



City Policies

SUBJECT: ALCOHOL & DRUG ABUSE

NO: HR 15.0

EFFECTIVE: 01/26/90
REVISED: 01/01/95
REVISED: 11/01/05
REVISED: 07/26/07
REVISED: 09/24/07
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APPROVED: *Angel R. Escobar*
Angel R. Escobar, City Manager

DATE: 2/25/11

I. PURPOSE

The City of Corpus Christi has a responsibility to attempt to provide and maintain a safe and healthy workplace free from the influence of alcohol and drugs for its employees. The City will comply with the requirements of the Drug Free Workplace Act of 1988 and all drug testing regulations issued by the Department of Transportation (DOT). Drug and alcohol abuse by City employees endangers the health and safety of themselves, their fellow employees, and the citizens we serve. Eliminating such abuse will reduce accidents and injuries to persons and property, and reduce absenteeism and tardiness.

II. SCOPE

This policy applies to all City employees regardless of pay status or level in the organization, except for designated sensitive civilian Police personnel and sworn Police Officers and Firefighters who are covered by another city policy or collective bargaining agreement. Part time employees, temporary employees, and applicants for employment are also subject to applicable provisions of this policy.

In addition, employees who are covered by this policy may be subject to provisions of the Department of Transportation's (DOT) federal drug and alcohol testing programs as set out in City Policies HR 15.3 and 15.4 which apply to employees who hold positions in the City's Gas Department and/or to employees who are required to drive, or may be called upon to drive, a vehicle which requires a Commercial Driver's License, or City Policy HR 15.5 Drug & Alcohol Use & Testing for Licensed Marina Personnel Subject to US Coast Guard Regulations, CFR Titles 33 & 46.

The City recognizes that some positions require the handling of substances, containers, and/or paraphernalia that is prohibited by this policy. Performance of such duties, in the course and scope of employment, is not considered a violation of this policy.

III. DEFINITIONS

ACCIDENT – a collision or incident involving a motor driven vehicle or motor driven equipment, resulting in property damage or personal injury.

AUTHORIZED USE OF ALCOHOL - limited to official City events which the City Manager has approved for alcohol service and consumption. Unless authorized by the City Manager, alcohol consumption is strictly prohibited for on-duty employees.

BEING UNDER THE INFLUENCE OF ALCOHOL - having a breath alcohol concentration of 0.04 or greater.

DRUG PARAPHERNALIA - The definition of "Drug Paraphernalia" contained in Section 481.002 of the Texas Health and Safety Code is hereby adopted for this policy. Examples of drug paraphernalia will include, but are not limited to, the following:

- A scale or balance used or intended for use in weighing or measuring a controlled substance.
- A capsule, balloon, envelope, or other container used or intended for use in packaging small quantities of a controlled substance.
- An object used or intended for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body.

CITY INVESTIGATION – a fact finding review, conducted by a representative of the involved employee's department, of the accident and/or accident site and the circumstances leading up to and resulting in the accident.

CITY PREMISES OR WORKSITES - includes all property, buildings, structures, job sites, parking lots, means of transportation, motor vehicles, equipment, and machinery owned, leased, or otherwise used for City business. An employee's personal vehicle is also included in this definition when being used to conduct City business or when parked on City premises or worksites during an employee's working hours, including lunch and break times.

CONTROLLED SUBSTANCES - includes all substances covered by the Federal Drug Abuse Prevention and Control Act (21 U.S.C. 801 et. seq.) or the Texas Controlled Substances Act (Chapter 481, Texas Health and Safety Code). Controlled substances include, but are not limited to, amphetamines, marijuana, barbiturates, methadone, benzodiazepines, methaqualone, morphine, codeine, and anabolic steroids. A controlled substance is "unauthorized" if the employee does not have a valid prescription for that substance at the time of its use or possession.

DETECTABLE LEVEL - a quantity of a drug or drug metabolite equal to or greater than the detection level for that substance as established by this policy.

FAILING A DRUG TEST - confirmation of initial test results which shows evidence of the presence of a detectable level of an illegal drug in the body. Also included are test results that indicate a prescribed medication is being taken in a manner or dosage other than as prescribed.

ILLEGAL DRUGS - any unauthorized controlled substances including, but not limited to, heroin, cocaine, crack cocaine, cannabinoids (Marijuana, hashish, THC), PCP (phencyclidine), and LSD (lysergic acid diethylamide).

PASSING A DRUG TEST - initial or confirmation test results which do not show evidence of the presence of a detectable level of an illegal drug in the body.

ON-CALL AFTER HOURS TESTING: Call the Human Resources Department assigned cellular phone (215-1981) and the HR staff member with drug testing duty will take the information and contact the testing provider.

PART-TIME EMPLOYEE: Part-time employee means any employee in a regularly budgeted position routinely assigned to work less than forty (40) base hours per seven-day work period.

SUBSTANCE ABUSE PROFESSIONAL – A person who evaluates employees who have violated a drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

TEMPORARY EMPLOYEE: Temporary employee means any employee hired for a fixed term or to perform a specific task. (This excludes temporary employees provided by third party service providers as those employees are tested by the third party agency for which they are employed.)

