance Abuse Acknowledgement form. By signing this form, each employee acknowledges that he/she has received the policy, understands, and agrees to the provisions of this policy. If a current employee refuses to comply with the provisions of this policy, then that employee will be immediately terminated. All completed forms will be forwarded to the Human Resource Department.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS  
Human Resources Standards of Practice

Standards of Practice	
<b>Section 2.07</b>	Title: <b>Substance Abuse</b>

2. **New employees**

Each new employee shall, at the time of hire, be provided with a copy of the policy and the acknowledgement form. The new employee must read the policy and sign the form before being permitted to work.

**F. COMPLIANCE WITH TESTING REQUIREMENTS**

1. **Pre-Employment Drug and Alcohol Testing**

All job applicants identified as final candidates for employment in a safety sensitive position with Effingham County shall sign a statement of understanding and consent for pre-employment drug testing and shall submit to required drug testing procedures.

a. Failure to sign the consent release form or to submit to drug screening will result in rejection of the applicant.

b. If the test measurement of the presence of prohibited substances is less than the sensitivity levels established by the National Institute on Drug Abuse, then the candidate will have passed the screening procedures.

- (1) Prohibited Substances:
 

Marijuana	Opiates/Narcotics	Amphetamines
Cocaine	PCP (hallucinogens)	Sedatives
Methaqualone	Stimulants	Benzodiazepines
Alcohol	Cannabidiol (CBD)	

c. If one or more of the measures equals or exceeds the sensitivity levels, then the candidate will not have passed the screening and will not be offered employment.

(1) Job candidates rejected for consideration of employment due to the presence of controlled substances may reapply for employment following a twenty-four month waiting period.

2. **Random testing**



# EFFINGHAM COUNTY BOARD OF COMMISSIONERS

## Human Resources Standards of Practice

Standards of Practice <b>Section 2.07</b>	Title: <b>Substance Abuse</b>
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All employees of the county in safety sensitive positions will be subject to random, unannounced testing. The selection of employees for random testing will be made using a scientifically valid method, which ensures that each employee will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year. Failure to report to the random testing site may result in disciplinary action up to and including termination. Testing positive during random testing may result in immediate termination

### 3. **Employee Assistance Program**

In compliance with state law, if an employee notifies the County Manager of a drug problem and agrees to attend an approved treatment program, that employee will not be terminated solely for drug dependence or use for one year if the employee adheres to the treatment program. This option is available only one time during any five year period. This policy does not prevent the restructuring of an employee's duties to take the drug dependence into account.

### 4. **Post Accident testing**

Whenever any employee of the County has been involved in an accident, or receives an injury, alcohol and drug testing shall be conducted within two (2) hours of the accident or when the following incidents occur:

- a. Vehicle/equipment damage or bodily injury occurs on public property; or
- b. There is a fatality; or
- c. Driver is cited with a traffic violation; or
- d. There is reasonable suspicion to believe that the employee's behavior or appearance may indicate alcohol or drug use; or
- e. When an employee sustains a work-related injury requiring medical treatment.

### 5. **Reasonable Suspicion testing**



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All County employees may be subject to urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance.

a. A Reasonable Suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse or alcohol misuse. Situations that may give rise to a conclusion that an employee is under the influence of drugs and/or alcohol include, but are not limited to the following:

- (1) An employee is involved in a physical or verbal altercation on the job.
- (2) An employee has an excessive number of incidents/accidents on the job.
- (3) An employee has an excessive number of sick days off.
- (4) An employee exhibits unusual behavior such as slurred speech or unsteady walking or movement on the job, and/or change in behavior.
- (5) An employee has an odor of alcohol on his/her person on the job.
- (6) An employee is in possession of alcohol or drugs on the job.

b. Department Heads suspecting that an employee is under the influence of drugs and/or alcohol shall immediately report the incident to the Human Resources Department.

c. The determination of whether reasonable suspicion exists shall be made by the Department Head or by the highest-ranking supervisory staff on duty at the time. The facts underlying the determination of reasonable suspicion shall be disclosed to the employee at the time the demand is made to submit to testing.



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d. Following the determination that reasonable suspicion exists, the employee's Department Head or designee shall transport to and from the testing site the employee. If an employee is found to be in violation of these regulations, then following the testing procedure, the person transporting the employee shall make appropriate arrangements to transport the employee home.

e. Department Heads shall be required to document in writing, within the next working day, the specific facts, symptoms or observations that formed the basis for his/her determination that reasonable suspicion existed to warrant the testing of an employee. All documents created in connection with the determination of reasonable suspicion shall be forwarded to the Human Resources Department.

