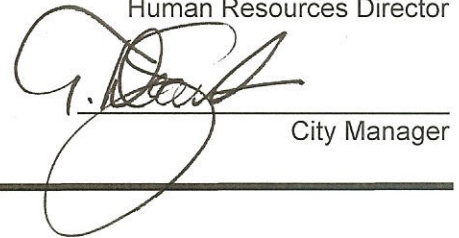


Approved:

City of Riverside, California
Human Resources Policy and Procedure Manual


Human Resources Director


City Manager

Number: III-9 Effective Date: 11/2007

SUBJECT: RANDOM DRUG AND ALCOHOL TESTING POLICY FOR EMPLOYEES (EXCEPT FIRE ENGINEERS) WHOSE POSITIONS REQUIRE A COMMERCIAL DRIVER LICENSE OR WHO PERFORM SAFETY-SENSITIVE TRANSIT OR PARATRANSIT DUTIES

PURPOSE:

To establish a policy to provide random drug and alcohol testing of employees (except fire engineers) whose positions require a Class A, Class B, Commercial Class C California Driver License and of employees and volunteers who drive, dispatch, maintain (repair, overhaul, or rebuild), or provide armed security for transit or paratransit revenue service vehicles (both in and out of revenue service).

GENERAL BACKGROUND:

The City of Riverside ("the City") recognizes that its employees are its most important resource. The City also has a "zero tolerance" approach to employee use and misuse of drugs/alcohol related to the performance of required duties. A policy for drug and alcohol testing is intended to accomplish the following objectives:

1. To provide a safe working environment for City employees;
2. To protect the safety of persons and property;
3. To provide the highest quality of public service;
4. To promote efficiency and productivity;
5. To avoid adverse effects on employee health and well-being, as well as to minimize the City's related health costs;

6. To prevent loss of public confidence in City employees and damage to the City's reputation;
7. To prevent drug-related theft and other employee misconduct;
8. To encourage employees to seek voluntary assistance to deal with alcohol and/or drug use; and,
9. To comply with federal regulations, the Drug Free Workplace Act of 1988 (41 U.S.C. 702-706) and the City's Drug-Free Workplace policy (Personal Policy and Procedure Manual, III-5).

DEFINITIONS:

Drug abuse is defined as:

1. The excessive use or intentional misuse of lawfully obtained prescription drugs or over-the-counter drugs when such use impairs job performance, alters behavior, and/or creates a risk to the health and/or safety of the employee or others; and/or,
2. The use of illegal drugs or controlled prescription drugs obtained unlawfully.

Alcohol use considered in violation of this policy is defined as:

1. Using or possessing alcohol on the job.
2. Consuming alcohol within 4 hours of reporting for regular assignment, and overtime assignment, or while on call to provide public service, in any capacity, as a City employee.
3. Having a blood-alcohol concentration of 0.02 or greater while at work.
4. Allowing alcohol to impair job performance or create a safety risk.

POLICY:

The City, pursuant to Federal Highway Administration regulations and Federal Transit Administration regulations, requires all individuals possessing commercial driver licenses or classified as safety-sensitive employees with transit or paratransit functions, to be tested for drugs and/or alcohol under the following conditions:

1. Pre-employment or transfer into such a position (drug testing only);

2. When there is a reasonable cause/suspicion that an employee may be impaired by the use of drugs or alcohol;
3. After a motor vehicle accident, involving either a City vehicle or a personal vehicle being used on City business, in which there is a fatality; or, in which there is a citation issued to the City employee; or, from which a vehicle is towed from the scene; or, in which someone is medically treated away from the scene; or, when an employee's supervisor deems it necessary to submit to post-accident drug and alcohol testing;
4. Upon an employee's return to duty after testing positive for drugs and/or alcohol;
5. Random testing;
6. Follow-up testing after it has been determined that an employee has tested positive for alcohol or drug use.

The consumption of alcohol is prohibited during a work-shift (including breaks and/or meals), during an overtime assignment, while on call, or within four hours of a scheduled shift or of being on call. The use of illegal drugs or the excessive use or intentional misuse of lawfully obtained prescription drugs is prohibited at any time.

If a test shows that the employee is under the influence of drugs or alcohol, the employee may, at the City's sole discretion, be eligible for treatment or rehabilitation. A positive test result for either drugs or alcohol will result in disciplinary action, up to and including termination.

