

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 1 of 16		

I. **INTRODUCTION**

- A. **Purpose:** Amador County is committed to providing the following: a safe work environment for employees, the fostering of the well-being and health of its employees, a work environment which reduces to the extent possible risk to County employees and the general public (with concomitant risk of liability to the County), and the appearance to the public of an alcohol- and drug-free work force. Amador County is also required, when it receives State and/or federal grant funds, to enforce the State and/or federal Drug-Free Workplace Acts (California Government Code 8350 *et seq.*, and 41 U.S.C. Chapter 10, respectively). Those commitments and responsibilities are jeopardized when an employee (1) uses alcohol during working hours, (2) comes to work under the influence of alcohol or a controlled substance, or (3) engages in the use, possession, manufacture, dispensing, distribution, or sale of alcohol or a controlled substance in the workplace. Therefore, the Amador County Board of Supervisors has established the policy set forth herein.

It is the goal of this policy to balance respect for individuals with the need to maintain a safe, productive, and drug-free workplace and to comply with State and federal Drug-Free Workplace legislation as well as legislation governing testing to detect and deter the use of alcohol and controlled substances. Amador County intends to offer a helping hand to those who need it, while sending a clear message that the use or possession, or impairment of job performance by the use of, controlled substances and/or alcohol in the workplace is incompatible with any employment for the County.

- B. **Scope:** This policy refers to alcohol and all substances, legal or illegal, that have the capacity to impair an individual's ability to effectively and safely perform the functions of his/her job. This policy applies to the following:
1. All employees of and volunteers for the County of Amador; and
 2. The following contractors providing services to the County of Amador:
 - a. Any contractor who provides services that require the contractor to perform the work called for by the contract at a County location (property either owned or leased by the County or on which County programs and services are provided), unless excepted under (c) below.

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 2 of 16		

- b. Any contractor who provides services at other locations unless the department head for the department obtaining the services requests a waiver in writing, and such waiver request is concurred in by the County Administrative Officer.
- c. Examples of services in which a waiver of the policy is appropriate are (i) consulting services that involve production of a report that is sent to the County, where the persons preparing the report do not regularly travel to or work at County locations; (ii) repair or maintenance services of a limited nature (such as repairing a window or plumbing fixture) that are obtained through use of a purchase order not to exceed \$4,500.00.
- d. Examples of services in which a waiver of the policy is not appropriate are (i) contractors that provide drug and alcohol counseling or treatment services (wherever located) to County-referred individuals; (ii) contractors that provide day care for children or in-home care for dependent individuals (wherever located).
- e. This policy generally will not apply to contracts for the purchase of goods only.
- f. In order to obtain a waiver, the department head must request the waiver in writing at the time the contract is forwarded to the Board of Supervisors for signature, and the County Administrative Officer must concur in the recommendation.

C. **Definitions:**

- 1. **Collection site:** As used in this policy, the term “collection site” means a place where individuals present themselves for the purpose of providing body fluid, breath or tissue samples to be analyzed for specified controlled substances and/or alcohol.
- 2. **Controlled substance:** As used in this policy, the term “controlled substance” shall mean a controlled substance in schedules I through V of section 202 of the

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION:	HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING
ISSUE DATE:	August 6, 2002	
PAGE NO:	3 of 16	

Federal Controlled Substances Act (21 U.S.C. 812) and as further defined in sections 1308.11-1308.15 of Title 21 of the Code of Federal Regulations (“C.F.R.”). For safety drivers, a “controlled substance” is a substance defined in 49 C.F.R. section 40.21(a).

3. **Conviction:** As used in this policy, the term “conviction” shall mean a finding of guilt (including a plea of *nolo contendere*) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
4. **Criminal drug statutes:** As used in this policy, the phrase “Acriminal drug statutes” shall mean a Federal or State criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.
5. **Employee(s):** As used in this policy, the term “employee(s)” shall include all individuals employed by the County of Amador, all individuals employed by a special district and working at Amador County workplaces, and all individuals employed by the State of California but, by contract between the County of Amador and State of California, assigned by the State of California to work in offices of the County of Amador.
6. **Federal testing requirements:** As used in this policy, the phrase “federal testing requirements” means the requirements set forth in 49 C.F.R. part 40 and 49 C.F.R. part 382, subpart C.
7. **Illegal drugs:** As used in this policy, the term “illegal drugs” shall include the unlawful use of controlled substances and the unlawful use of prescription medication.
8. **Medical Review Officer:** As used in this policy, the term “Medical Review Officer” shall mean a licensed doctor of medicine or osteopathy with knowledge of drug and alcohol abuse disorders that is employed or used by the County to conduct drug and alcohol testing in accordance with this policy.
9. **Post-accident testing:** As used in this policy, the phrase “post-accident testing” means the testing of a safety driver after an accident in the following circumstances: (i) the accident involves the loss of human life, or (ii) the driver receives a citation for a moving traffic violation arising from the accident and the accident involves either bodily injury to any person necessitating medical