IV. EMPLOYEE ASSISTANCE PROGRAM (EAP)

It is recognized that drug and alcohol problems can be treated. The City of Corpus Christi believes it has a responsibility to offer assistance to City employees through the Employee Assistance program, (EAP) but that the initiative in asking for and obtaining such help is the responsibility of the employee. Employees who **first** seek help through their Department Director, or designee, or Director of Human Resources or designee, for a prohibited drug and/or alcohol related problem **before it is discovered through reasonable suspicion, employee conduct, or testing authorized under this policy**, shall be allowed to participate in a rehabilitation program as recommended by the Employee Assistance Program counselor who is a Substance Abuse Professional, and as otherwise agreed to in writing by the Department Director, or designee, or Director of Human Resources, or designee, and the employee. *Note: The employee must have sought help before the employee's city identification number is pulled in the process of generating the random test list and/or before being directed to submit to testing in the event of a reasonable suspicion.*

The employee will consent to disclosure of medical or other information related to treatment to the Director of Human Resources or designee, and other city management personnel as deemed necessary by the Director of Human Resources or designee, or the city's designated physician. Failure to authorize such release of information will result in the denial of the employee's request for assistance, and subsequent termination of employment. It is the employee's responsibility to provide to the Director of Human Resources or designee proof of a substance abuse professional's evaluation, treatment plan, and evidence of completion of the rehabilitation program.

The Director of Human Resources or designee will:

1. determine if an employee involved in **self-referral** to a drug rehabilitation program may be returned to duty,
2. ensure that an employee, upon completing rehabilitation, passes a return-to-work drug and alcohol test, and,
3. if absent from work for more than ten (10) consecutive work days, passes a fitness for duty test by the City's designated physician, in accordance with this policy before returning to duty, and
4. determine a schedule of unannounced follow-up drug/alcohol testing for an employee who had returned to duty after rehabilitation to confirm his/her continuing drug free status.

Upon returning to duty from alcohol and/or drug rehabilitation treatment which was entered into as a result of an employee's self-disclosure of a prohibited drug-related problem or alcohol problem, an employee will be subject to follow-up drug testing without prior notice for up to twelve (12) months from the date of return, with the frequency being determined by the Director of Human Resources or designee.

An employee who is returned to work under the above provisions must fully comply with all provisions of this policy and the terms of any follow-up or related self-referral agreements with the City and/or any support providers identified in the rehabilitation and/or treatment plan.

While medical costs of rehabilitation are the sole responsibility of the employee, medical plan insurance may be used to the extent provided under the individual's health insurance coverage. Existing leave policies (Family and Medical Leave Act, sick leave, personal leave, vacation, or special leave requests without pay) may be requested for use during rehabilitation periods.

An employee on leave under this policy shall be required to report biweekly on his/her status and intent to return to work by contacting the employee's Department Director, or designee.

V. PROHIBITED ACTIVITIES

The following activities are prohibited for covered employees:

1. Use, possession, manufacture, distribution, or sale of illegal drugs or drug paraphernalia, at any time.
2. Distribution or sale of authorized controlled substances, at any time.
3. Having an illegal drug present in his/her body, at any time.
4. Unauthorized use or possession of alcohol while on any City premises or worksite and/or during working hours, including lunch and break times.
5. Being under the influence of alcohol while on any City premises or worksite and/or during working hours, including lunch and break times.
6. Unauthorized storing of any illegal drug, drug paraphernalia, or alcohol in a locker, desk, vehicle, equipment, or any other City premises or worksites.
7. Use of alcohol off City premises or worksites during off duty hours which affects the employee's ability to safely and fully perform assigned job duties, renders the employee a danger to self or others at work, or which brings discredit upon the City or the public service.
8. Switching or adulterating any breath or urine specimen submitted for testing.
9. Failing to submit or refusing to submit a specimen for testing when required under this policy. Consent is indicated by signing any form required by the City's designated Specimen Collection and Alcohol Testing Service Provider, or laboratory collecting the specimen for testing.
10. Refusal to submit to an inspection of any desk, locker, or other City property, premises, or worksites under an employee's control when asked to do so by a supervisor, department Director, or designee, or City investigator.
11. Failure to meet requirements of any mandatory drug and/or alcohol treatment or counseling program in which an employee is enrolled.
12. Conviction under any criminal drug statute.
13. Public conduct at any time involving alcohol or illegal drugs under circumstances which bring discredit upon the City or the public service.
14. Failure to notify the Department Director or Director of Human Resources **in writing** of any arrest, conviction, probation, deferred adjudication or pre-trial diversion under any criminal drug statute at the beginning of the next work shift after such event or finding.
15. Failure to report to the supervisor the use of a prescription drug or over the counter medication which may impair the employee's behavior or physical ability to safely and fully perform assigned duties, and failure to provide written pharmaceutical information on the prescription drug or over the counter medications used, or failure to provide a written statement by the

employee's physician that the prescription drug or over the counter medication is safe to use while performing his/her assigned job functions.

