

**Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings**

<b>MEETING DATE:</b> July 21, 2020	<b>TYPE OF AGENDA ITEM:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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**DEPARTMENT:** Personnel  
**APPROVING PARTY:** Margaret E. Long  
**PHONE NUMBER:** 530-691-0800

**AGENDA ITEM:** Resolution approving the Sierra County Alcohol and Drug Free Workplace Policy.

**SUPPORTIVE DOCUMENTS ATTACHED:**  Memo  Resolution  Agreement  Other  
Resolution

**BACKGROUND INFORMATION:**

**FUNDING SOURCE:**  
**GENERAL FUND IMPACT:** No General Fund Impact  
**OTHER FUND:**  
**AMOUNT:** \$ N/A

**ARE ADDITIONAL PERSONNEL REQUIRED?**  
  
 Yes, -- --  
 No

**IS THIS ITEM ALLOCATED IN THE BUDGET?**  Yes  No  
  
**IS A BUDGET TRANSFER REQUIRED?**  Yes  No

**SPACE BELOW FOR CLERK'S USE**

<p><b>BOARD ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken</p>	<p><input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____</p>	<p>Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus</p>
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**COMMENTS:**  
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\_\_\_\_\_  
CLERK TO THE BOARD

\_\_\_\_\_  
DATE

**BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA**

**RESOLUTION ADOPTING THE SIERRA COUNTY  
ALCOHOL AND DRUG FREE WORKPLACE POLICY**

**Resolution 2020-**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors, County of Sierra, State of California does hereby adopt the attached Sierra County Alcohol and Drug Free Workplace Policy.

**BE IT FURTHER RESOLOVED** that the attached policy hereby supersedes any prior alcohol and drug free workplace policy adopted by the Board of Supervisors.

**ADOPTED** by the Board of Supervisors of the County of Sierra on the 21st day of July 2020, by the following vote:

AYES: Supervisors  
NOES: None  
ABSTAIN: None  
ABSENT: None

COUNTY OF SIERRA

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JIM BEARD, CHAIRMAN  
BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

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HEATHER FOSTER  
CLERK TO THE BOARD

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DAVID PRENTICE  
COUNTY COUNSEL

# **SIERRA COUNTY ALCOHOL AND DRUG FREE WORKPLACE POLICY**

## **I. PURPOSE**

It is the intention of this policy to eliminate substance abuse and its effects in the work place. While Sierra County has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Employees should be in a condition to perform their duties safely and efficiently, in the interests of their co-workers and the public as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective. Managers will be trained to recognize symptoms of substance abuse and to become involved in this control process.

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

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

The County will maintain a separate FTA Transit Drug and Alcohol Policy, which shall be controlling for employees that fall under the Federal Transit Administration.

## **II. APPLICABILITY**

This policy applies to all employees when they are on County of Sierra property or when performing any County of Sierra related business. It applies to off-site lunch periods, breaks when an employee is scheduled to return to work, and on-call employees. Vendors and contracted employees are governed by this policy while on County of Sierra premises and they will not be permitted to conduct business if found to be in violation of this policy.

The County is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as disabled under federal and/or state law. Should an employee

self-identify their substance abuse problem PRIOR to violating any provisions of the Personnel Code, the employee shall be allowed to seek rehabilitation without being subject to disciplinary action.

In accordance with Federal Regulations, this Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full-time and part-time) when performing safety sensitive duties. Sierra County employees who do not perform safety-sensitive functions are also covered under this policy under the sole authority of Sierra County. A safety-sensitive function covers operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, transit security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Driver's license to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **III. DEFINITIONS**

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

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

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

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

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath indicated by a breath test under 49 CFR Part 40.

Aliquot: A fractional part of a specimen used for testing, it is taken as a sample representing the whole specimen.

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

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a valid test result.

Covered Employee Under FTA Authority: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function.

Covered Employee Under Company Authority: An employee, applicant, or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the County's own authority.