In addition, the following shall apply:

1. City management will evaluate the circumstances of a positive test to determine if the case merits the opportunity for rehabilitation in lieu of termination.
2. Employees who test positive for drugs and/or alcohol and who are given the opportunity for rehabilitation or who self-identify and seek rehabilitation prior to an incident that violates policy may use accrued sick leave, vacation, and other benefits while they are participating in rehabilitation programs prior to being released to return to work. Such employees who have exhausted their sick leave or vacation accruals shall be eligible for a leave of absence without pay, based upon the City's Employee Assistance Program's treatment plan.
3. The City of Riverside is not responsible for the costs of medical treatment and subsequent follow-up testing for employees who test positive for drugs and/or alcohol. Employees may use options provided under their medical coverage, if applicable.

4. At the City's discretion, an employee who tests positive for drugs and/or alcohol, may be offered a Last Chance Agreement that mandates compliance with a treatment plan and associated testing. Employees who are permitted to return to work and who subsequently test positive for drugs and alcohol shall be terminated from City employment.
5. Employees who have a Class A, Class B, or Commercial Class C California driver license for exclusive use outside City employment will not be subject to random testing for drugs and/or alcohol under this policy.

All affected employees shall be given a copy of this policy.

PROCEDURE:

Responsibility	Action
Human Resources	<ol style="list-style-type: none">1. Provides notice to employees of drug and alcohol testing policy for employees whose positions require the use of a Class A, Class B, or Commercial Class C California driver license.2. Provides informational programs on the risks associated with drug and alcohol abuse.3. Provides drug and alcohol counseling and rehabilitation programs through employee assistance program.
Human Resources	<ol style="list-style-type: none">4. Facilitates random testing..5. Takes the lead role in advisement related to appropriate disciplinary action, up to and including termination. Disciplinary action may include mandated participation in a drug/alcohol abuse assistance or rehabilitation program approved by federal, state, or local health, law enforcement, or other appropriate agency.

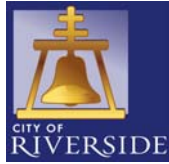
Employee 6. Participates in drug/alcohol abuse assistance or rehabilitation programs, if required as a condition of continued employment, utilizing medical coverage and vacation/sick leave or other approved leave of absence.

Human Resources 7. Keeps Department/Division informed relative to the status of an employee's ability to return to duty.

Human Resources 8. Monitors an employee's satisfactory completion of any mandated drug/alcohol assistance rehabilitation program or follow-up testing continues after a return to duty.

Department 9. Initiates appropriate disciplinary action in the event of a failure to satisfy any mandated drug/alcohol assistance or rehabilitation program or follow up testing that continues after a return to duty upon advisement from Human Resources.

Attachments: Drug and Alcohol Testing Policy Requirements and Information for Supervisors and Employees Affected by the Federal Highway Administration and Federal Transit Administration Regulations



**U. S. DEPARTMENT OF TRANSPORTATION
DRUG AND ALCOHOL TESTING
POLICY REQUIREMENTS AND INFORMATION
FOR SUPERVISORS AND EMPLOYEES AFFECTED BY
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
AND
FEDERAL TRANSIT ADMINISTRATION REGULATIONS**

This policy was developed pursuant to regulations enacted by the U. S. Department of Transportation (49 CFR, Part 40), Federal Motor Carrier Administration (49 CFR, Part 382), and Federal Transit Administration (49 CFR, Part 655). The requirements and information should be fully understood by all individuals that possess a commercial driver license. Questions should be referred to the Human Resources Department, City of Riverside, 3780 Market Street, Riverside, CA 92501 at (951) 826-5808.

Adopted:

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DRUG AND ALCOHOL POLICY

The City of Riverside has a vital interest in providing its employees with safe and healthful working conditions and in providing its citizens and visitors with high-quality municipal services that are effective, safe, and efficient. To this end, it is critical that the City strive to guarantee a workforce free of any substance or alcohol abuse. The City will not tolerate any drug or alcohol use that may affect the job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees of the City. Some elements of the City's drug and alcohol policy are in addition to, or more rigorous than, those required by the Department of Transportation (DOT) and the Federal Transit Administration (FTA). Where such additions or variations occur, they are noted by the use of bold, italicized print.

Off-duty illegal drug use, which affects the employee's job performance, or jeopardizes workplace and public safety is, ***under City policy***, proper cause for disciplinary action up to and including dismissal.

Employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol and drugs are a danger to themselves, to other employees, and to the public. In addition, drug and alcohol abuse inflicts a terrible toll on the nation's productive resources and the health and well-being of American workers and their families. Alcohol, for instance, is a depressant which can impair judgment, reaction times, and reflexes. Though a legal drug, the possession and use of alcohol on the job is prohibited and its off-hours use is prohibited within 4 hours of ***reporting for regular assignment, an overtime assignment, or while on call to provide public service, in any capacity, as a public employee.***

The City is committed to establishing and maintaining a safe and healthy work environment free from the influence of alcohol and drugs and to preserving public confidence in City employees and maintaining the reputation of the City. With these objectives in mind, the City has established this Drug and Alcohol Policy with regard to the use, possession, sale, manufacture, and distribution, of alcohol or drugs.

This policy is adopted pursuant to Federal Transit Administration (FTA) regulation, 49 CFR Part 655, and Federal Motor Carrier Safety Administration (FMCSA) regulation, 49 CFR Part 382, that mandate, under certain circumstances, urine drug testing and breath alcohol testing and the U.S. Department of Transportation (DOT) standards for the collection and testing of urine and breath specimens, 49 CFR Part 40, as amended. In addition, the United States Congress enacted The Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies, and the reporting of certain drug-related offenses to the appropriate federal agency. This policy incorporates those federal requirements.

RESPONSIBILITIES

Employees at all levels who are in Safety-Sensitive positions, or who supervise such positions, are responsible for reading, understanding, and adhering to this Policy. Each such employee shall receive and sign for a copy of this Policy.

Managers and Supervisors will be held strictly accountable for the consistent application and enforcement of the Policy. Any Manager/Supervisor who knowingly disregards the requirements of this Policy, or who is found to deliberately misuse the Policy in regard to subordinates, shall be subject to discipline up to and including termination, ***in accordance with the City's disciplinary process.***

DEFINITIONS USED IN THE POLICY

The following definitions shall apply for drug and alcohol testing of individuals with Commercial Driver's Licenses:

Alcohol - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Breath Alcohol Technician (BAT) – A trained individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device.

Commercial Drivers' License (CDL) - Class A, Class B or Class C commercial license for transporting hazardous materials issued by the State of California.

Commercial Motor Vehicle (CMV) - Vehicles weighing over 26,001 Gross Vehicle Weight Rating (GVWR), Department of Transportation (DOT) placarded vehicles under hazardous material regulations or vehicles designed to transport more than 15 passengers, including drivers.

Drugs/Controlled Substances - The drugs for which tests are required under this policy are amphetamines, cocaine, marijuana, opiates and phencyclidine (PCP).

Employee - Any employee of the City who is required to have a CDL.

5 Panel Drug Test - Five categories of drugs established by the federal government which fall under "controlled substances." They are amphetamines, cocaine, marijuana, opiates and phencyclidine (PCP).

Medical Review Officer (MRO) - A licensed physician certified to review and interpret all drug tests before they are reported to the Human Resource Director or designee.

Premises - Buildings, property, work areas, vehicles, parking lots and any place the employee happens to be during the course and scope of City employment.

Pre-Placement - Conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. Testing is also required when employees transfer to a safety-sensitive position.

Prescription Drugs - Any drug or medication prescribed by licensed physician for a medical condition.

Refusal to Test - The following behaviors constitute a refusal to submit to a drug and/or alcohol test include the following: Refusal to take the test; inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen or interfere with the collection procedure; not reporting to the collection site in the time allotted; or leaving the scene of an accident without valid reason before the tests have been conducted; failure to sign DOT required testing forms for urine collection. A refusal to test will be considered a positive test.

Reasonable Cause/Suspicion - The employer/supervisor believes that the actions, appearance, speech, body odors or conduct of an on-duty employee are indicative of the use of drugs, alcohol or other controlled substances.

Safety Sensitive Functions - A work function that utilizes a commercial vehicle and requires the employee to have a commercial driver's license or any function that utilizes, dispatches, maintains (repairs, overhauls, or rebuilds), or provides armed security for transit or paratransit revenue service vehicles (both in and out of revenue service).

Safety Sensitive Personnel - Employees holding a Commercial Drivers' License and driving a commercial vehicle, on a full-time, part-time or intermittent basis or any employee or volunteer who drives, dispatches, maintains (repairs, overhauls, or rebuilds) or provides armed security for transit or paratransit revenue service vehicles (both in and out of revenue service).