16. Failure to keep prescribed medicine in its original container or to provide other proof of identification of drug prescription and prescribing physician.
17. Taking, using or being under the influence of a prescribed medication in a manner or dosage other than as prescribed.
18. Refusing to sign a statement agreeing to comply with the City's Alcohol and Drug Policy.
19. Failure of a City employee to report the use or possession on City premises or worksites, and/or during working hours, including lunch and break times, of an illegal drug or unauthorized alcoholic beverage by another City employee.
20. Failure of a City employee to report the existence of an unauthorized alcoholic beverage or illegal drug on City premises or worksites.
21. Reporting for duty while on "on call" status under the influence of alcohol or with an illegal drug present in his/her body and/or the inability to report to work as required in a condition to safely and fully perform assigned duties due to alcohol or drug use.
22. Failing to adhere to provisions of any agreement executed by the employee which requires treatment or counseling for alcohol or drug abuse.
23. Failing a drug test administered under this or any other City policy

VI. CONDITION OF EMPLOYMENT – APPLICANTS

During pre-employment screening, applicants will be advised that they are subject to drug testing. Any job offer will be contingent on passing a drug test. Applicants will be required to sign a consent form acknowledging this policy as a condition of employment. Consent is indicated by signing any form required by the City's Specimen Collection and Alcohol Testing Service Provider for laboratory collection of the specimen for testing.

Applicants who fail the drug test will not be allowed to reapply for twelve (12) months **after** the date of the test. However, he/she can be eligible to reapply during this twelve (12) month period, if he/she presents evidence of his or her completion of a physician-approved rehabilitation program and consents to random testing for twelve (12) months after the effective date of his/her employment.

VII. ACKNOWLEDGEMENT OF COMPLIANCE WITH POLICY

Compliance with the City of Corpus Christi's Alcohol and Drug Policy is a condition of employment for all employees covered by this policy. Covered employees will be required to sign an acknowledgement of understanding which will become part of each employee's Human Resources file.

VIII. TESTING ADMINISTRATOR

The Director of Human Resources, or designee, is the Testing Administrator of this policy, with full authority to order that employees comply with its provisions, to oversee the integrity of the drug testing, procedures, and general administration of this policy.

IX. DRUG AND/OR ALCOHOL TESTING

The following drug and/or alcohol testing will be conducted under this policy:

Pre-employment - All job offers are contingent upon selected applicant passing a drug test.

Pre-assignment – Before assuming a safety sensitive position, current employees must pass a drug test.

Reasonable Suspicion - If individualized reasonable suspicion exists that an employee is under the influence of alcohol or has used or possessed any illegal drug, in violation of this policy, the employee will be required to submit a urine specimen for drug testing and/or breath sample for alcohol testing ***immediately or as soon as practicable.***

Post-Accident - Whenever a City investigation determines that a driver/operator employed by the City was involved in an accident, involving a motor driven vehicle or motor driven equipment, regardless of fault, which involves a fatality, bodily injury which requires emergency medical care in a clinic or emergency room, or damage to property, an employee will be required to submit a urine specimen for drug and a breath sample for alcohol testing ***immediately after the accident or as soon as practicable.***

However, if a driver/operator, while operating a motor driven vehicle or motor driven equipment, damages an underground cable or pipeline the operator will be required to submit a urine specimen for drug testing and a breath sample for alcohol testing only if the Director of Human Resources, or designee, determines that it meets the criteria for testing, based upon the facts presented by the department representative following his/her investigation of the event

Specific to damaging an underground cable or pipeline, the following will apply:

1. If work was commenced without the guidance of a line locator and the employee damages the underground cable or pipeline, testing will be mandatory, unless the service provider refused a request for a line locator.
2. If a line locator accurately identifies the line location and the operator damages the underground cable or pipeline, testing will be mandatory.
3. If the operator accurately avoids the location identified by the line locator and damages the line, finding that the line was not accurately marked by the line locator, the employee will not be tested.

Return-to-Duty - A City employee who returns from leave taken for any reason for longer than thirty (30) calendar days, who is covered by this policy, is required to undergo a drug and alcohol test before the employee may return to work.

An employee absent due to leave associated with self-referral under the policy will be required to pass return-to-work drug and alcohol testing, and a fitness for duty test by the City's designated physician, before returning to duty

In addition to other drug testing required by this policy, upon returning to duty from alcohol and/or drug rehabilitation treatment which was entered into as a result of an employee's self-disclosure of a prohibited drug or alcohol related problem, an employee will be subject to follow-up drug and alcohol testing without prior notice for up to twelve (12) months from the date of return.

Random Testing - As of January, 2006, employees in safety sensitive positions are subject to random testing. A safety sensitive position means an employment position involving job duties which if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, co-workers, and/or the public. This applies to safety sensitive positions at the time an employee reports to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety sensitive positions subject to random testing under this policy are identified by title in the attached addendum. Employees in safety sensitive positions will be selected for testing on a random basis in a manner to ensure that each covered employee has a substantially equal chance of selection.

1. Regular, full-time employees - a minimum of thirty percent (30%) of regular, full-time employees in safety sensitive positions will be drug tested every twelve (12) months.
2. Part-time and/or Temporary employees - a minimum of five percent (5%) of part-time and/or temporary employees in safety sensitive positions will be drug tested every twelve (12) months.