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

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

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

Disabling Damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

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

Initial Drug Test: (Screening Drug Test) The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial Specimen Validity Test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

Invalid Result: The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measure can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measure can be accurately established.

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

Negative Dilute: A drug test result which is negative for the five (5) drug/drug metabolites but has a specific gravity value lower than expected for human urine.

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

Non-negative Test Result: A test result found to be adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

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

Positive Result: The result reported by an HHS-Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

Prohibited Drug: Identified as marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended, and all illegally used controlled substances as defined by the California Health and Safety Code.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for Testing: The result reported by an HHS-certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

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

Safety-sensitive functions: Employee duties identified as:

1. The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
2. The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL).
3. Maintaining a revenue service vehicle or equipment used in revenue service.
4. Controlling the movement of a revenue service vehicle.
5. Carrying a firearm for security purposes in a FTA covered position.

Split Specimen Collection: A collection in which the urine collected is divided into two (2) separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

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

Substituted Specimen: A specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Test Refusal: The following are considered a refusal to test if the employee:

1. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
2. Fails to remain at the testing site until the testing process is complete;
3. Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;
5. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;

6. Fails or declines to take a second test the employer or collector has directed you to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures;
8. Fails to cooperate with any part of the testing process (*e.g.*, refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
9. If the MRO reports that there is verified adulterated or substituted test result;
10. Failure or refusal to sign Step 2 of the alcohol testing form;
11. Failure to follow the observer’s instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
12. Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
13. Admit to the collector or MRO that you adulterated or substituted the specimen.

Validity Testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

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

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

#### **IV. EDUCATION AND TRAINING**

Every employee shall receive a copy of this policy and shall have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel who are in a position to determine employee fitness for duty shall receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the

physical, behavioral, speech, and performance indicators of probable alcohol misuse. Under the Sierra County's own authority, supervisory personnel shall also be trained on how to intervene constructively and how to effectively integrate an employee back into his/her work group following intervention and/or treatment.

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

## **V. PROHIBITED SUBSTANCES**

Prohibited substances addressed by this policy include the following: Illegally Used Controlled Substance or Drugs under the Drug-Free Workplace Act of 1988, all illegal drugs as defined by the California Health and Safety Code, and all controlled substances taken without a prescription. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine. Illegal use includes use of any illegal drug as defined by this policy, use of prescribed medication in excess of the prescribed dose or prescription drugs for which the employee does not have a legally obtained prescription. The prohibited substances identified in this policy apply to all Sierra County employees.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section VIII of this policy. Illegal use of these five (5) drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

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

The County of Sierra has the right to restrict an employee's work activities while that employee is using legal drugs. The County may also require an employee on prescribed medication to take a leave of absence while taking such drugs. In any case, no employee may report to work if he/she is impaired by the use of the drugs to the point the impairment might endanger the employee's safety or the safety of anyone else, pose a risk of significant breach of security, or substantially interfere with the performance of assigned job duties or the efficient operations of the County.

**Alcohol:** The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under Sierra County's authority, an alcohol test can be performed any time a covered employee is on duty.

## **VI. PROHIBITED CONDUCT**

Consistent with the Drug-free Workplace Act of 1988, all Sierra County employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place, anytime on duty, during rest or meal breaks, including Transit Department premises and transit vehicles, while representing the County after an assigned work shift or on any other County premises.

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

Sierra County under its own authority also prohibits the consumption of alcohol at all times an employee is on duty, or anytime the employee is in uniform.

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

The Transit Department as well as all other County departments shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol. Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.

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

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

When there is reasonable suspicion to believe an employee engaged in his or her duties is currently under the influence of alcohol or drugs he or she shall be prevented from engaging in further work and shall be assisted in being safely transported from the work site. Such employee will be on a paid leave of absence until the test results are received.