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 4 of 16		

treatment away from the scene of the accident, or disabling damage to one or more motor vehicles necessitating transportation from the scene by tow truck or other motor vehicle.

10. **Random selection process:** As used in this policy, the phrase “random selection process” means that the selection of safety drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method according to which each safety driver has an equal chance of being selected for testing each time selections are made.

11. **Reasonable cause:** As used in this policy, the term “reasonable cause” means that the County believes the on-the job behavior and/or actions of an employee are indicative of the use of a controlled substance or alcohol. Such behavior may include, but is not limited to, the following:
 - a. Direct observation of on-the-job alcohol or drug use, including indications of the chronic and withdrawal effects of controlled substances.
 - b. Visible signs on-the-job of possible intoxication or influence of drugs or alcohol.
 - c. A pattern of on-the-job abnormal conduct or erratic behavior consistent with the use of drugs and/or alcohol.
 - d. Possession of alcohol, suspected illicit or unauthorized drugs, or drug paraphernalia when any one or more of these items are found on the employee or in an area or vehicle controlled, occupied, or used by the employee.
 - e. Established history of drug/alcohol abuse on the job.
 - f. Arrest or conviction for a drug-related offense or driving under the influence.
 - g. Newly discovered evidence that an employee has tampered with a previous drug or alcohol test.
 - h. Information provided either by reliable and credible sources or independently corroborated of on-duty use of alcohol or on- or off-duty use of illegal drugs.

Reasonable cause for testing of safety drivers must be based upon specific, contemporaneous, observations concerning the appearance, behavior, speech or body

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 5 of 16		

odors of the driver (including, in the case of controlled substances, indications of the chronic and withdrawal effects of controlled substances). Such observations must be made by a supervisor trained in accordance with DOT regulations.

12. **Safety driver:** As used in this policy, the phrase “safety driver” shall include any County employee whose position requires that he or she operate a motor vehicle (i) that requires a commercial driver’s license, (ii) that has a gross vehicle weight rating or gross combination weight rating of 26,001 or more pounds, (iii) of any size that is engaged in transporting hazardous materials in amounts requiring placarding, or (iv) that is designed to transport 15 or more passengers, including the driver.

13. **Supervisor:** As used in this policy, the term "supervisor" means any County officer or employee having management or supervisory responsibility over any other officer or employee. Supervisor includes forepersons, supervisors, assistant department heads, and department heads.

14. **Under the influence of alcohol:** As used in this policy, the phrase “under the influence of alcohol” for employees other than safety drivers shall mean a blood alcohol level of 0.08 or higher or exhibiting signs of intoxication. For safety drivers, “under the influence of alcohol” shall mean an alcohol concentration (measured in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test) of 0.04 or higher.

15. **Under the influence of a controlled substance:** As used in this policy, the phrase “under the influence of a controlled substance” shall mean testing positively for any controlled substance using a breath or urine test.

16. **Volunteer:** As used in this policy, the term “volunteer” shall include all individuals who fall within the scope of County of Amador Policy No. 2-245, Use of Non-County Employees (Volunteers and Agency Placements).

17. **Working hours:** For employees, the phrase “working hours” shall mean those hours of the day that an employee is expected to be on duty to perform services for the County and shall include meal periods, rest breaks, and being in any County vehicle. For most full-time employees, working hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays. For contractors, the phrase “working hours” shall mean those hours when a contractor is performing activities pursuant to a contract with the County of Amador. For volunteers, the

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 6 of 16		

phrase “working hours” shall mean those hours when a volunteer is performing volunteer activities for the County of Amador.