In addition, employees who are covered by this policy may be subject to provisions of the Department of Transportation's (DOT) federal drug and alcohol testing programs as set out in City Policies HR 15.3 and 15.4 which apply to employees who hold positions in the City's Gas Department and/or to employees who are required to drive, or may be called upon to drive, a vehicle which requires a Commercial Driver's License, or City Policy HR 15.5 Drug & Alcohol Use & Testing for Licensed Marina Personnel Subject to US Coast Guard Regulations, CFR Titles 33 & 46.

Employees to be tested will be selected by a computer based random number generator. Each employee shall have an equal chance of being tested each time a random drug testing list is generated. Random tests will be unannounced and the dates for administering random tests will be spread reasonably throughout the calendar year

Upon notification, a randomly selected employee must proceed to the testing site immediately, or, if the employee is performing a safety sensitive function at the time of notification, the employee shall be directed by the Department Director or designee, to cease the performance of the function and proceed to the testing site as soon as possible.

Alcohol Testing - An employee who has a breath alcohol content of 0.04% or greater during working hours, including lunch and break times will be presumed to be under the influence of alcohol and in violation of this policy. Alcohol testing will be conducted in the event of reasonable suspicion or post-accident.

An employee who was tested and had an alcohol concentration of 0.02 or greater, but less than 0.04, or used alcohol within 8 hours of an accident, or consumed alcohol within four hours prior to duty, shall not be permitted to return to duty requiring the performance of a safety sensitive function until the employee has undergone a return to duty alcohol test with a result which indicates an alcohol concentration of less than 0.00.

X. TESTING PROCEDURES

Drug testing will be conducted using a laboratory certified by the United States Department of Health and Human Services (SAMHSA/CAP FUDTP). Chain-of-custody procedures will be followed to account for the integrity of each urine sample by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

Each specimen submitted for testing under the testing provision of this policy, will be assayed for the presence of the following compounds.

<u>DRUG GROUP</u>	EMIT SCREEN DETECTION LEVEL <u>*ng/ml</u>	GC-MS CONFIRMATION DETECTION LEVEL <u>*ng/ml</u>
Amphetamines	500	250
**Barbiturates	300-1000	200
Benzodiazepines	300	200
Cocaine Metabolites	150	100
Marijuana Metabolites	50	15
Methadone	300	200
Methaqualone	300	200
Opiates Metabolites	300	300
Phencyclidine	25	25
Propoxyphene	300	200

*nanograms/milliliter

** The limit of detection varies according to the specific drug and/or metabolites present.

Employee's consent for testing is indicated by signing any form required by the Specimen Collection and Alcohol Testing Service Provider or laboratory collecting the specimen for testing.

An employee reasonably suspected of the use or possession of illegal drugs, and/or being under the influence of alcohol, or in the event post-accident testing is required, or in the event of self-referral for a drug or alcohol related problem, will be taken to the City Specimen Collection and Alcohol Testing Service Provider for testing. **For safety purposes, the employee will not be allowed to drive him/herself for specimen collection or alcohol and/or drug testing or to drive him/herself home or back to work.** The Department Director, at his/her discretion, may have the employee taken home and paid for the time required to get test results or may assign the employee to safe duty pending the test results. If the employee is subject to the DOT-CDL HR 15.4, DOT-Gas Department Drug Policy HR 15.3 or the Licensed Marina Personnel Drug Policy HR 15.5, the return-to-work provisions of those policies will control when the employee may be allowed to resume his/her job duties.

The Medical Review Officer (MRO) for the City of Corpus Christi will be the designated City Medical Advisor or any physician designated by the City's Director of Human Resources, or designee, who is a licensed physician with knowledge of drug abuse disorders.

The MRO shall review the results of drug testing before they are reported to the Director of Human Resources and will interpret confirmed positive test results to determine if there is an alternative medical explanation for the confirmed positive result. After review, the MRO shall deliver test results directly to the Director of Human Resources, or designee.

If the test result of the primary specimen is positive, the applicant or employee may request that the MRO direct that the split sample be tested in a different certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result. Upon receipt of the test result of the split specimen which reaffirms the test results of the primary specimen, the employee and the Director of Human Resources shall be notified within one work day. Upon receipt of the test result of a split specimen which fails to reconfirm the presence of the drug(s) or drug metabolites found in the primary specimen, the MRO shall cancel the test, and report the cancellation and the reasons for it to the City and the employee.

The fee for transferring and retesting a split specimen to another certified laboratory, upon timely request to the MRO by a City applicant or employee, is to be prepaid by cash, cashier's check, or money order by the requesting employee directly to the collection facility, who is responsible for forwarding payment to the certified laboratory performing the test. The MRO will determine which certified laboratory will perform the test. Fees for such tests are dependent upon the fee schedule of the certified laboratory performing the test, and can be expected to cost approximately \$100.

Upon a confirmed positive drug test result, or a breath alcohol concentration of 0.04 or greater, the employee shall be placed on administrative leave with pay and taken home, pending disciplinary review.