6. **Prescription Drug Use, r Over the Counter Medications, or Cannabidiol (CBD)**

a. An employee using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing his/her duties. The employee shall be responsible for notifying his or her Department Head of any restrictions that may affect/prevent the safe performance of the required duties, including driving county vehicles.

b. An employee using over the count medications while on the job shall do so in strict accordance with dispensing information contained with the product. The employee shall be responsible for notifying his or her department Head of any restrictions that may affect/prevent the safe performance of the required duties, including driving county vehicles.

c. An employee using Cannabidiol (CBD) while on the job is in violation of the County's Substance Abuse Policy.

1. While hemp based CBD is legal in the State of Georgia, it is not regulated by the FDA.

2. Hemp based CBD contains amounts of THC, the psychoactive ingredient in marijuana, and when used can trigger a positive response on a drug test.



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The amount of THC in the hemp based CBD varies from manufacturer to manufacturer. There exists a possibility of testing positive on a drug test while using hemp based CBD.

d. An employee or job applicant shall, at the time of testing, provide a list of those prescriptions and over-the-counter medications that he/she has recently used. The list of medications shall be kept confidential until there has been a test result. The list of medications shall be disclosed only to the medical review officials who will determine whether the positive result was due to the lawful use of any of the listed medications.

**7. Testing Procedures**

All testing procedures shall be administered and accounted for by an approved laboratory and/or medical facility that are operated in compliance with the National Institute of Drug Abuse (NIDA) Guidelines. These procedures and guidelines shall be available for inspection by contacting the Human Resources Department.

a. All NIDA urine drug-testing specimens must be collected as "split" specimens, which mean that one urine specimen will be divided into two (2) separately sealed specimen bottles for submission to the laboratory.

b. Whenever an initial test is found to be positive, an automatic confirmation test will be performed. If result is positive, then that employee has 72 hours to request from the medical review officer that the split sample be sent to a second lab for testing.

c. If the second portion of the sample also tests positive, then the employee may be terminated. Notification of Termination shall be by certified letter from the Human Resources Department within two working days of the test result. If the second portion produces a negative result, or for any reason the second portion is not available, the test is considered negative and no sanctions shall be imposed.

d. If result of an Evidential Breath Test (EBT) is 0.02 or greater, a confirmation test must be conducted within at least 15 minutes, but not more than 20 minutes, after the completion of the initial test.

**8. Confidentiality of Test Result**



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All information from an employee's or job applicant's drug and alcohol test shall be confidential and only available to the management and the Human Resources Department. Disclosure of test results to any other person, agency, or organization shall be prohibited unless written authorization is obtained from the employee, job applicant, or by court order or subpoena. The results of a positive drug or alcohol test shall not be released until the results are confirmed.

9. **Disciplinary and Termination Policy**

An employee found to be in violation of the Substance Abuse Policy is engaged in misconduct. The employee may be subject to immediate dismissal. As a condition of continued employment, the employee may at his/her own expense be required to participate in and successfully complete drug or alcohol abuse counseling, or a rehabilitation program, if necessary.

a. **Immediate Termination** - The following reasons shall be grounds for immediate termination of an employee:

- (1) Distributing controlled substances while on the job.
- (2) Operating a County vehicle while under the influence of drugs and/or alcohol.
- (3) Felony conviction for violation of drug laws.
- (4) Testing positive for drugs or alcohol under the provisions of this policy.
- (5) Refusal to submit to a drug test required by the provisions of this policy.
- (6) Failure to disclose a drug problem
- (7) Failure to participate in a random drug monitoring program.



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Standards of Practice: <b>Section 6.13</b>	Issue Date: 6/15/2021 New <u> X </u> Revised _____ Supersedes Policy Dated:
Title: Effingham <b>County Cell Phone Use</b>	Approved by Effingham County Board of Commissioners Initials and Date:

**6.13 - COUNTY CELL PHONE USE**

**A. STANDARD**

The purpose of this policy is to describe the regulations for cell phone administration, business, and personal use, department accountability/responsibility, individual responsibilities, safety measures, and service providers.

Cell phones include, but are not limited to, any wireless telecommunications devices, traditional cellular phones, smartphones, push-to-talk phones, etc.

**B. PROCEDURE**

This policy shall apply to any person that has been issued a cell phone from the Effingham County Board of Commissioners. Such devices shall be those issued to or used by employees or elected officials for business purposes.

To qualify for a County-issued cell phone, a determination must first be made that having a cell phone is an essential part of the employee's job function and/or official duties. Using the following criteria, department heads shall determine which employees within their departments qualify for a County-issued cell phone.

1. Senior management staff in an exempt position who must be available to receive and place time sensitive calls and/or are considered on a permanent on-call status.
2. Full-time employees whose duties and responsibilities require them to maintain voice contact with the County while away from the office or to be accessible outside of normal working hours may be eligible for a County cell phone or cell phone stipend.





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3. Full-time employees whose duties require continual data access in addition to cell phone service while away from the office or outside normal working hours may be eligible for a hotspot or hotspot reimbursement.