18. **Workplace:** As used in this policy, the term “workplace” shall include all offices, buildings and locations owned, rented leased or controlled by Amador County and occupied (during working hours) by employees of Amador County. The term “workplace” shall also include any work site where an employee is present performing services as part of his/her employment with the County of Amador (including field work). "Workplace" includes any County vehicle including County vehicles that are used by employees to commute from home to a County employee’s place of work or to home from a County place of work.

II. **PROHIBITED CONDUCT; DISCIPLINE; EMPLOYEE ASSISTANCE**

- A. **Prohibited Conduct:** In order to maintain an alcohol- and drug-free workplace, the following behavior is prohibited, whether on the part of employees, contractors or volunteers:
 1. **Controlled substances:** Employees, contractors and volunteers are prohibited from the manufacture, distribution, dispensing, possession, sale, trade, or use of alcohol or a controlled substance in any and all workplaces of the County. "Alcohol" includes alcohol in closed or sealed cans, bottles, or other container.
 2. **Reporting to work under the influence of alcohol or a controlled substance:** Employees, contractors and volunteers are prohibited from possessing or using alcohol during working hours and from reporting to a County workplace during working hours under the influence of alcohol or a controlled substance. In addition, safety drivers are prohibited from reporting for work within four hours after using alcohol.
 3. **Unlawful use of prescription medication:** Employees, contractors and volunteers are prohibited from the unlawful use of prescription medication.
 4. **Inability to perform duties:** The lawful use of prescription medication is permitted, unless such medication impairs the functioning of an employee, contractor or volunteer to the extent that he/she cannot safely and effectively perform his/her duties. If the function of an employee or volunteer appears impaired to such an extent that he/she cannot safely and effectively perform his/her duties, the County of Amador reserves the right, to be exercised at the

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND	
ISSUE DATE: August 6, 2002	DRUG-FREE WORKPLACE;	
PAGE NO: 7 of 16	DRUG & ALCOHOL TESTING	

discretion of the employee's or volunteer's Department Head or the Administrative Director, to require that the employee obtain medical clearance prior to performing further work duties.

5. **Reporting:** A supervisor who has reasonable cause to suspect that any employee is violating or has violated any provision of this Policy shall report that suspected violation immediately to his or her immediate superior and simultaneously to the County Administrative Director. A supervisor's failure to report immediately the suspected violation is prohibited conduct of the supervisor and may lead to disciplinary action against the supervisor. The purpose of this section is to allow the County to conduct testing and inspection immediately. Supervisors reporting safety drivers shall have received training in accordance with DOT regulations.

- B. **Disciplinary Actions for Violation of this Policy:** Violation of this policy by an employee shall constitute just and sufficient cause for major discipline of an employee, up to and including termination. Discipline of an employee will be imposed in accordance with the provisions outlined in the current employee bargaining agreement. Volunteers in violation of this policy are subject to the termination under the terms as outlined in Amador County Policy #2-245-Use of Non-County Employees (Volunteers and Agency Placements).

- C. **One-Time Disciplinary Waiver:** An employee with a substance abuse problem (including the abuse of illegal drugs and/or alcohol) who is facing disciplinary action for behavior relating to such substance abuse may, subject to County approval/discretion, on a one-time basis, receive a waiver of such discipline under the following conditions:
 1. The employee seeks qualified assistance through the EAP, or a qualified provider of the individual's choice, and the County and the employee allow Program staff to conduct an evaluation of the problem with a recommendation for a "Get Well Program". This is defined as a program designed to provide the employee with a means of receiving treatment while being allowed to keep his/her job.
 2. The employee shall meet all the conditions and requirements of the "Get Well Program" subject to verification by the County.

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 8 of 16		

3. The employee will be subject to unannounced follow-up testing for a period not to exceed five (5) years. A positive test during this period will constitute the equivalent of a voluntary resignation. Safety drivers are subject to additional requirements as set forth in Section III below.

D. **Conviction Under A Drunk Driving Or Criminal Drug Statute**

1. **Employee's obligation:** An employee shall notify the Administrative Director of the County of Amador in writing of that employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) days after such conviction. In addition, any person required to operate a vehicle on County business (including County vehicles or any other vehicle) shall notify the Administrative Director in writing if his or her license has been suspended no later than five (5) days after such suspension. Failure to make such a notification shall constitute a violation of this policy.

2. **County's obligation:** Within thirty (30) days after receiving notice from an employee of a conviction under a criminal drug statute for a violation occurring in the workplace, the County shall take appropriate personnel action against the employee, up to and including termination (in accordance with the provisions outlined in the current employee bargaining agreement), or require that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health law enforcement, or other appropriate agency.