Upon a test result of an alcohol concentration of 0.02 or greater, but less than 0.04, an employee shall be removed from duty, and, if it is the first occurrence, will be allowed to use leave under existing leave policies, if applicable, (Family and Medical Leave Act, sick leave, personal leave, vacation, or special leave requests without pay). In the event of a second occurrence of an alcohol concentration of 0.02 or greater, but less than 0.04, the employee shall be placed on administrative leave with pay, pending disciplinary review.

If the MRO's review indicates a legitimate medical explanation for the confirmed positive test result, no further action will be taken against the employee and an applicant will be eligible for hire.

If the MRO's review determines there is no legitimate medical explanation for the positive test result, the employee tested will be subject to disciplinary action up to and including termination upon the first offense or if an applicant for employment, the applicant will not be eligible for hire for the position applied for.

XI. DRUG-FREE AWARENESS PROGRAM

A Drug-Free Awareness Program will provide an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. This program will inform employees about:

- The dangers of alcohol and drug abuse in the workplace,
- This City's Alcohol and Drug Policy;
- The availability of treatment and counseling for employees who voluntarily seek such assistance through the Employee Assistance Program; and
- The discipline which will be imposed for violations of this policy.

XII. RECORDS PROCEDURES

RELEASE OF INFORMATION - Requests for employment verification or references for an individual terminated under this policy shall be forwarded to the Human Resources Department for response.

REPORTING CONVICTIONS TO FEDERAL AGENCY - In compliance with the Drug Free Workplace Act, the Human Resources Department will notify the appropriate federal agency within ten (10) days after receiving notice from the employee of a conviction under criminal drug statutes.

Employees are required to notify their Department Director or Director of Human Resources **in writing** of any arrest, conviction, probation, deferred adjudication or pre-trial diversion under any criminal drug statute at the beginning of the next work shift after such event or finding.

XIII. CONSEQUENCES FOR VIOLATION OF THIS POLICY

A. The following violations of this policy will result in automatic and mandatory termination upon first offense:

1. Use, possession, manufacture, distribution, or sale of any illegal drug, or drug paraphernalia, while on city premises or worksites and/or during working hours, including lunch and break times.
2. Distribution or sale of any authorized controlled substance while on City premises or worksites and/or during working hours, including lunch and break times
3. Driving or operating a personal vehicle while on City business, or any City motor driven vehicle, motor driven equipment at any time while having an illegal drug present in his/her body.
4. Unauthorized use or possession of alcohol during working hours on any City premises or worksites including lunch or other break periods.
5. Driving or operating any City motor driven vehicle, motor driven equipment, or a personal vehicle while on city business, including lunch and break times, while under the influence of alcohol.
6. Failing to take a test or refusing to take a test and/or refusal to submit a specimen for alcohol and/or drug testing when required under this policy.
7. Being under the influence of alcohol, as determined by a breath alcohol test administered under this policy.
8. Failing to participate in and/or to comply with any alcohol or drug rehabilitation and/or follow-up testing program, whether mandatory or self-referral.
9. Having a second occurrence of a test result of an alcohol concentration of at least 0.02, but less than 0.04.

B. Violations of other provisions of this policy will result in discipline up to and including termination.

C. On the first occurrence of a test result of an alcohol concentration of at least 0.02, but less than 0.04, a letter of reprimand will be placed in the employee's official personnel file and the employee will not be allowed to resume job duties until:

1. the Substance Abuse Professional has evaluated and released the employee to return to duty; and
2. the employee has taken an alcohol test with a resulting alcohol concentration of less than 0.02; and
3. the employee has passed a drug test, if determined by the Substance Abuse Professional that a drug test is necessary for the employee; and
4. the employee has complied with any recommended rehabilitation based on the Substance Abuse Professional's assessment or the provisions of any disciplinary agreement between the department Director and the employee regarding rehabilitation.

Failure of the employee to participate in and/or comply with the procedures outlined in items one through four (1-4) outlined in Section XIII.C will result in automatic and mandatory termination.

XIV. QUESTIONS REGARDING THIS POLICY

Questions regarding this policy shall be directed to the Director of Human Resources, or designee, who may be contacted at 361-826-3315

EMPLOYEE ACKNOWLEDGEMENT FORM

HR 15.0 ALCOHOL AND DRUG ABUSE POLICY

I have received a copy of the City of Corpus Christi's HR 15.0 Alcohol and Drug Abuse Policy, as revised February 25 2011. I understand that compliance with this policy is a condition of employment.

I have carefully heard and/or read this policy and understand its content. I have been given an opportunity to ask questions about this policy and to receive explanations.

I agree to comply with this policy. I understand that failure to do so will result in my being in violation of this policy and will subject me to disciplinary action up to and including termination on the first offense.