Substance Abuse Professional (SAP) - A licensed physician, licensed or certified psychologist, social worker, employee assistance professional or an alcohol and drug abuse counselor certified by the National Association of Alcohol and Drug Abuse Counselors Certification Commission (NAACAC) with specific knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

WHO IS AFFECTED BY THIS POLICY?

As a condition of employment, all drivers will be tested if they possess a Commercial Driver License (Class A, Class B or Commercial Class C) and drive one of the following vehicles in the course of City employment:

- § Vehicles of over 26,001 GVWR.
- § Department of Transportation placarded vehicles under hazardous material regulations.
- § Vehicles designed to transport more than 15 passengers, including drivers when operating a revenue service vehicle, including when not in revenue service.

Employees or volunteers who control the dispatch or movement of transit or paratransit revenue service vehicles (whether in or out of revenue service) or who maintain (repair, overhaul, and/or rebuild) such vehicles or who carry a firearm for security for such vehicles are also subject affected by this policy.

TRAINING

Drug and alcohol education and training will be conducted for employees. Supervisors of employees affected by this policy will receive training on reasonable suspicion (60 minutes for signs and symptoms of drug use plus 60 minutes on signs and symptoms of alcohol misuse). **Refresher training will take place every two years.** Training shall include the following: identification of the contact person, telephone number and office location for drug and alcohol related questions; the effects of drug and alcohol misuse on an individual's health, work and personal life; the signs and symptoms of a drug and/or alcohol problem; the available methods of intervening when an alcohol problem is suspected.

TESTING

The privacy of the employee will be protected and the integrity and validity of the test process will be maintained for each employee during the testing process. Records will be maintained in confidence.

Drug Testing

In accordance with City policy, an employee must receive authorization to work from their supervisor and the employee's doctor prior to taking any legal drug that may cause drowsiness or which may otherwise impair to any extent the employee's ability to safely and efficiently perform his/her job. The employee's doctor, after consultation with the employee's supervisor, may authorize the employee to work under the influence of a legal drug with a signed authorization that states to the supervisor's satisfaction that the employee will not be impaired in the performance of his/her duties.

The use and ingestion of illegal drugs is prohibited at all times. An employee may be tested for drugs anytime while on duty. Drug testing is a two-stage process. First, a screening test is performed. If it is positive for one or more drugs, then a confirmation test is performed for each identified drug using gas chromatography/mass spectrometry (GC/MS) analysis. The GC/MS confirmation ensures that over-the-counter medications or preparations are not reported as positive results.

All urine specimens are analyzed for the following drugs:

- § Marijuana (THC Metabolite)
- § Cocaine
- § Amphetamines
- § Opiates (including heroin)
- § Phencyclidine (PCP)

For information on the Specimen Testing Procedure, individuals should refer to page 7.

Alcohol Testing

An alcohol test may be conducted just before, during, and just after performing a safety-sensitive function. The following acts are prohibited while performing safety sensitive functions.

- § Having an alcohol concentration of 0.02 or greater as indicated by an alcohol breath test.
- § Using or possessing alcohol on the job.
- § Consuming alcohol within 4 hours of reporting for regular assignment, an overtime assignment, or while on call to provide public service, ***in any capacity***, as a City employee.
- § Refusing to submit to an alcohol test.
- § Using alcohol within eight (8) hours after an accident or until tested.

Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first using evidential breath testing devices (EBT) required and approved by the Federal Highway Administration (FHWA). Any result less than 0.02 alcohol concentration is considered a negative test. If the alcohol concentration is 0.02 or greater, a second or confirmation test is conducted.

For information on the Testing Procedure, individuals should refer to page 9.

Consent

Before a drug and/or alcohol test is administered, employees and/or job applicants will be asked to sign a consent form authorizing the test.

Refusal to Consent

Refusal to consent to drug/alcohol testing is considered a positive test. A job applicant who refuses to consent to a drug test will be denied employment with the City of Riverside subject to Personnel Policy and Procedure I-10. An employee's failure to submit to drug and/or alcohol testing required by the City for any reason may result in disciplinary action, up to and including termination, ***according to City policy***.

The following behaviors constitute a refusal to submit to a test: refusal to take the test (verbal refusal or physical absence), inability to provide sufficient quantities of breath or urine without a valid medical explanation, tampering with or attempting to adulterate the specimen or interfere with the collection procedure, not reporting to the collection site in the time allotted, leaving the scene of an accident without a valid reason before the tests have been conducted, or refusal to permit direct observation or monitoring of the provision of a specimen, failure to take a second test as directed by the collector or by the Human Resources Director or designee, failure to undergo a medical examination evaluation as required by the MRO as part of the verification process, ***or failure to remain in the purview of the supervisor or designee who identified said employee for drug/alcohol testing***. As of August 1, 2001, the following are additional behaviors that constitute a refusal to test: (1) refusal to remove outer garments or leave them outside the testing area; and, (2) refusal to empty pockets.