E. **Employee Assistance:** Everyone shares in the responsibility of maintaining a safe work environment, and drug and alcohol abuse are recognized as treatable conditions.

1. **County Responsibility:** It is the responsibility of supervisors to inform, advise, and refer employees to the Employee Assistance Program (EAP) whenever they see changes in performance or behavior that suggest an employee has a drug and/or alcohol problem. Although it is not the supervisor's job to diagnose personal problems, the employee should be encouraged to seek help, and the supervisor should provide information concerning available resources.

2. **Employee Assistance Program (EAP):** The EAP is available to assist employees who may have a drug and/or alcohol usage problem. Employees are urged to seek confidential assistance from the EAP; however, while Amador

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION:	HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING
ISSUE DATE:	August 6, 2002	
PAGE NO:	9 of 16	

County will be supportive of those who voluntarily seek help, the County will be equally firm in identifying and disciplining those who abuse drugs and/or alcohol and fail to seek assistance or those who continue such abuse after assistance has been provided.

3. **Treatment/Rehabilitation:** If an employee acknowledges that he/she has a substance abuse problem (including abuse of illegal drugs and/or alcohol), and has not been subject to any form of disciplinary action for this reason, a one-time medical leave of absence may be granted upon prior approval of the County. This leave will be for the sole purpose of participation in a County-approved treatment/rehabilitation program, will be without pay, must have the recommendation of the Department Head, and will be for a maximum of ninety (90) days. An agreement will be executed by the employee and the County known as a “Back to Work Agreement” which will spell out the conditions and terms for said leave. Reasonable accommodation under the Americans with Disabilities Act is available for those suffering from alcoholism, but does not apply to alcohol-related misconduct or to illegal drug use. An employee suffering from alcoholism who believes that he/she is in need of reasonable accommodation should discuss his/her needs with his/her Department Head or with the Administrative Director.

4. **Post Rehabilitation:** The County reserves the right to conduct unannounced follow-up testing as a condition of employment for an employee returning from a voluntary rehabilitation program for a period of up to five (5) years following completion of the program and return to work. Failure to adhere to the terms and conditions of the “Back to Work Agreement” or a violation in any other manner of the conditions outlined in this policy will result in immediate termination. For safety drivers, the County shall refer the employee to a substance abuse professional and conduct follow-up testing in accordance with DOT regulations.

5. **Supervisory Training:** All supervisors shall receive at least 60 minutes of training on alcohol misuse and an additional 60 minutes training on controlled substances use. The training will be used by supervisors to determine whether reasonable suspicion exists to require an employee to undergo testing. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 10 of 16		

III. TESTING

A. Reasonable Suspicion Testing

1. Upon reasonable cause, the County shall require any employee, contractor or volunteer to be tested for the use of controlled substances and/or alcohol. An employee, contractor or volunteer shall submit to testing, upon reasonable cause, for the use of controlled substances and/or alcohol when requested to do so by the County.
2. The conduct giving rise to the suspicion shall have been witnessed by a supervisor, who shall document the reasons for the reasonable suspicion testing within 24 hours of the observed behavior or before the results of the tests are released, whichever is earlier. In addition, if the conduct giving rise to the reasonable suspicion consists of visible signs of possible intoxication or influence of drugs or alcohol, or a pattern of abnormal conduct or erratic behavior consistent with the use of drugs or alcohol, then the witness must have received training in the identification of actions, appearance, or conduct that are indicative of the use of controlled substances and alcohol.
3. If the County directs an employee to undergo drug or alcohol testing based on a reasonable suspicion, the employee will be (a) immediately transported to a collection site for the collection of a breath or urine sample, and (b) placed on administrative leave from the time of the initial testing until the results are received and reviewed by the County. If the employee is being required to undergo a reasonable suspicion test, the employee shall be so informed and shall not be told that the test is any other type. In the event the results are positive, the employee will be in violation of this policy and subject to disciplinary action as set forth above. The County shall ensure that all reasonable suspicion tests are performed in conformance with federal testing requirements.

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 11 of 16		

B. Additional Testing Requirements for Safety Drivers

In addition to the Reasonable Suspicion Testing applicable to all employees, safety drivers shall also be subject to additional testing as set forth below.

