RESOLUTION - ACTION REQUESTED 2016-275

MEETING:  June 14, 2016

TO:  The Board of Supervisors

FROM:  Steve Johnson, Human Resources Director - Risk Manager

RE:  Approve Amendments to the DOT Drug and Alcohol Testing Policy

RECOMMENDATION AND JUSTIFICATION:
Approve amendments to the Drug and Alcohol Testing Policy for safety-sensitive positions effective immediately as required by the Department of Transportation (DOT). Safety-sensitive positions are those that perform certain duties under the DOT’s Federal Transit Administration (FTA) and/or the Federal Motor Carriers Safety Administration (FMCSA) regulations. The FTA recently published updated drug and alcohol regulations which require the County to update its DOT Policy to coincide with the FTA updates.

The County was required to establish its initial DOT Policy in 1996 because of the implementation of the Omnibus Transportation Employee Testing Act of 1991. The Act was adopted to require drug and alcohol testing of operators of commercial motor vehicles. In 1997, the County’s DOT Policy was amended to add safety-sensitive positions that were affected by funding received by the FTA. The last update to the Policy was in 2006; this update incorporated changes that were recommended by the DOT as a result of an audit of the County’s policy to ensure compliance with federal regulations.

Recommended changes to the policy are shown either as a strike-through or are underlined.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors approved the initial DOT Policy on June 18, 1996 by Resolution No. 96-280. Subsequent revisions were made to the County’s policy on September 9, 1997 (Res. No. 97-366) and May 9, 2006 (Res. No. 06-169).

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would result in non-compliance with the DOT regulations governing safety-sensitive positions, which could place the County’s receipt of federal funding at risk.

FINANCIAL IMPACT:
N/A.

ATTACHMENTS:
CAO RECOMMENDATION
Requested Action Recommended

Mary Hodson
Mary Hodson, CAO 6/8/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Kevin Cann, District IV Supervisor
SECONDER: Marshall Long, District III Supervisor
AYES: Rosemarie Smallcombe, Marshall Long, Kevin Cann, John Carrier
EXCUSED: Merlin Jones
MARIPOSA COUNTY

DRUG AND ALCOHOL TESTING POLICY

FOR SAFETY-SENSITIVE POSITIONS
# MARIPOSA COUNTY

## DRUG AND ALCOHOL TESTING POLICY
For Safety-Sensitive Positions

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Purpose and Policy Objectives</td>
<td>1</td>
</tr>
<tr>
<td>Applicability</td>
<td>2</td>
</tr>
<tr>
<td>Definitions</td>
<td>2-5</td>
</tr>
<tr>
<td>Education and Training</td>
<td>5</td>
</tr>
<tr>
<td>Prohibited Substances</td>
<td>5-6</td>
</tr>
<tr>
<td>1. Illegally Used Controlled Substances or Drugs</td>
<td>5</td>
</tr>
<tr>
<td>2. Legal Drugs</td>
<td>6</td>
</tr>
<tr>
<td>3. Alcohol</td>
<td>6</td>
</tr>
<tr>
<td>Prohibited Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Drug Statute Conviction</td>
<td>6</td>
</tr>
<tr>
<td>Testing Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Drug Testing Procedures</td>
<td>7-8</td>
</tr>
<tr>
<td>Alcohol Testing Procedures</td>
<td>9</td>
</tr>
<tr>
<td>Pre-employment Testing</td>
<td>10</td>
</tr>
<tr>
<td>Reasonable Suspicion Testing</td>
<td>10-11</td>
</tr>
<tr>
<td>Post-Accident Testing</td>
<td>11-12</td>
</tr>
<tr>
<td>Random Testing</td>
<td>12</td>
</tr>
<tr>
<td>Return-to-Duty Testing</td>
<td>12-13</td>
</tr>
<tr>
<td>Follow-up Testing</td>
<td>13</td>
</tr>
<tr>
<td>Result of Drug/Alcohol Test</td>
<td>13-15</td>
</tr>
<tr>
<td>Grievance and Appeal</td>
<td>15</td>
</tr>
<tr>
<td>Proper Application of the Policy</td>
<td>15</td>
</tr>
</tbody>
</table>
MARIPOSA COUNTY

DRUG AND ALCOHOL TESTING POLICY

FOR SAFETY-SENSITIVE POSITIONS

A. STATEMENT OF PURPOSE AND POLICY OBJECTIVES

The Mariposa County Board of Supervisors is committed to preventing all substance abuse and its effects in the workplace and to maintaining an alcohol and drug-free environment. Mariposa County recognizes that its employees and contractors have a responsibility to the public to deliver service in a safe and conscientious manner, and that in order to achieve optimum safe and efficient job performance, its employees must be free from the effects of alcohol and other job-impairing substances.