In the case of a pre-employment drug test, the employee is deemed to have refused to test if the pre-employment test is conducted following a contingent offer of employment.

A safety-sensitive employee who refuses to take a non-D.O.T. test or to sign a non-D.O.T. form has not refused to take a D.O.T. test. There are not consequences under D.O.T. agency regulations for refusing to take a non-D.O.T. test.

Random Selection

The following will apply for all employees affected by random selection for drug and alcohol testing covered by

the Federal Highway Administration regulations.

1. The number of drug tests conducted annually shall equal or exceed 50% of the average number of employees for which testing is required.
2. Random alcohol tests shall equal or exceed 10% of employees.
3. The City shall use a random selection process to select and request an employee to be tested for the use of alcohol or drugs.
4. An employee shall submit to alcohol or drug testing when selected by the random selection process used by the City. Failure to submit to testing will be treated as a positive test.

Covered employees shall be assigned numbers. Under a computerized system, a random number generating program will be loaded into a computer along with the names or identification numbers for the covered employees.

To assure that the process is random, all covered employees, whether or not they have been chosen for testing in the past, will be included in the pool of employees for each testing period. This will assure that the probability of any individual being selected each period is always the same.

Once the list of test subjects is generated, employees shall not be informed that they have been selected until they must report for testing.

Random testing shall be spread reasonably throughout the calendar year and conducted on all days and hours in which safety-sensitive functions are performed.

Return-to-Duty

At the City's discretion, an employee who has a verified positive test for drugs and/or alcohol, or who has refused to submit to a test, may be offered a Last Chance Agreement as an alternative to termination. Such a Last Chance Agreement shall mandate compliance with a treatment plan and associated follow-up testing as prescribed by an SAP (as required by CFR Parts 655 and 40).

Employees who violate the City's policy and are accepted into Return-to-Duty and Follow-Up status by virtue of a Last Chance Agreement must have a verifiable negative drug and/or alcohol test before returning to duty.

Follow-up Testing

1. All employees identified by the Substance Abuse Professional (SAP) as needing assistance will be subject to follow-up testing upon return-to-duty.
2. Employees will be subject to a minimum of six (6) unannounced tests over the following 12 months. The SAP can direct additional testing during this period or for an additional period up to a maximum of 60 months from the date the employee returns to duty.
3. The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time, if the SAP determines that the testing is no longer necessary and is supported by the employer.
4. Follow-up testing may include tests for other substances beyond the employee's initial positive test of alcohol and/or drug when the SAP has reason to suspect other drug or alcohol use during the follow-up period.

DISCIPLINE FOR WORK-RELATED PROBLEMS

The City may impose disciplinary measures, up to and including termination, for policy violations and work-related problems, separate and apart from violations of the drug and alcohol policy even if such rule violations or work-related problems result from drug and alcohol abuse.

CONFIDENTIALITY

Confidentiality is an essential element of this policy.

1. Any employee violating confidentiality shall be subject to discipline and may also be civilly or criminally liable.
2. The results of any testing shall be used for employment purposes only. The testing laboratory is only authorized to release test results to the MRO. The MRO and the BAT are only authorized to release test results to the Human Resources Director,
3. All records pertaining to drug and alcohol testing of an employee shall be contained in a separate confidential medical file that will be securely kept under the control of the Human Resources Director or designee. It shall be separate from the employee's other personnel records.
4. The employee may request and receive the results of the tests.
5. The City may disclose test results without the employee's consent only when:
 - a. All information is compelled by law or by judicial or administrative process;
 - b. The information has been placed at issue by the employee in a formal dispute between the employee and the City;
 - c. The information is necessary to administer an employee benefit plan; or,
 - d. The information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.
6. Any positive test results determined by a second test to be negative shall be removed from the employee's file and destroyed.