**C. CELL PHONES (GENERAL)**

1. The need for a County-purchased cell phone and securing all necessary funds will be the responsibility of each department head. Costs include any cost for the device, protective case/folio, monthly service fees, licensing fees, client access licenses, business applications, and Mobile Device Management (MDM) licensing.
2. Any County-issued cell phone shall be managed by MDM software and licensing, chosen and managed by the Information Technology (IT) Department.
3. Conditions which must be met for any cell phone to be enabled to access County email:
  - a. All cell phone users must sign a waiver (Mobile Device Security Request Form) acknowledging the employee has read the Cell Phone Policy and agrees to abide by all policy statements within and as may be amended by the County.
  - b. All department heads and/or equivalent shall be aware of the Federal Labor Standards Act (FLSA) provisions regarding compensation of employees for all time worked and must ensure that non-exempt employees understand and are complying with the appropriate use of email during non-scheduled work hours.
  - c. Non-Exempt Employees granted access to email on cell phones shall strictly follow work schedules when replying to any email request. Replying when not at work or otherwise "on the clock" is not authorized



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for Non-Exempt Employees without explicit written directions from the Department Director or equivalent and/or the County Manager or designee.

- d. All email-enabled devices shall be required to automatically "lock" after a reasonable period of inactivity (no longer than 5 minutes) and must be password protected to "unlock" the device. This is to secure a device left unattended from parties not governed by this policy. These policies shall be enforced by the Mobile Device Management Client.
4. For any device approved for connection to the County network, it shall be considered a violation of this policy for any changes to be made to the operating system provided by the manufacturer (i.e., "jail broken" or "rooted"). Any unauthorized changes to the operating system of any device compromises security and will result in termination of service to the device.
5. Upon resignation/termination of employment, or at any time upon request, the employee shall produce the cell phone for return or inspection. Employees unable to present the cell phone in good working condition within one business day from the requested time shall be solely responsible for the full cost of a replacement.

#### **D. SAFEKEEPING AND CUSTODY**

1. The Information Technology Department is responsible for establishing agreements with cell phone providers.
2. The Information Technology Department shall maintain a list of County employees who have County-issued cell phones which list shall include the following:
  - a. Date the service was initiated;
  - b. Date the service was terminated;
  - c. Serial number for the equipment;
  - d. Company providing the service;



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- e. Equipment purchase price;
- f. Data setup fees; and
- g. Monthly service fees.

**E. PERSONAL USE OF COUNTY-ISSUED CELL PHONES**

1. Limited personal use of a County-issued cell phone may be acceptable, so long as:
  - a. Personal use of devices does not interfere with regular work activity and performance.
  - b. Downloading personal applications must be approved by the Information Technology Department. Other "for a fee" downloads are prohibited from being downloaded to a County owned cell phone.
  - c. Devices must maintain enough memory/storage space to run all business-related applications and functionalities.
  - d. Personal does not compromise the security of County information retained on or accessible from the device.
  - e. Other "for a fee" downloads such as music, videos, movies, etc.: it will be the sole responsibility of the end-user/employee to pay for any downloaded media of any type for which a fee is charged. It shall not be the responsibility of the County or the Information Technology Department or employee's Department to backup, maintain, or otherwise protect any personally downloaded application, content, music, video, movie, etc., unless expressly approved and paid for by the County.

**F. WHILE OPERATING A VEHICLE**

1. Employees whose job responsibilities include regular or occasional driving and who have a cellular phone for business use shall not use their phone while operating a motor vehicle on any public roadway, except in accordance with state law.



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2. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.
3. If a County vehicle is involved in an accident, the employee's supervisor or County Manager may request to see the driver's cell phone to determine if the driver was using the phone at the time of the accident.

**G. NOTIFICATION OF DAMAGED OR STOLEN COUNTY-ISSUED CELLULAR PHONES**

Employees are responsible for maintaining adequate physical protection for all equipment issued to them by the County. Employees shall promptly notify their direct supervisor and the Information Technology if any County-issued cellular phone is damaged or stolen. If a County-issued cell phone is stolen, the employee will be required to file a police report.

**H. ACCESS TO CELL PHONE STATEMENTS AND RECORDS**

1. The County reserves the right to monitor the billing and usage of all County-issued cell phones and has the authority to withhold any improper/unauthorized charges from the employee's wages for reimbursement purposes.

2. By accepting the use of a County cell phone, the employee agrees to promptly reimburse the County for all personal charges made which are deemed by the County to be excessive in frequency and duration. If reimbursement for unlimited plans or when actual charges cannot be determined, other disciplinary actions may be issued.

3. Employees who have a County-issued cell phone acknowledge that there is no expectation of privacy when using County-provided cellular phones. The County has the right to review all records related to cellular and/or wireless devices including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that all records are subject to disclosure under the Georgia Open Records Act and subpoena.