1. **Pre-employment Testing:** Prior to the first time a safety driver begins to perform safety-sensitive functions in his or her employment, the safety driver must have passed a controlled substances test with a verified negative test result.
2. **Random Testing Requirements:** The County shall use a random selection process to select and request safety drivers to be tested for the use of controlled substances and/or alcohol. The number of tests conducted shall be unannounced, shall be spread throughout the calendar year, and shall equal or exceed the percentage of safety driver positions for which testing is required by law (10% for alcohol testing and 50% for controlled substances testing, unless modified by the Federal Highway Administrator). Any safety driver so selected shall submit to controlled substance or alcohol testing upon notification by the County. The sample shall consist of a breath test for alcohol testing or a urine specimen for controlled substance testing, and the test shall be performed in conformance with federal testing requirements.
3. **Post-Accident Testing:** As soon as practicable following an accident involving a County vehicle, the County shall require a safety driver to provide a urine sample and breath sample to be tested for the use of controlled substances and alcohol respectively if (i) the accident involves the loss of human life, or (ii) the driver receives a citation for a moving traffic violation and the accident involves either bodily injury to a person necessitating medical treatment away from the scene of the accident, or disabling damage to one or more motor vehicles necessitating transportation from the scene by a two truck or other motor vehicle. No alcohol test shall attempt to be administered after eight hours following the accident, and no controlled substances test shall attempt to be administered after thirty-two hours following the accident. A safety driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing; however, nothing in this section shall be construed to require the delay of necessary medical attention for injuries or to prohibit a safety driver from obtaining assistance or necessary emergency medical care.

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 12 of 16		

4. **Return-to-duty Testing:** Any safety driver found to have engaged in conduct prohibited by this policy concerning alcohol shall undergo a return-to-duty alcohol test, which must show a result indicating an alcohol concentration of less than 0.02. Any safety driver found to have engaged in conduct prohibited by this policy concerning controlled substances shall undergo a return-to-duty controlled substances test, which must show a verified negative result for controlled substances use.

5. **Follow-up Testing:** Each safety driver who engages in conduct prohibited by this policy and Federal regulation shall be referred to and evaluated by a substance abuse professional, who shall determine what assistance, if any, the employee needs to resolve problems associated with alcohol or controlled substances abuse. For any safety driver determined to need such assistance, the substance abuse professional shall ascertain if the employee has followed any prescribed rehabilitation program and shall design a system of unannounced follow-up testing following the employee's return to duty. At least six follow-up tests shall be conducted in the first twelve months following the return to duty. Follow-up testing may occur for periods up to five years, as determined by the substance abuse professional. All follow-up testing for safety drivers shall be conducted in accordance with Federal regulations.

C. Refusal to Submit to Testing Procedures

Any employee who refuses to be tested under the provisions of this policy shall be treated as if he or she had submitted a positive test, and the employee shall be subject to discipline in accordance with the employee's covered Memorandum of Understanding. In addition, any safety driver who refuses to be tested under the provisions of this policy shall not be permitted to operate a county vehicle or to perform any safety-sensitive job function.

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 13 of 16		

D. Notification, Recording, and Confidentiality of Test Results

1. **Notification of Test Results:**

- a. The Medical Review Officer shall report to the County whether a safety driver's test was positive or negative and, with regard to controlled substances, identify if possible the specific controlled substance for which the test was positive.
- b. The County shall notify the driver if the tests results of any random, reasonable suspicion, post-accident, return-to-duty or follow-up testing is verified positive, including identification of the substance or substances that were verified as positive.

2. **Recordkeeping:**

- a. The County shall ensure that all records related to the administration and results of the testing program for safety drivers shall be maintained for such period as shall be required by applicable regulations.
- b. All records shall be maintained in a secure location with controlled access.
- c. The County shall maintain the following information in separate files for each safety driver: the type of testing for which the driver submitted a breath or urine sample, the date and location of collection, the identity of the persons or entities performing the collection and the analysis of the specimen, the identity of the medical review officer, whether the test finding was positive or negative, and if positive, the substance identified in the test.
- d. The County shall produce upon demand by any Department of Transportation agency and permit the Federal Highway Administrator to examine all records related to the administration and results of the testing performed pursuant to this policy.

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 14 of 16		

3. **Confidentiality:** All controlled substance or alcohol test results shall be kept confidential and not subject to disclosure except as provided in this policy or otherwise required by State or federal law.