RECORD KEEPING

The Human Resources Director or designee will retain the records as follows:

RECORD	RETENTION PERIOD
Results of an employee's alcohol test which indicates an alcohol concentration level of .02 or higher	5 years
Result of an employee's drug test which is positive	5 years
Documentation of any employee who refused to submit to a required alcohol/drug test	5 years
Calibration documentation of evidentiary breath testing devices	5 years
Employee assessments and referrals by substance abuse professionals, as well as records of employee compliance with SAP recommendations, including results of return to duty and follow-up testing for drug use and alcohol misuse. Management Information System reports.	5 years

Records documenting the collection process for the alcohol and drug test and all drug and alcohol education and training records	2 years
Results of any alcohol test which is less than .02	2 years (in accordance with California Government Code 34090)
Documentation of any negative or canceled drug test	2 years (in accordance with California Government Code 34090)

FOLLOW-UP FOR POSITIVE TESTING

Substance Abuse Professional (SAP) Services

The City supports an opportunity for treatment to be made available to affected employees. The City will provide for a SAP evaluation to assess employees with drug and/or alcohol misuse problems. The Substance Abuse Professional (SAP) will provide referrals for counseling, treatment programs or other sources.

Immediately after receiving notice that an affected employee has a verified positive drug or alcohol test, or has refused to test, the subject employee will be immediately removed from duty and must be evaluated by the SAP to determine whether the employee needs assistance in resolving problems associated with drug and/or alcohol misuse, and whether a referral for further treatment is necessary. The City has no obligation to provide or pay for treatment. This is the responsibility of the employee.

Before returning to duty, each employee identified as needing assistance must: (1) be evaluated again by a SAP to determine whether the employee has successfully complied with the treatment proscribed following the initial evaluation; (2) undergo a drug and/or alcohol test to satisfy established acceptable results for return to duty; and (3) be subject to a minimum of six (6) unannounced, follow-up drug and/or alcohol tests over the following 12 months.

Refusal to submit to a follow-up drug and/or alcohol test, at the time required, shall be considered a violation of the Last Chance Agreement and shall result in the immediate removal from duties and may result in termination from City employment.

Employee Assistance Programs

The Employee Assistance Program (EAP) is available to all employees. It provides initial counseling services free of charge. If additional professional help is warranted, the employee may be referred to a community agency or other professionals for further assistance.

SPECIMEN COLLECTION PROCEDURES

All drug and alcohol testing procedures must be conducted in accordance with the standards or 49 CFR Part 40.

Drug Testing

1. ***Once employee is identified for testing, remains in the purview, or follows the directions of, the individual whom identified the employee for testing.*** The employee arrives at the collection site.
2. If the employee does not arrive at the assigned time for testing, the Human Resources Director or designee should be contacted for instructions.
3. The identity of the employee to be tested is verified by examining a photo identification or by verifying with the employer's representative. If the identity cannot be established, the process stops.
4. If the employee being tested requests it, the Collection Technician (CT) should present their

identification as well.

5. Once the employee identification has been verified, the first portion of the chain of custody requisition should be completed.
6. The CT requests that the employee remove unnecessary outer garments, such as a coat or jacket, and relinquish any briefcase, purse, or similar item, along with the outer garments for safekeeping during the collection process. The employee may retain his or her wallet. If requested, a receipt for personal items will be provided.
7. The CT instructs the employee to wash and dry hands his or her hands. Once this is done, the employee must remain in the presence of the CT. He or she is not to be permitted access to a fountain, faucet, soap dispenser, cleansing agent, or other materials that could be used to adulterate the urine specimen.
8. The CT provides the employee with a specimen bottle and allows him/her to provide the specimen in the privacy of a stall or other partitioned and secured area.
9. If the employee refuses to provide a specimen or otherwise fails to cooperate with the process, the Human Resources Director or designee is notified and the refusal is documented on the custody and control form.
10. The CT will note any unusual behavior on the custody and control form. If the CT suspects tampering or substitution, the CT will consult with the test site supervisor before requesting a direct observation specimen collection.
11. Upon receiving the specimen, the CT will make certain that the sample contains at least 45 milliliters of urine.
12. In the case of testing where the employee has difficulty providing an adequate sample, the CT will request that he or she consume reasonable quantities of fluids until he or she can provide a sufficient sample or, until 3 hours have passed from the beginning of the collection process. If the 3 hours have expired without an acceptable sample, the CT will request guidance from the Medical Review Officer (MRO).
13. If a second specimen is indicated, the CT makes certain a fresh container is used. The original inadequate specimen is discarded.
14. Once an adequate sample is provided, the CT allows the individual to wash his or her hands.
15. The CT tests the specimen for temperature within four (4) minutes of urination. The acceptable range is 32 degrees - 38 degrees C (90 - 100 F).
16. The CT inspects the sample for color and any sign of contamination or tampering. Any unusual signs are noted on the custody and control form. In the case where tampering is suspected, the collector will consult with a test site supervisor before collecting a second specimen under the direct observation of a testing site person.
17. The CT keeps the specimen in view at all times prior to sealing and labeling. The specimen also remains in view of the individual. In full view of the individual, the CT transfers the collected specimen to the primary and to split specimen containers.
18. The CT inspects the collection area to ensure that specimen adulteration did not occur. Any unusual findings will be noted on the chain of custody form. If adulteration of the specimen did occur, the CT will conduct an observed collection.
19. The CT peels off one label and places it on the lid of the collection container. The remaining label is placed on the lid of the split specimen container. The CT writes the date of collection on each of the labels after placement on the lid of a collection container.