It is Mariposa County's policy that its employees, contractors, and volunteers shall not be under the influence or in the possession of alcohol or any unauthorized controlled substance while on County property, at identified work locations, or while on duty or assigned on-call duty, shall not utilize, sell or provide drugs or alcohol to any other employee or to any person while employee is on duty, or shall not have their ability to work impaired as a result of the use of alcohol or drugs. This policy does not apply to authorized possession of a controlled substance or alcohol which occurs within the scope and duties of law enforcement employee duties.

Mariposa County provides public transit and paratransit services for the residents of Mariposa County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Mariposa County declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Any provisions set forth in this policy that are included under the sole authority of Mariposa County and are not provided under the authority of the above named Federal regulations are underlined.
B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part-time) when performing safety sensitive duties either under the Federal Transit Administration (FTA) or the Federal Motor Carriers Safety Administration (FMCSA) Regulations. Under the FTA, a safety-sensitive function is the operation of public transit vehicle including the operation of a revenue service vehicle (whether or not the vehicle is in the revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any other transit employee who is required to hold a Commercial Drivers License. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. Supervisors are only safety-sensitive if they perform one of the above functions. Volunteers are considered safety-sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense. Under the FMCSA, a safety-sensitive function is the operation of a vehicle with a gross weight rating of 26,001 or more pounds; or has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or is used to transport 16 or more passengers, including the driver; or is of any size and is used for the transportation of hazardous materials.

A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in Attachment A.

C. DEFINITIONS

Adulterated Specimen is a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food preparation or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Canceled Test is a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is canceled. A canceled test is neither positive nor negative.

Covered Employee means an employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

Designated Employer Representative (DER) an employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655

Drug and Alcohol Program Manager (DAPM) is responsible for administrating the program, is responsible for record keeping, preparation of the annual Management Information System (MIS) report, administering and scheduling the
random testing process, and serving as the Designated Employer Representative (DER), or liaison with drug and alcohol testing service agents.

Department of Transportation (DOT) For the purposes of Drug and Alcohol regulatory oversight, DOT is the department of the federal government which includes the, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers’ Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard, and the Office of the Secretary of Transportation.

Dilute Specimen. A specimen with creatinine and specific gravity values that is lower than expected for human urine.

Evidentiary Breath Testing Device (EBT) A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

FMCSA Accident means an occurrence involving a commercial motor vehicle operating on a public road in commerce and -
   a. A loss of human life; or
   b. bodily injury and immediately receives medical treatment away from the scene of the accident AND a citation was issued within 8 hours of the occurrence under State or local law for a moving violation arising from the accident; or
   c. One or more motor vehicles incur disabling damage as the result of the occurrence AND a citation was issued within 8 hours of the occurrence under State or local law for a moving violation arising from the accident.

FTA Accident means an occurrence associated with the operation of a vehicle even when not in revenue service, if as a result—

(1) An individual dies;

(2) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,

(3) One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

FTA Safety-Sensitive Functions include (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of
such a vehicle requires the driver to hold a Commercial Drivers License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle and (e) carrying a firearm for security purposes.

*Medical Review Officer (MRO)* means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute* A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

*Negative Test Result* for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.

*Non-negative Test Result* is a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

*Performing (a safety-sensitive function)* means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive Test Result* for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

*Prohibited Drug* means marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended, (See Attachment C)

*Revenue Service Vehicles* include all transit vehicles that are used for passenger transportation service or that require a CDL to operate. Include all ancillary vehicles used in support of the transit system.

*Substance Abuse Professional (SAP)* means a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse [ICRC] or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen* is a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.
**Test Refusal** The following are considered a refusal to test if the employee:

- Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- Fails to remain at the testing site until the testing process is complete;
- Fails to provide a urine or breath specimen for any drug or alcohol test required by part 40 or DOT agency regulations;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;
- Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fails or declines to take a second test the employer or collector has directed you to take;
- Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures;
- Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
- If the MRO reports that there is a verified adulterated or substituted test result; or,
- Failure or refusal to sign Step 2 of the alcohol testing form.
- Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- Admit to the collector or MRO that you adulterated or substituted the specimen.