Employees who are rightfully requested to submit to testing as defined by this policy and who fail to pass a controlled substance or alcohol test shall remain off duty and be subject to disciplinary action up to and including termination. Transit and DOT safety-sensitive employees shall be required to submit to an examination by a substance abuse professional that may require the employee to undergo treatment as a prerequisite to return to duty. Transit and DOT safety-sensitive employees must submit to a return to duty controlled substance and/or alcohol test prior to returning to work and will be subject to unannounced follow-up testing for a period of time to be determined by the Substance Abuse Professional. A controlled substance or alcohol test is

considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds as defined in this policy.

The decision to discipline or discharge will be carried out in conformance with Section 18 of the Personnel Code or applicable Memorandum of Understanding. The disciplinary aspect is intended to focus on employee commitment to a safe work environment and emphasizes the responsibility of employees for their own behavior. Should an employee self-identify his/her own substance abuse problem or agree to obtain treatment as a result of a positive drug/alcohol test, consideration may be given to postpone, reduce or cancel a pending disciplinary action.

## **VII. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Sierra County management of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Each employee also has the obligation under Sierra County authority to report to his/her department, a conviction for a drug-related offense within thirty (30) calendar days of such conviction. Failure to report may constitute a cause for serious disciplinary action up to and including termination.

## **VIII. TESTING REQUIREMENTS**

All employees shall be subject to testing prior to employment, for reasonable suspicion and following an accident as defined in this policy. All Transit and DOT safety-sensitive employees are subject to random testing in addition to testing for reasonable suspicion and following an accident as defined in the Transit and DOT guidelines.

If the confirmatory test is positive, the employee must provide within 24 hours of request, a bona fide verification of a valid prescription by a physician for the drug identified in the drug screen. The prescription must be in the employee's name. If not, the employee will be subject to disciplinary action up to and including discharge.

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

All covered employees who have tested positive for drugs or alcohol will be tested prior to returning to duty after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. Follow-up testing will also be conducted following return-to-duty for a period of one to five years, with at least six (6) tests performed during the first year. The duration and frequency of the follow-up testing above the minimum requirements will be at the discretion of the Substance Abuse Professional.

Any employee who refuses to comply with a rightful request for testing or who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be removed from duty immediately and subject to disciplinary action. Refusal to submit to a test can include an inability to provide a urine specimen

or breath sample without a valid medical reason as well as a verbal declaration, obstructive behavior or physical absence after being given a rightful request to remain for testing, which results in the inability to conduct the test and obtain usable results.

All Transit and DOT safety sensitive employees as defined by Sierra County will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to disciplinary action. Any covered employee who is suspected of providing false information in connection with a drug test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of the above listed actions will be considered a test refusal and will result in the employee's removal from duty and subject to disciplinary action. Refer to Section III for behavior that constitutes a refusal to test.

### **All Employees**

#### **IX. DRUG TESTING PROCEDURES**

The controlled substances and thresholds that will be tested for include marijuana or its metabolite (50 ng/ml), cocaine or its metabolite (300 ng/ml), opiates or its metabolite (2000 ng/ml), amphetamines or its metabolite (1000 ng/ml), and phencyclidine (PCP) at 25 ng/ml. An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy. The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than 15 ng/ml for marijuana; 150 ng/ml for cocaine; 25 ng/ml for PCP; 2,000 ng/ml for opiates and 500 ng/ml for amphetamines. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in this policy.

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

After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended, for safety sensitive employees. Pre-employment specimens for non-safety sensitive positions will be collected as single specimens. Each specimen will be accompanied by a DOT or non-DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those split specimens that are not negative, a confirmatory Gas

Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to Sierra County's Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken.

If the test is invalid without a medical explanation, a retest will be conducted under direct observation for safety sensitive employees.

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

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

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained in frozen storage for one (1) year and the split specimen will also be retained for one (1) year. If the primary specimen is positive, the primary and the split will be retained for longer than one (1) year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

### **Observed collections – Safety Sensitive Employees**

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

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

In addition, Sierra County may direct a collection under direct observation of an employee if the drug test is a return-to-duty test or a follow-up test as referenced in Sections XV and XVI.

### **X. ALCOHOL TESTING PROCEDURES**

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

An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. A positive alcohol test may result in disciplinary action up to and including termination. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive under DOT guidelines, the employee shall still be removed from duty for at least eight hours or for the duration of the workday whichever is longer and will be subject to disciplinary action. An alcohol concentration of less than 0.02 will be considered a negative test, however, may be considered misconduct. For employees represented by the Deputy District Attorney/Deputy Public Defenders Unit, Sheriff's Management Association, Management Employees Association, an alcohol concentration of less than 0.02 will be considered a negative test, however, the employee may still be subject to discipline in accordance with County disciplinary rules.

Sierra County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity

of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

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

## **XI. PRE-EMPLOYMENT TESTING**

All applicants for covered transit positions and non-safety sensitive positions shall undergo urine drug testing and breath alcohol testing prior to performance of a safety-sensitive function or any function for Sierra County.

All offers of employment shall be extended conditional upon the applicant passing a drug and alcohol test. An applicant shall not be placed into a safety-sensitive position/non-safety position unless the applicant takes a drug test with verified negative results, and an alcohol test with a result of a concentration below 0.02.

A non-safety sensitive employee shall not be placed, transferred or promoted into a covered position until the employee takes a drug test with verified negative results and a test with a result of a concentration below 0.02.

If a covered applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded. The applicant is then ineligible for employment for a period of one (1) year. To reapply, the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in subpart (G), of 49 CFR Part 655.62. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.

If a non-safety sensitive applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded. The applicant is then ineligible for employment for a period of one (1) year.

When an employee being placed, transferred, or promoted from a non-covered position to a covered position submits a drug test with a verified positive result, and/or an alcohol concentration above 0.02, the employee may be subject to disciplinary action, up to and including termination.

If a pre-employment/pre-transfer test is canceled, Sierra County will require the applicant to take and pass another pre-employment drug/alcohol test.

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

An applicant with a dilute negative test result will be required to retest.

Applicants for safety sensitive positions are required to report previous Transit and DOT covered employer drug and alcohol test results—failure to do so will result in the employment offer being

rescinded. If the applicant has tested positive or refused to test on a pre-employment test for a Transit and DOT covered employer, the applicant must then provide Sierra County proof of having successfully completed a referral, evaluation and treatment plan as described in subpart (G) of 49 CFR 655.62.

## **XII. REASONABLE SUSPICION TESTING**

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

Any such trained employee requesting or ordering an employee to submit to a controlled substance or breath analysis or saliva test shall, prior to the test, shall document in writing the facts constituting the employee's behavior that is characteristic of alcohol misuse or controlled substance abuse. In the event that extenuating circumstances prevent the trained employee from completing the written documentation prior to the test such employee shall complete the documentation as soon as possible but not later than 24 hours after the test. The documentation shall specify the extenuating circumstances. The County shall create a standard form to be used to document the basis for any request to test an employee. Additionally, the department head is to be contacted before the test is required of the employee.

Any such trained employee encountering another employee who refuses an order to submit to a controlled substance, breath analysis or saliva test shall remind the employee that failure to comply is insubordination and may result in disciplinary action.

The standard form referred to above, shall have places to document the factors which constitute the objective basis for the request to test. For purposes of this policy, the form may include, but is not limited to, a critical incident which occurs while on duty for the County or at the employee's work location.

Examples of critical incidents may include: 1) an accident involving a County vehicle or equipment causing damage to property or persons; 2) manifestation of mental or physical impairment sufficient to raise doubt that normal tasks can be safely or effectively performed; 3) observation of the employee with open container of alcohol or drug paraphernalia in work area or vehicle; and/or 4) documented objective facts and a reasonable inference drawn from those facts that an employee is under the influence of alcohol or a controlled substance.

Sierra County management shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending the test results. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action.

### **XIII. POST-ACCIDENT TESTING**

#### **A. Fatal Accidents**

1. All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident.

#### **B. Non-Fatal Accidents**

1. Employees will be required to undergo controlled substance and/or breath or saliva alcohol testing if they are involved in an accident while operating County vehicles or equipment if the accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; or if the employee receives a citation under state or local law for a moving traffic violation arising from the accident.
2. In addition, a post-accident test will be conducted for all employees if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident.
  - a. As soon as practicable following an accident, as defined in this policy, the supervisor investigating the accident will notify the covered employee operating the vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
  - b. The appropriate supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and within 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
  - c. Any employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.

- d. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
  - e. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
  - f. In the rare event that Sierra County is unable to perform an FTA drug and alcohol test (*i.e.*, employee is unconscious, employee is detained by law enforcement agency), Sierra County may use drug and alcohol post-accident test results administered by law enforcement officials in lieu of the FTA test. The law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with the law.
3. Any employee who, having first been requested to submit to such test, leaves the scene of such accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to disciplinary action.

C. Sheriff Department Testing

1. All Sworn employees should only be tested post-accident if they exhibit signs of intoxication or being under the influence of a controlled substance.

**IX. RANDOM TESTING (Safety Sensitive Employees Only)**

- A. Employees working safety-sensitive positions as defined in this policy shall be subject to randomly selected, unannounced testing. The random selection shall be conducted by a scientifically valid method.
- B. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- C. Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- D. Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. However, under Sierra County's authority, a random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- E. Employees are required to proceed immediately to the collection site upon notification of their random selection.

## **X. RETURN-TO-DUTY TESTING**

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

## **XI. FOLLOW-UP TESTING**

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty after a positive drug/alcohol test. The follow-up testing will be performed for a period of one to five (5) years with a minimum of six (6) tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. The costs for follow-up testing shall be the responsibility of the employee.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

## **XII. RESULT OF DRUG/ALCOHOL TEST**

- A. Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and will be subject to discipline. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer. Non-safety sensitive employees shall also be removed from duty as a result of a positive drug/alcohol test, or refusal to test, and may be subject to the same return to duty procedures as covered employees.
- B. A drug test with the result of negative dilute shall be retested. Should the second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- C. Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in proposed termination and a referral to SAP. A test refusal includes the following circumstances:
1. A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol tests.
  2. A covered employee who leaves the scene of an accident without a legitimate explanation prior to submission to drug/alcohol tests.
  3. A covered employee who provides false information in connection with a drug test.
  4. A covered employee who provides an insufficient volume of urine specimen or breath sample without a valid medical explanation. The medical evaluation shall take place within five (5) days of the initial test attempt.
  5. A verbal or written declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test within the specified time frame.
  6. A covered employee whose urine sample has been verified by the MRO as substitute or adulterated.
  7. A covered employee fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer.
  8. A covered employee fails to remain at the testing site until the testing process is complete.
  9. A covered employee fails to provide a urine specimen for any drug test required by Part 40 or DOT agency regulations.
  10. A covered employee fails to permit the observation or monitoring of a specimen collection.
  11. A covered employee fails or declines to take a second test the employer or collector has directed you to take.
  12. A covered employee fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures.
  13. A covered employee fails to cooperate with any part of the testing process (*e.g.*, refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process, etc.).
  14. Failure to sign Step 2 of the Alcohol Testing form.
- D. The Employee shall be notified of proposed disciplinary action pursuant to the applicable section of the Personnel Code or respective Memorandum of Understanding.
- E. The cost of any treatment or rehabilitation services shall be paid directly by the employee or their insurance provider. The employee shall be permitted to take accrued sick leave or administrative leave to participate in the SAP prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases him/her to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act (FMLA).

### **XIII. GRIEVANCE AND APPEAL**

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

Except as specified in this section in the paragraph immediately above, nothing in this section changes the rights of an employee with respect to the County disciplinary and appeal procedures.

### **XIV. PROPER APPLICATION OF THE POLICY**

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

### **XV. INFORMATION DISCLOSURE**

Laboratory reports or test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate confidential medical folder. The reports or test results may be disclosed to County management on a strictly need-to-know basis and to the tested employee upon request.