20. The donor initials each label on the containers.
21. The CT removes the "laboratory original" copy of the chain of custody requisition and places it in the outside pocket of the chain of custody bag.
22. The individual initials the chain of custody bag in the appropriate locations to document that the correct specimen is being sent to the laboratory. The CT signs and dates the same seal.
23. The CT retains the Acollector copy@ of the chain of custody requisition and gives the "donor copy" to the individual. The Acompany copy@ of the chain of custody requisition will be forwarded to the Human Resources Director or designee. The MRO copy will be sent to the Medical Review Officer.
24. The sealed chain of custody bag remains in control of the CT or in a secured area within the collection site until shipment to the laboratory.
25. When the test results are received by the MRO, a thorough review of documentation, test results, and circumstances will be made before making a decision regarding an individual. A final decision will be made and communicated to the individual within three days unless there are extenuating circumstances. In all cases where alcohol or drug involvement is confirmed, the employee will be referred to a SAP.
26. If the City receives a cancelled test result when a negative result is required, another specimen will be required immediately.
27. If the MRO reports that a negative test was diluted, the employee is directed to take another test immediately with the minimum possible advance notice. The subsequent test must be accomplished and becomes the test of record.

Alcohol Testing

1. The employee arrives at the testing site.
2. If the employee does not arrive at the assigned time for testing, the Human Resources Director or designee should be contacted for instructions.
3. The ID of the employee to be tested is verified by examining a photo ID or employer's representative. If the ID cannot be established the process stops.
4. If the employee being tested requests it, the Breath Alcohol Technician (BAT) should present their ID.
5. Once the employee's ID has been established, Step 1 will be completed on the U.S. Department of Transportation (DOT) Breath Alcohol Testing Form.
6. The employee will complete Step 2 on the DOT form, signing the certification. If the employee refuses to sign the certificate, it is regarded as a refusal to take the test.
7. The employee and BAT shall read the sequential test number displayed on the Evidential Breath Analyzer Test (EBT).
8. The BAT will open an individually sealed mouthpiece in view of the employee and attach it to the EBT according to instructions.
9. The employee will blow forcefully into the mouthpiece for at least 6 seconds of until the EBT indicates that an adequate amount of breath has been obtained.
10. The BAT completes Step 3 of the DOT testing form.

11. If the test results are less than 0.020 on the screening test, a copy of the form will be provided to the employee. One will be forwarded to the employer and one will be retained by the BAT.
12. If the test results are greater than 0.020 or greater, a confirmation test will be conducted as follows:
 - a. The BAT will explain that a confirmation test will be conducted.
 - b. The employee must stay in the room observed for a 15-minute waiting period. During this time, they may not eat, drink or put any object or substance into their mouth.
 - c. The confirmation test will be conducted no less than 15 minutes after the screening test but within 30 minutes of the completion of the screening test.
 - d. The confirmation test will be completed according to Steps 1-11 of this procedure.
 - e. If the result of the confirmation test is different than the screening test, the confirmation test will be considered the accurate results.

APPENDIX A

Safety Sensitive Positions

Employees Who Have A or B Driver Licenses Within the Following Job Titles or Who Perform Safety-Sensitive Transit or Paratransit Duties

Federal Authority for Random Testing

Building Maintenance Specialist	FMCSA
Equipment Service Worker	FMCSA
Field Maintenance Crew Leader	FMCSA
Field Maintenance Supervisor	FMCSA
Field Maintenance Worker (I, II, and III)	FMCSA
Fire Equipment Mechanic	FMCSA
Fleet Management Service Writer	FMCSA/FTA
Fleet Management Supervisor	FMCSA/FTA
Fuel Truck Operator and Attendant	FMCSA/FTA
Maintenance Electrician	FMCSA
Maintenance Worker I	FMCSA
Mechanic	FMCSA/FTA
Minibus Dispatcher	FTA
Minibus Driver	FTA
Minibus Driver/Scheduler	FTA
Park Maintenance Specialist	FMCSA
Park Maintenance Worker II	FMCSA
Park Supervisor	FMCSA
Plant and Equipment Mechanic	FMCSA

Senior Mechanic	FMCSA/FTA
Senior Street Painter	FMCSA
Senior Traffic Signal Technician	FMCSA
Senior Wastewater Plant Operator	FMCSA
Shop Tool and Fabrication Technician	FMCSA
Solid Waste Collection Supervisor (I)	FMCSA
Solid Waste Collector (II and III)	FMCSA
Solid Waste System Superintendent	FMCSA
Special Transit Supervisor	FTA
Street Light Maintenance Worker	FMCSA
Street Maintenance Crew Leader	FMCSA
Street Maintenance Specialist	FMCSA
Street Maintenance Supervisor	FMCSA
Street Maintenance Worker II	FMCSA
Street Sweeper Operator	FMCSA
Traffic Signal Technician (I and II)	FMCSA
Tree Maintenance Inspector	FMCSA
Utilities Assistant Water Works Pipefitter	FMCSA
Utilities Electric Apprentice	FMCSA
Utilities Electric Crew Assistant	FMCSA
Utilities Electric Field Helper	FMCSA
Utilities Electric Power System Dispatcher (I and II)	FMCSA
Utilities Electric Service Crew Supervisor	FMCSA
Utilities Electric Superintendent	FMCSA

Utilities Electric Supervisor	FMCSA
Utilities Electric Troubleshooter	FMCSA
Utilities Equipment Operator	FMCSA
Utilities Power Line Technician	FMCSA
Utilities Substation Construction/Maintenance Supervisor	FMCSA
Utilities Substation Electrician	FMCSA
Utilities Transformer Technician (I and II)	FMCSA
Utilities Water Apprentice	FMCSA
Utilities Water Field Helper	FMCSA
Utilities Water Maintenance Mechanic	FMCSA
Utilities Water Meter Technician (I and II)	FMCSA
Utilities Water Superintendent	FMCSA
Utilities Water Supervisor	FMCSA
Utilities Water Troubleshooter	FMCSA
Utilities Water Works Pipefitter	FMCSA
Utilities Water Works Pipefitter Trainee	FMCSA
Utilities Welder/Pipefitter	FMCSA
Wastewater Maintenance Mechanic	FMCSA
Wastewater Plant Operator (I and II)	FMCSA
Weekend Crew Supervisor	FMCSA

Appendix B

Cut Off Levels Information

Initial Cut Off Levels

Marijuana Metabolites	50ng/ml
Cocaine Metabolites	300ng/ml
Opiate Metabolites	2000ng/ml
Phencyclidine	25ng/ml
Amphetamines	1000ng/ml

Confirmatory Cut Off Levels

Marijuana Metabolites	15ng/ml
Cocaine Metabolites	150ng/ml
Opiates	
Morphine	2000ng/ml
Codeine	2000ng/ml
Phencyclidine	25ng/ml
Amphetamines	
Amphetamine	500ng/ml
Methamphetamine	500ng/ml

Appendix C

City of Riverside

Collection Sites and Laboratory

Collection Site:

Central Occupational Medicine Providers
4300 Central Avenue
Riverside, California 92506

Inland Empire Occupational Medicine
3579 Arlington Avenue, Suite 300
Riverside, California 92506

Laboratory:

Pacific Toxicology Laboratories
6160 Variel Avenue
Woodland Hills, California 91367

Appendix D

Acknowledgment/Receipt Form

See following page.

ACKNOWLEDGEMENT/RECEIPT FORM
Safety-Sensitive Employee

I hereby acknowledge that I have received a copy of the City of Riverside's Drug and Alcohol Testing Policy concerning U. S. Department of Transportation drug and alcohol testing (49 CFR, Part 382) for supervisors and employees affected by Federal Motor Carrier Safety Administration (49 CFR, Part 382) and Federal Transit Administration (49 CFR, Part 655) regulations.

I have read and understand the provisions outlined in the City of Riverside's Drug and Alcohol Testing Policy and agree to comply with all of the requirements contained therein. I understand that disciplinary action may be taken if I am found in violation of the policy.

Employee Name (Print)

Employee Signature

Date

Witness