I understand that employees who first seek help through their Department Director, or designee, or Director of Human Resources or designee, for a prohibited drug and/or alcohol related problem **before it is discovered through reasonable suspicion, employee conduct, or testing authorized under this policy**, shall be allowed to participate in a rehabilitation program as recommended by the Employee Assistance Program counselor who is a Substance Abuse Professional, and as otherwise agreed to in writing by the Department Director, or designee, or Director of Human Resources, or designee, and the employee. I acknowledge that *I must seek help before my city employee identification number is pulled in the process of generating the random test list and/or before being directed to submit to testing in the event of a reasonable suspicion.*

I understand that in addition to the Citywide Alcohol and Drug Abuse Policy, HR 15.0, that I may also be subject to the provisions of Department of Transportation's (DOT) federal drug and alcohol testing programs as set out in City Policies HR 15.3 and 15.4 which apply to employees who hold positions in the City's Gas Department and/or to employees who are required to drive, or may be called upon to drive, a City commercial vehicle which requires a Commercial Driver's License (CDL), or City Policy HR 15.5 Drug & Alcohol Use & Testing for Licensed Marina Personnel Subject to US Coast Guard Regulations, CFR Titles 33 & 46. If I am covered by more than one City Alcohol and Drug Abuse Policy, I understand that I must remain in compliance with each policy which applies to the position I hold as a condition of employment.

(PRINT) Employee's Name

Employee's ID #

Employee's Signature

Date

Department Name

Please return to: Human Resources Department, Employee Personnel File

SAFETY SENSITIVE POSITIONS BY POSITION NUMBER
(drives two or more hours per week)

Department	Position Number	Description
Airport Building Maintenance	4668	Technical Specialist
Airport Maint. & Operations	2929	Engineers Assistant I
Airport Operations	2962	Airport Operations Specialist
Airport Public Safety	2984	Airport Public Safety Chief
Central Cashiering	221	Section Supervisor
Development Services	3224	Program Manager
Development Services Admin	5016	Asst to City Manager
Facility Management & Main.	3176	Air-conditioning Main. Mech.
Facility Management & Main.	3168	Architect
Facility Maintenance	3174	Management Aide
Gas Construction	4909	Planner/Scheduler
Inspections Operations	1419	Permit Officer
Major Projects Activity	260	Engineer
Messenger Service	233	Mail Clerk
Messenger Service	5198	Mail Clerk
MIS Database Support	69	Business Unit Manager
MIS Database Support	4792	Application Specialist
MIS / Police	947	Network Administrator
Municipal Court-Administration	29	Dir of Municipal Court Services
Municipal Court-Administration	30	Asst Dir of Municipal Court
Parks and Recreation - Athletics	2080	Program Manager
Parks and Recreation - Aquatics	2120	Program Manager
Parks and Recreation - Latchkey	2122	Program Manager
Parks and Recreation - JAC	4225	Case Manager
Planning	336	Senior City Planner
Planning	4202	Asst. Dir. Development Service
Planning	1437	Planning Technician
Police DEA	3293	Intelligence Analyst
Police Auto Taskforce	4736	Management Assistant
Police Auto Taskforce	4982	Intake/Investigative Specialist
Police Identification	855	Multi Media Specialist
Police Vehicle Pound Operation	834	Vehicle Impound Control Officer
Police Maintenance	3408	Facilities Maintenance Superintendent
Police Technical Services	808	Staff Assistant
Police Metro Com	894	Management Aide
Solid Waste Collection	1745	Collections Coordinator

Solid Waste Administration	1588	Support Services Asst.
Solid Waste Administration	3429	Executive Assistant
Solid Waste Administration	1593	Administrative Manager
Process Mgmt Division	4603	Senior Project Manager
Special Services	294	Engineer's Assistant I
Storm Water Education Svc	3594	Contract Administrator
Storm Water Environ Svc	2581	Environmental Quality Specialist I
Storm Water Environ Svc	3597	Environmental Quality Specialist I
Storm Water Environ Svc	2582	Environmental Quality Specialist I
Storm Water Environ Svc	3598	Environmental Quality Specialist I
Street Office & Yard	3773	Assistant Director of Street Services
Street Reconstruction	1491	Work Coordinator
Street Office & Yard	1483	Sr. Management Asst.
Network, Storage, & Server Supp	1459	Sr. Network Administrator
Traffic Signals	5121	Technical Specialist
Utility Business Cost	130	Customer service rep
Warehouse Stores	3699	Stores Supervisor
Warehouse Stores	3101	Stock Clerk
Wastewater	2642	Work Coordinator
Wastewater	2657	Work Coordinator
Wastewater	3606	Work Coordinator
Wastewater	4506	Work Coordinator
Wastewater	4917	Work Coordinator
Wastewater Elect & Intru Supp	4913	Scheduling Coordinator
Wastewater Pretreatment	4467	Work Coordinator
Water	2383	Work Coordinator
Water	2390	Work Coordinator
Water	2392	Work Coordinator
Water	2418	Work Coordinator
Water	2458	Work Coordinator

SAFETY SENSITIVE POSITIONS BY JOB CODE

JOB CODE	TITLE	JOB CODE	TITLE
MYM435	Administrative Manager Air-Conditioning	SNS820	Master Electrician
SNI510 (gas)	Maintenance Mechanic Airfield & Grounds	CNI360	Messenger
ONS850 (cdl)	Supervisor Airport Operations	LNI650 (gas)	Meter Repairperson
TNI770	Specialist Airport Operations & Maint.	ONI820	Metro Com Technician
SNI770	Coordinator	ONS760	Metro Com Supervisor
MYM540	Airport Public Safety Chief	DYI850	Microbiologist
ANS110	Airport Public Safety Officer I		
ANS120	Airport Public Safety Officer II	DYS260	Nutrition Program Coordinator
ANS140	Airport Public Safety Training Coordinator	DYI480	Health District Nutritionist
XNI140	Animal Control Officer I	NYM330	Operations Manager
XNI150	Animal Control Officer II	ONI170	Outreach Worker
XNS170	Animal Control Supervisor- Field Operations	SNI540	Painter
ONS330	Aquatics Area Supervisor		
CNI370	Aquatics Attendant Cashier		
ONI310	Aquatics Instructor	SNI890	Park Operations Technician
CNS310	Asst Cashiering Supervisor		
ONS320	Aquatics Manager		
EYM510 (gas)	Asst Dir of Gas Operations	LNS380	Park Operations Supervisor
		LYS460	Park Operations Supt.
EYM530	Asst Dir of Storm Water Operations	ONS810	Parking & Transportation Supervisor
EYM540	Asst Dir of Wastewater Operations	LNI100	Parking Attendant
		ONI780	Parking Lot Assistant
		SNI530	Parking Meter Repair Person
		LNS360	Parking Meter Supervisor
ONS350	Asst Program Manager	DNS100	Parts Foreman
		TYI660	Pavement Info & Maintenance System Manager
XNS210	Asst Vehicle Impound Supervisor	ONI790	Permit Officer
LYS450	Beach Maintenance Supervisor	EYM410	Physician
ONS385	Beach Permit Team Leader		
MYM292	Brush Collection Supt.	MYM560	Plan Examiner Coordinator
LNI150	Building & Grounds Custodian I	TNI215	Plan Examiner I
LNI160	Building & Grounds Custodian II	TNI225	Plan Examiner II
		MYM800	Planner/Scheduler
		LNS500 (cdl)	Plant Operations Foreman
NYM470	Building Maintenance Supervisor		
TNI280	Building Maintenance Technician		
MYM850 (gas)	Call Center Manager		
CNI550 (gas)	Call Center Representative		

CNS320 (gas)	Call Center Supervisor	EYM190	Police Chief
SNI550	Carpenter and Joiner	DYS680 (pol)	Police Identification Supervisor
NYI820	Case Manager	TNI570 (pol)	Multimedia Specialist
DYI860	Chemist I	SYS760	Police Vehicle Supervisor
DYI870	Chemist II	DYI510	Pretreatment/Regulatory Coordinator
MYM293 (cdl)	Chief Landfill Foreman	NYM350	Program Manager
EYM100	City Manager	XNI220	Prisoner Transporter
AYS180	City Marshal	DNI500	Property Advisor
DYI150	Claims Adjuster	MYM910	Public Health Administrator
CNI180 (pol)	Communication Clerk	TNI470	Public Health Inspector I
ONS760 (pol)	Communications Supervisor	TNI480	Public Health Inspector II
ONI460	Community Service Aide		
ONI120	Community Service Officer	NYI560	Public Health Nurse
DNI260	Compliance Officer		
SNI260 (cdl)	Concrete Finisher	ONS370	Recreation Coordinator I
SNS270	Concrete Foreman	ONS380	Recreation Coordinator II
TNI310	Construction Inspector	ONI350	Recreation Leader
LNI140	Cook	LNI710	Refuse Collector
DNI890	Crime Analyst		
TNI520 (pol)	Crime Scene Investigator	MYM740	Safety & Risk Manager
LNS830	Custodial Maintenance Supervisor	DNI700	Safety Coordinator
LNS130	Custodial Supervisor		
LNI120	Custodial Worker	TNI500	Public Health Sanitarian
ANI170	Deputy City Marshal	LNI740	Sanitary Fill Attendant
EYMS25	Deputy Director Water Operations		
XNI260	Detention Officer	LNS310 (cdl)	Sanitation Foreman
XYS120	Detention Officer Supervisor	XNI100	School Crossing Guard
EYM200	Dir of Aviation	DYI660	Senior Companion Project Coordinator
MYM520	Dir of EMS	TYS450	Senior Inspector
EYM430 (gas)	Dir of Gas Operations	XNS190 (marina)	Senior Marina Specialist
EYM340	Dir of Public Health		
EYM360	Dir Solid Waste Operations		
EYM460	Dir of Storm Water/Street Operations	NYI570	Senior Public Health Nurse
EYM440	Dir of Wastewater Operations	LNI490	Senior Pump Operator
EYM450	Dir of Water Operations	ONS360	Senior Recreation Leader
SNI100	Duplicating Machine Operator		
SNI590	Electrician Trainee	DYS420	Senior Services Supervisor
SNI100	Duplicating Machine Operator		
MYM590	Emergency Management Coordinator	SNS230	Senior Street Foreman
NNI730	Emergency Management Specialist	LNS850	Senior Vehicle Pool Attendant
TNI710	Engineering Technician I		
TNI720	Engineering Technician II		
TNI730	Engineering Technician III		
ONI250	Engineer's Assistant I		
ONI260	Engineer's Assistant II	SNI720	Service Technician
DYI170	Environmental Program Spec Air Quality	ONS820	Shop Manager

DY1180	Environmental Prog Spec Wastewater Mgmt	SNI800	Sign Fabricator
DYS580	Environmental & Consumer Hlth Srv Mgr	LNS890	Signs & Markings Crew Leader
MYM530	Environmental Services. Supt.	SNI810	Signs & Markings Inspector
TNI640	Environmental Quality Specialist I	LNI320	Signs & Markings Tech
DYS220	Epidemiologist		
DYS540	Equip Maintenance Superintendent	SNS470 (cdl) SNS300 (gas,cdl) LNI530 (cdl)	Sr Equipment Mechanic Sr Equipment Operator Sr Garage Serviceperson
SNI470	Sr. Maintenance Mechanic		
SNS220 (cdl)	Equipment Mechanic Foreman	ONS880	Sr Group Leader
LNS770 (gas)	Equipment Mechanic Supervisor	DYI240	Sr Land Agent
LNI410 (gas,cdl)	Equipment Operator	SNI470	Sr Maintenance Mechanic
TNI560 (pol)	Latent Print Examiner		
NYM460	Facilities Manager		
ONI185	Field Representative		
LNI200 (gas)	Field Service Technician		
DYS380	Field Services Supervisor	SNI880 (cdl)	Storm Water M & O Technician
NYM230	Fire Protection Engineer		
TNI550	Firearms Examiner		
EYM650	Fleet Management Superintendent	SNI210	Street Inventory Inspector
NNS720	Fleet Operations Supervisor	SNS250 (gas,cdl)	Street Maintenance Foreman
LNS270	Foreman	SNI730	Survey Tech
LNS550 (cdl)	Garage Service Foreman		
LNI520 (cdl)	Garage Serviceperson	TNI740	Taxicab Inspector
LNI420	Gardner	LNI560 (gas, cdl)	Trades Helper
SYS250 (gas)	General Foreman	TNI890	Technical Specialist
		SYS580	Traffic Signal Superintendent
		LNI720 (cdl)	Truck Operator
XNI120	Gulf Beach Lifeguard Gulf Beach Lifeguard	CNI480 (gas)	Utility Dispatcher
XYS100	Supervisor	LNI390 (gas)	Utility Line Locator
XNS110	Gulf Beach Senior Lifeguard		
SNS970	Heavy Equipment Mechanic		
SNS970 (gas,cdl)	Heavy Equipment Operator		
TNI430	Inspector	TNI840	Vector Control Surveillance Tech I
SNI710 (gas)	Instrumentation Technician	TNI850	Vector Control Surveillance Tech II
TNI810	Irrigation Technician I	XNI200	Vehicle Impound Control Officer
SNI600 (cdl)	Journeyman Electrician		
SNI790	Journeyman Plumber	SNS570	Vehicle Pool Supervisor
NYM560	Juvenile Assessment Center Superintendent	LNS560	Vehicle/Equipment Admin. Inspector
XNS180	Kennel Master	TNI120	Vehicle/Equipment Specialist
ONS400	Kitchen Supervisor	DNI160	Victim Case Manager
ONI280	Laboratory Assistant	MYM291	Waste Collection Superintendent
CNI340	Laboratory Clerk	MYM210	Wastewater Collections System Superintendent
MYM550	Laboratory Director	SNI850 (cdl)	Wastewater Collections Technician
TNI330	Laboratory Technician I		
TNI340	Laboratory Technician II	MYM230	Wastewater Facilities Superintendent
LNI730	Laborer		
LNS750 (cdl)	Landfill Foreman		

MYM270	Landfill Manager		
ONI810 (cdl)	Landfill Operator	MYM220	Wastewater Treatment Superintendent
LNI110	Lead Parking Attendant	SNI845 (cdl)	Wastewater Treatment Technician
LNS540	Lead/Garage Serviceperson	SNI855 (cdl)	Water Distribution Technician
SNS995	Lead Vehicle Pool Attendant	MYM120	Water Production Superintendent
		SNI840 (cdl)	Water Production Technician
TNI360	Licensed Vocational Nurse I		
	Licensed Vocational Nurse II	SNI860 (cdl)	Water Supply Technician
TNI370			
ONI290	Lifeguard I		
ONI300	Lifeguard II	SNI830	Welder
LNI690	Maintenance Mechanic	MYM810 (gas)	Work Coordinator
	Maintenance Mechanic Foreman		
SNS210 (cdl)		MYM450	Zone & Code Enforcement Admin.
LNI670	Maintenance Painter		
TNS610	Master Building Main. Tech		
MYM340 (marina)	Marina Superintendant		
XNI240 (marina)	Marina Specialist I		
XNI250 (marina)	Marina Specialist II		
XNI180 (marina)	Marina Specialist III		
SNS190 (marina)	Marina Field Supervisor		
TNI760 (marina)	Marina Maintenance Tech		
ONI110	Management Aide (marina)		