**Verified Negative Test** means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

**Verified Positive Test** means a drug test result reviewed by a medical review officer and determined to have evidence of a prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

**Validity Testing** is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

**D. EDUCATION AND TRAINING**

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Attachment B of this policy.

E. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

1. **Illegally Used Controlled Substance or Drugs:** Under the Drug-Free Workplace Act of 1988 and any drug or any substance identified in Schedule I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Enforcement Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, as which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

2. **Legal Drugs:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to their supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions. This information will be maintained in strict confidence.

3. **Alcohol:** The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, or just after the performance of safety-sensitive job functions. Under County authority, an alcohol test can be performed any time a covered employee is on duty or when reporting to duty in an impaired condition.
F. PROHIBITED CONDUCT

(1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

(2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.

(3) The County shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.

(4) Each covered employee is prohibited from reporting to work or remaining duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

(5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

(6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

(7) The County, under its own authority also prohibits the consumption of alcohol all time's employee is on duty, or anytime the employee is in uniform.

(8) Consistent with the Drug-Free Workplace Act of 1988, all covered employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including Transit Department premises and transit vehicles.

G. DRUG STATUTE CONVICTION

Consistent with the Drug-Free Workplace Act of 1998, all employees are required to notify the Department management of any criminal drug statute conviction for a violation occurring in the work place within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in section Q of this policy.

H. TESTING REQUIREMENTS

Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40, as amended. All covered employees shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.

All covered employees who have tested positive for drugs or alcohol will be tested prior to returning to duty after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. Follow-up testing will also be conducted following return-to-duty for a period of one to five years, with at least six tests performed during the first year. The duration and frequency of the follow-up testing above the minimum requirements will be at the discretion of the Substance Abuse Professional.
A drug test can be performed any time a covered employee is on duty. An alcohol test can be performed just before, during, or after the performance of a safety-sensitive job function. Under County authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with Mariposa County. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in section Q of this policy.

I. DRUG TESTING PROCEDURES

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for the confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory test result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the County Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the result as negative to the DAPM and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee’s request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified
test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to
documental facts that were beyond the control of the employee. The County will ensure that the cost for the
split specimen are covered in order for a timely analysis of the sample, however, The County may seek
reimbursement for the split sample test from the employee if the re-test comes back positive.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary
specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not
scientifically adequate, the MRO will declare the original test to be canceled and will direct the DAPM to retest
the employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed.
If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be
retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is
positive, the primary and the split will be retained for longer than one year for testing if so requested by the
employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

Observed collections:

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same
gender) with no advance notice will occur if:

1. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the DAPM that
there was not an adequate medical explanation for the result;
2. The MRO reports to the DAPM that the original positive, adulterated, or substituted test result had to be
cancelled because the test of the split specimen could not be performed;
3. The collector observes materials brought to the collection site or the employee’s conduct clearly
indicates an attempt to tamper with a specimen; or
4. The temperature on the original specimen was out of range.

In addition, the DAPM may direct a collection under direct observation of an employee if the drug test is a
return-to-duty test or follow-up test.

J. ALCOHOL TESTING PROCEDURES

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety
Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol
Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also
approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be
performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The
confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The
confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will
identify each test by a unique sequential identification number. This number, time, and unit identifier will be
provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to
document the test, the subsequent results, and to attribute the test to the correct employee. The test will be
performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be
followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An employee who has confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

The Transit Department affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a canceled test.

The alcohol testing form (ATF) required by 49 CFR Part 40, as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

K. PRE-EMPLOYMENT TESTING

All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.

(1) All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be placed into a safety-sensitive position unless the applicant takes a drug test with verified negative results.

(2) A non-covered employee shall not be placed, transferred or promoted into a covered position until the employee takes a drug test with verified negative results.

(3) If an applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded.

(4) When an employee being placed, transferred, or promoted from a non-covered position to a covered position submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.

(5) If a pre-employment/pre-transfer test is canceled, the DAPM will require the applicant to take and pass another pre-employment drug test.

