



**NEW MEXICO JUDICIAL BRANCH**

**GENERAL PERSONNEL POLICY AND PROCEDURE**

Reference NMJBPR Part 1, Section 12.03  
NMJBPR Part 2, Section 23.03

Inquiries: AOC HR (505) 827-4937 or 827-4810  
Dev.: 12/1994; Rev: 1/24/07, 02/13/12

**DRUG-FREE AND ALCOHOL-FREE WORK PLACE  
AND  
DRUG/ALCOHOL TESTING**

**ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, acknowledge that I have  
(Print Name)

received, read and understand the Drug-Free And Alcohol-Free Work Place Policy, and the Drug/Alcohol Testing Policy, and I understand that I am responsible for adhering to these policies. I understand that being impaired *to any degree* by alcohol or a controlled substance while on duty for the New Mexico Judicial Branch will subject me to disciplinary action up to and including termination. I realize that the manufacture, distribution, dispensation, use or possession of a controlled substance or alcohol is prohibited on Judicial Branch property or when participating in any Judicial Branch training(s) or other associated activities or in any location where I am on duty performing work for the New Mexico Judicial Branch. Any violation of this policy shall subject me to disciplinary action up to and including termination.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Employee Personnel File

Dev: 1/2007, Rev: 2/13/2012