

## Sample Letter



Dear Orange County Employer:

As you may be aware, I along with the Orange County Board of County Commissioners and many residents in Orange County remain concerned about the substance abuse problem in our community. There is no single place that the impact of substance abuse can be more costly than in the workplace. We know that nationally 71% of all persons over the age of eighteen who use illicit drugs are employed. The affects of substance abusing employees often carries over to their work performance, productivity and safety, with negative consequences for other employees and customers. Furthermore, a recent study by the University of Buffalo Institute on Addictions found that in nearly 19% of all on-the-job fatalities, the person who died tested positive for alcohol, drugs or both.

Orange County has established a strategy through the Orange County Office for a Drug Free Community that attempts to attack the problem of substance abuse from all sides. The Drug Free Workplace/Business Committee was created specifically to provide technical assistance and support to employers.

We believe there are many potential advantages to developing and maintaining a drug free workplace such as:

- Reducing Absenteeism
- Accidents
- Improving Performance
- Productivity

We would like to hear from you - the Orange County employer. Enclosed you will find a brief two page survey that is being administered by the Orange County Office for a Drug Free Community with the assistance of the University of Central Florida School of Social Work. The purpose of the survey is to determine the prevalence of Drug Free Workplaces in Orange County and to examine the perceptions of how maintaining a Drug Free Workplace might benefit the employer.

This survey will take less than 15 minutes to complete and is anonymous unless you indicate at the end of the survey that you would like a copy of the final report or if you decide that you would like additional information on how to become a Florida Certified Drug Free Workplace. Becoming a drug free workplace in the State of Florida will result in a 5% reduction in insurance premiums as indicated by the Florida Workers' Compensation Office.

Please take a few minutes to complete the survey. A return stamped envelope is enclosed for your convenience. Your assistance is greatly appreciated and we want to thank you for doing your part to make Orange County a drug free community.

Sincerely,

Richard T. Crotty  
Mayor