(6) In instances where a FTA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions. In instances when a FMCSA covered employee does not perform a safety-sensitive function for a period of 30 consecutive days or more regardless of reason, and during that period is not in the random testing pool, the employee will be required to take a USDOT pre-employment drug test and have negative test results prior to the conduct of safety-sensitive job functions.

(7) An applicant with a dilute negative test result will be required to retest.
(8) Applicants are required to report previous DOT covered employer drug and alcohol test results – failure to do so will result in the employment offer being rescinded. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide the DAPM proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

All County covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under the County’s authority, a reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

The DAPM shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q and 9 of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the management, and shall be attached to the forms reporting the test results. See Attachment E.

When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred to the SAP for an assessment. The Department Head shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the County. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.
M. POST ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident as defined in Section C of this policy.

FTA Fatal Accident - All FTA covered employees involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality will be tested, including all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident.

FMCSA Fatal Accident - All FMCSA covered drivers who were performing safety-sensitive functions with respect to the vehicle involved in an accident with a commercial motor vehicle operating on a public road in commerce that results in a fatality will be tested.

FTA Non-Fatal Accident - A FTA post-accident test of the operator will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator’s performance can be completely discounted as a contributing factor to the accident.

FMCSA Non-Fatal Accident - A FMCSA post-accident test will be conducted on all drivers who were performing safety sensitive functions with respect to the commercial motor vehicle who receive a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved bodily injuries requiring immediate medical treatment away from the scene; or one or more vehicles incurs disabling damage.

As soon as practicable following an accident, as defined in this policy, the supervisor investigating the accident will notify the covered employee(s) operating of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The appropriate supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
In the rare event that the County is unable to perform an FTA/FMCSA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the County may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA/FMCSA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

(1) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.

(2) The number of employees randomly selected for drug/alcohol testing during the calendar year shall not be less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations.

(3) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.

(4) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random testing pool of employees that are included under FMCSA authority.

(5) Random tests can be conducted at any time during an employee’s shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety-sensitive duty. However, under the County’s authority, a random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee’s shift.

(6) Employees are required to proceed immediately to the collection site upon notification of their random selection.

O. RETURN-TO-DUTY TESTING

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the Return-to-Duty test only when the employee has successfully completed the treatment requirement and is known to be drug-and-alcohol-free and there are no undo concerns for public safety.

P. FOLLOW-UP TESTING

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of
six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations, will be conducted under company authority, and will be performed using non-DOT testing forms.

Q. RESULT OF DRUG/ALCOHOL TEST

Any covered employee that has a verified positive drug or alcohol test will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.

A drug test with the result of negative dilute will/will not be retested.

A positive drug and/or alcohol test will also result in disciplinary action as specified herein:

1. As soon as practicable after receiving notice of a verified positive drug test result, a confirmed alcohol test result, or a test refusal, the County Drug and Alcohol Program Manager will contact the employee's supervisor to have the employee cease performing any safety-sensitive function.

2. The employee shall be referred to a Substance Abuse Professional for an assessment. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.

3. Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and may result in termination. A test refusal includes the following circumstances.
   a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
   b. Fails to remain at the testing site until the testing process is complete;
   c. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
   d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;
   e. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
   f. Fails or declines to take a second test the employer or collector has directed you to take;
   g. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures;
   h. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
i. If the MRO reports that there is verified adulterated or substituted test result;

j. Failure or refusal to sign Step 2 of the alcohol testing form;

k. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;

l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process;

m. Admit to the collector or MRO that you adulterated or substituted the specimen.

(4) For the first instance of a verified positive test from a sample submitted as the result of a random, drug/alcohol test (> 0.04 BAC), disciplinary action against the employee shall include:

(a) Mandatory referral to a Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a Return-to-Work Agreement (See Attachment D.);

(b) Failure to execute, or remain compliant with the Return-to-Work Agreement shall result in termination from employment.

(c) Compliance with the Return-to-Work Agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in section P of this policy;

(d) Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.

(e) A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from employment.

(5) The second instance of a verified positive drug or alcohol (> 0.04 BAC) test result including a sample submitted under the random, reasonable suspicion, return-to-duty, or follow-up drug/alcohol test provisions herein shall result in termination from employment.

(6) A verified positive post-accident, or reasonable suspicion drug and/or alcohol (>0.04) test shall result in termination.

(7) An alcohol test result of >= 0.02 to <= 0.039 BAC shall result in the removal of the employee from duty for 24 hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of >= 0.02 to <0.039 two or more times within a six month period, the employee will be removed from duty and referred to the SAP for assessment and treatment consistent with Section Q of this policy.

(8) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the SAP prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases him/her to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.
(9) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
(a) Mandatory referral to an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a Return-to-Work Agreement;
(b) Failure to execute, or remain compliant with the Return-to-Work Agreement shall result in termination from employment.
(c) Compliance with the Return-to-Work Agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
(d) Refusal to submit to periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
(e) A self-referral or a management referral to the employer approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
(f) Periodic unannounced follow-up drug/alcohol tests conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test in relation to the progressive discipline defined in Section Q of this policy.
(g) A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Mariposa County.
(h) A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
(10) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

S. PROPER APPLICATION OF THE POLICY

Mariposa County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisor/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regards to subordinates, shall be subject to disciplinary action, up to and including termination.
T. INFORMATION DISCLOSURE

Drug/alcohol testing records shall be maintained by the County Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

1. The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP referrals and follow-up testing plans.

2. Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor and Personnel Manager on a need to know basis.

3. Records will be released to a subsequent employer only upon receipt of a written request from the employee.

4. Records of an employee’s drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding. The information will only be released with binding stipulation from the decision maker who will make it available only to parties in the proceeding. Records will be released to the National Transportation Safety Board during an accident investigation.

5. Information will be released in a criminal or civil action resulting from an employee’s performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the preceding with a binding stipulation that it will only be released to parties of the preceding.

6. Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

7. Records will be released if requested by a Federal, State or local safety agency with regulatory authority over Mariposa County or the employee.

8. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40, as amended, necessary legal steps to contest the issuance of the order will be taken.

9. In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.
U. SYSTEM CONTACTS

Employees or any other interested party should direct questions concerning employee rights and obligations under this policy or any other aspect of Mariposa County's drug-free and alcohol-free workplace commitment to one of the following County representatives.

Mariposa County Drug and Alcohol Program Manager (DAPM)
Designated Employer Representative (DER)
Sandra Laird
Administrative Analyst
P.O. Box 1917
Mariposa, CA 95338
Telephone: 209-742-1379
FAX: 209-742-1378

Designated Employer Representative (DER)
Steve Johnson
Human Resources Director/Risk Manager
Mariposa County
P.O. Box 1917
Mariposa, CA 95338
Telephone: 209-742-1379
FAX: 209-742-1378

Medical Review Officer

IMRO Express
Philip A. Lopez, M.D. (or other contracted Medical Review Officer)
Medical Review Officer
3501 SW 18th Ave.
Miramar, FL 33029
Telephone: 954-592-8912

Third Party Administrator

Drugtech Toxicology Service, Jill Craig-Owner
P.O. Box 156
Ahwahnee, CA 93601
Telephone: 209-966-6454 or 1-800-362-0614
FAX: 209-966-6453
Attachment A
Administration Covered Classifications
Subject to Drug and Alcohol Testing

Title
Community Services Director**
Fleet Manager***
Road Superintendent*
Program Assistant**

Safety-Sensitive – Job Classifications
Subject to Drug and Alcohol Testing

Title
Commercial Truck Driver/Equipment Mechanic***
Equipment Mechanic/Heavy Equipment Mechanic ***
Equipment Mechanic Supervisor***
Equipment Operator – Solid Waste*
Maintenance and Construction Supervisor – Roads*
Maintenance Worker II—Roads*
Maintenance Worker III—Roads*
Maintenance Worker I – Solid Waste
Maintenance Worker II – Solid Waste
Medical Transportation Drivers**
Solid Waste and Recycling Manager*
Transit System Bus Drivers**

Notes:
(1) Only those employees classified in any of the above positions who are deemed to have safety-sensitive functions assigned to them will be subject to testing. Some individual employees not assigned to safety-sensitive functions may not be affected.
(2) This Attachment may be amended by the County from time-to-time as required.

* Covered pursuant to Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) Regulations.

** Covered pursuant to Department of Transportation (DOT), Federal Transit Authority (FTA) Regulations.

*** Covered pursuant to both FTA and FMCSA Regulations.
Attachment B
Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass] over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related)

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
• Forty percent of family court cases are alcohol problem related.
• Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
• More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

• 24,000 people will die on the highway due to the legally impaired driver.
• 12,000 more will die on the highway due to the alcohol-affected driver.
• 15,800 will die in non-highway accidents.
• 30,000 will die due to alcohol-caused liver disease.
• 10,000 will die due to alcohol-induced brain disease or suicide.
• Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

• It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
• Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
• A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.
Attachment C
Return-to-Work Agreement

This AGREEMENT is entered into on the date last below written by and between the County of Mariposa, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and __________________________, hereinafter referred to as "EMPLOYEE", in consideration of County's agreement to continue employment subsequent to the post-rehabilitation of Employee subject to Employee's agreement to the following:

(1) To abstain from the manufacture, distribution, possession or use of illegal drugs at any time.
(2) Not to report to work under the influence of illegal drugs or alcohol and not to possess or consume illegal drugs or alcohol while at work or working.
(3) To devote my best efforts to an earnest and sincere effort at rehabilitation and to follow my counselor's and therapist's directions and recommendations.
(4) To authorize persons involved in counseling, diagnosing, and treating me to disclose to my employer my progress and cooperation, my drug and alcohol use, and any dangers they perceive in connection with the performance of my job duties.
(5) To cooperate in a test of my breath, blood, or urine for evidence of alcohol/drug use on completion of rehabilitation.
(6) To cooperate in a minimum of six (6) unannounced follow-up tests of my breath, blood or urine for evidence of alcohol/drug use for a period of at least twelve (12) months following reinstatement to my job and, for additional testing as determined by a substance abuse professional for an additional 48 months of safety-sensitive duty following this first 12 month period.

I understand and agree that I am responsible for payment of all costs associated with my re-entry rehabilitation program and any required associated follow-up drug and alcohol testing. I understand and agree that I will be terminated from my employment with Mariposa County if I violate or revoke any part of this Agreement and also understand that after this Return-to-Work Agreement lapses and I test positive from any further drug/alcohol test, I will be terminated.

Further, I understand that this Agreement is not a guarantee of employment and that I may be terminated for lack of work, attendance or performance problems, future violations or other reasons, notwithstanding my compliance with this Agreement.

__________________________________________________________________________
Signature of Employee

Date

__________________________________________________________________________
Signature of Department Head

Date

__________________________________________________________________________
(Printed name of Department Head)

Date
ATTACHMENT D
OBSERVED BEHAVIOR
REASONABLE SUSPICION RECORD

Employee Name: ____________________________ Department: ____________________________

Area of Observations: ____________________________ Date/Time: ____________________________

Date of Observations: ____________________________ Time of Observations: ____________________________ (am/pm)

Only a County manager or Supervisor trained by CFR 49, Sec. 382.603 may complete this form regarding any employee whose behavior indicates the possible use/misuse of alcohol and/or a controlled substance.

RECORD OF OBSERVATIONS

Reasonable suspicion determined for: _______ Alcohol _______ Controlled Substances

1. APPEARANCE: Eyes____ Clothing_____ Face____ Hair____ Cleanliness____ Alertness____

Describe remarks listed above:______________________________________________________________

(Use reverse side of this page for continuation/additional remarks. All continued information must be initialed and dated)

2. BEHAVIOR: Normal____ Irritable____ Mood Swings____ Confused____ Lethargic____ Excited____

Depressed____ Excessive Gaiety____ Confrontational____ Staggers____ Sways/Leans____

Describe behavior:______________________________________________________________

(Use reverse side of this page for continuation/additional remarks. All continued information must be initialed and dated)

3. SPEECH: Normal____ Slow____ Deliberate____ Confused____ Exaggerated____ Loud____ Soft____

Describe Speech:______________________________________________________________

(Use reverse side of this page for continuation/additional remarks. All continued information must be initialed and dated)

4. ODORS: Normal____ Body____ Clothing____ Breath____ Masked____

Describe Odors:______________________________________________________________

(Use reverse side of this page for continuation/additional remarks. All continued information must be initialed and dated)

5. OTHER INDICATORS of controlled substances and/or alcohol abuse. Specify and describe:______________________________________________________________

(Use reverse side of this page for continuation/additional remarks. All continued information must be initialed and dated)

----------------------------------
OBSERVED BY:

Signature: ____________________________ Title: ____________________________ Date: ____________

Signature: ____________________________ Title: ____________________________ Date: ____________

(Second observer optional)