A log of persons accessing the folder shall be maintained in the folder detailing identity (name and position), specific purpose and date of access. Copies of this log shall be provided to the employee at any time, upon request. No copies of reports shall be made for any purpose other than identified below:

1. when the information is compelled by judicial or administrative process;
2. the information has been placed at issue in a formal dispute between the employer and employee;
3. the information is to be used in administering an employee benefit plan;
4. the information is needed by emergency medical technicians, or medical doctors for the emergency diagnosis or treatment of an employee who is unable to authorize disclosure.

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

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

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

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

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

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

1. Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
2. Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Sierra County or the employee.
3. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended necessary legal steps to contest the issuance of the order will be taken.
4. In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

## **XVI. REPORTING**

For all drivers and driver-applicants all of the following information will be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse):

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to a drug or alcohol test;
- An employer's report of actual knowledge, as defined at 49 CFR § 382.107;
- On duty alcohol use pursuant to 49 CFR § 382.205;
- Pre-duty alcohol use pursuant to 49 CFR § 382.207;
- Alcohol use following an accident pursuant to 49 CFR § 382.209;
- Drug use pursuant to 49 CFR § 382.213;
- A SAP's report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and,
- An employer's report of completion of follow-up testing.

**XVII. SYSTEM CONTACTS**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the individual(s) listed below. A current list of individuals assigned to these areas and his/her respective telephone numbers can be obtained through the Human Resources Department.

Sierra County Drug and Alcohol Program Manager

Director of Human Resources (or designee)

P.O. Box 425

Downieville, Ca. 95936

530-289-2879

## **Attachment A**

### **Safety Sensitive Classifications**

Transit safety-sensitive duties include, but are not limited to, any of the duties performed by incumbents of the following classifications:

- A. Bus Driver
- B. Lead Mechanic
- C. Equipment Mechanic I/II
- D. Heavy Equipment Mechanic
- E. Equipment Shop Supervisor

County and DOT safety sensitive duties include, but are not limited to, any of the duties performed by incumbents of the following classifications:

- A. Road Supervisor
- B. Road Superintendent
- C. Road Maintenance Worker I/II/III
- D. Supervising Road Maintenance Worker
- E. Wastewater Service Operator

Additional safety sensitive duties include, but are not limited to, any of the duties performed by incumbents of the following classifications:

- A. Undersheriff
- B. Sheriff Sergeant
- C. Deputy Sheriff
- D. Chief Probation Officer
- E. Senior Probation Officer
- F. Probation Officer
- G. Public Health Nurse
- H. Senior Public Health Nurse
- I. Senior Building Inspector
- J. Building Inspector
- K. Dispatch Jailer
- L. Plant Manager
- M. Social Worker
- N. Social Worker Supervisor
- O. Laborer
- P. Driver
- Q. Custodian

## **Attachment B**

### **Alcohol Fact Sheet**

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

#### **I. Signs and Symptoms of Use**

- A. Dulled mental processes.
- B. Lack of coordination.
- C. Odor of alcohol on breath.
- D. Possible constricted pupils.
- E. Sleepy or stuporous condition.
- F. Slowed reaction rate.
- G. Slurred speech.

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

#### **II. Health Effects.** The chronic consumption of alcohol—average of three (3) servings per day of beer [12 oz.], whiskey [1 oz.], or wine [6 oz.]—over time may result in the following health hazards:

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

#### **III. Social Issues**

- A. Two-thirds of all homicides are committed by people who drink prior to the crime.
- B. 2% to 3% of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- C. Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- D. The rate of separation and divorce in families with alcohol dependency problems is seven (7) times the average.
- E. 40% of family court cases are alcohol problem related.

- F. Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- G. More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.

IV. The Annual Toll

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

V. Workplace Issues

- A. It takes one (1) hour for the average person (150 pounds) to process one (1) serving of an alcoholic beverage from the body.
- B. Impairment in coordination and judgment can be objectively measured with as little as two (2) drinks in the body.
- C. A person who is legally intoxicated is six (6) times more likely to have an accident than a sober person.