IV. ALCOHOL AND DRUG-FREE AWARENESS

The County shall distribute and explain this policy to all current employees, new employees, volunteers, and contractors. Each employee and contractor will be required to sign a receipt acknowledging that they have read and understood its contents and will abide by the policy as a condition of employment/contract. (see Attachments AA@ and AB@).

RESPONSIBLE DEPARTMENTS

ADMINISTRATIVE AGENCY - Personnel Division

REFERENCES

BOS Policy Resolution No. 95-311
 BOS Policy Resolution No. 97-120
 BOS Policy Resolution No. 98-002
 BOS Policy Resolution No. 99-42
 BOS Policy Resolution No. 00-443
 BOS Policy Resolution No. 01-072
 BOS Policy Resolution No. 01-366
 BOS Policy Resolution No. 02-367
 California Government Code Section 8350 *et seq.*
 41 U.S.C. Chapter 10
 49 C.F.R. Part 382
 49 C.F.R. Part 40
 Use of Non-County Employees (Volunteers and Agency Placements) - Policy No. 2-245
 Employee Assistance Program (EAP) - Policy No. 2-600

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 15 of 16		

ATTACHMENT "A"

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND DRUG-FREE WORKPLACE; DRUG & ALCOHOL TESTING	
ISSUE DATE: August 6, 2002		
PAGE NO: 16 of 16		

ATTACHMENT "A"

**ALCOHOL-FREE AND DRUG-FREE WORKPLACE
AND DRUG & ALCOHOL TESTING
POLICY ACKNOWLEDGMENT FORM**

I hereby certify that I have received a copy of the **AMADOR COUNTY ALCOHOL-FREE AND DRUG-FREE WORKPLACE AND DRUG & ALCOHOL TESTING POLICY** concerning maintenance of an alcohol-free and drug-free workplace as required by 41 U.S.C. Chapter 10 and California Government Code Section 8350 *et seq.*; and drug and alcohol testing as required by the Federal Highway Administration, 49 C.F.R. Part 382 and Department of Transportation procedures for transportation workplace drug testing programs, 49 C.F.R. Part 40. I have read and understand the provisions outlined in the policy, and I agree that I will abide by that policy as a condition of my employment or contract with the County of Amador. I acknowledge that if I violate the Amador County Alcohol-Free and Drug-Free Workplace and Drug & Alcohol Testing Policy, I will be subject to disciplinary action, up to and including immediate termination of employment, or termination of my contract with the County of Amador. I agree that I will notify my immediate supervisor of any criminal drug statute conviction for a violation occurring at my workplace no later than five (5) days after such conviction, and if I am required to operate a County vehicle or drive on County business, I will report any suspension of my driver's license.

Print Name: _____

Signed: _____

Department: _____

Date: _____

COUNTY OF AMADOR		Number
POLICY & PROCEDURES MANUAL		2-300
SECTION: HUMAN RESOURCES	ALCOHOL-FREE AND	
ISSUE DATE: August 6, 2002	DRUG-FREE WORKPLACE;	
PAGE NO: 17 of 16	DRUG & ALCOHOL TESTING	

ATTACHMENT "B"

**ALCOHOL-FREE AND DRUG-FREE WORKPLACE
AND DRUG & ALCOHOL TESTING
POLICY ACKNOWLEDGMENT FORM
FOR CONTRACTORS**

The undersigned, authorized signatory for _____ (the "Contractor"), certifies as follows:

1. Contractor has received a copy of the **AMADOR COUNTY ALCOHOL-FREE AND DRUG-FREE WORKPLACE AND DRUG & ALCOHOL TESTING POLICY** concerning maintenance of an alcohol-free and drug-free workplace as required by 41 U.S.C. Chapter 10 and California Government Code Section 8350 *et seq.*; and drug and alcohol testing as required by the Federal Highway Administration, 49 C.F.R. Part 382 and Department of Transportation procedures for transportation workplace drug testing programs, 49 C.F.R. Part 40.
2. All of Contractor's officers, sub-contractors, and agents who perform services pursuant to the Contract to which this Attachment "B" is attached will abide by that policy as a condition of the Contract.
3. If any of such officers, employees, sub-contractors, or agents violates the Amador County Alcohol-Free and Drug-Free Workplace and Drug & Alcohol Testing Policy, the County of Amador may terminate the Contract immediately.

Federal I.D. No. or Social Security No.:

Printed Name:

Signed: _____ Date

Title: