



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject*

**Alcoholic Beverage Restriction**

*Section – Policy Number:*

**C: Property Management – 7.5**

*Supersedes:*

**I-C-7.5 (1/96)**

*Effective Date:*

**11/16/06**

*Date of Last*

*Review/Revision:*

**None**

**Related Standards and References:**

- [ORS Chapter 813 \(Driving Under the Influence of Intoxicants\)](#)
- Department of Administrative Services, Risk Management Division (DAS-RMD)125-7-401 (Table of Contents for the [Alcohol Risk Control Policy](#))
- DAS-RMD, RisKey, [Alcohol Policy - Q&A RisKey](#)
- OYA policy: [0-A-2.0](#) (Principles of Conduct)  
[0-A-2.1](#) (Professional Standards)  
[0-A-4.0](#) (Drug-free Workplace)

**Related Procedures:**

- None

**Interpretation:** Employee Services

**Approved:**

Robert S. Jester, Director

**I. PURPOSE:**

This policy provides additional guidelines relative to the staff possession or consumption of alcoholic beverages on state property or while on official state business off state property.

**II. POLICY DEFINITIONS:**

**Official state business:** Activities that are authorized or undertaken by a state agency to achieve or contribute to achieving a state agency’s statutory mission or responsibilities.

**State property:** Buildings and their premises and vehicles of any kind owned by or leased to the state. For this policy, “state property” does not include and this policy does not apply to property in control of others by lease or state-owned private residences.

**III. POLICY:**

Oregon statutes are specific as to offenses involving driving a motor vehicle while under the influence of alcohol or in possession of an open alcoholic beverage

container. Alcohol consumption is outside the scope of state employment/duties and will be limited to after work hours, after state duties have ended, and off of state property.

#### IV. GENERAL STANDARDS:

A. OYA staff will not:

1. Consume any alcoholic beverage at the worksite.
2. Consume any alcoholic beverage during regular work hours.
  - a) The meal period is not a part of regular work hours, except for those staff whose meal period is considered a part of their regular work shift.

Employees will not consume alcohol during meal periods if, upon returning to work, they:

- i) Are to operate any equipment or motor vehicle;
  - ii) May meet or have contact with offenders, visitors, staff or other community partners; *and/or*
  - iii) May engage in hazardous or critical duties to maintain the safety and/or security of a facility, field office or any other officially-designated worksite.
- b) Regular work hours include the normal workday, or during the hours of training activity when participating in any job-related training.

3. Possess or have under the staff's control any alcoholic beverages on state property, unless the beverage is in its original, unopened container.

Possession will be limited to that period necessary to conveniently remove the beverage from the property.

4. Transport alcoholic beverages, opened or unopened, in a state-owned or -leased vehicle unless required to do so for official state business. In such permissible cases, the alcoholic beverages will be locked in the trunk of the vehicle.
5. Consume alcoholic beverages during work hours while on duty status, at a temporary worksite such as visiting an offender, or other official activities away from the normal worksite.

Staff attending any job-related training are considered to be participating in official state business.

6. Drive a state vehicle or privately-owned vehicle in an official capacity while under the influence of alcohol or intoxicants, as defined in statute. This includes driving to and from any job-related training.
- B. This policy is not intended to restrict the activities of staff during off-duty hours. It is expected, however, that off-duty activities will in no way detract from the staff's ability to satisfactorily accomplish his/her job duties.

**V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO**