

**CHARLES COUNTY
GOVERNMENT
SAFETY SENSITIVE
DRUG AND ALCOHOL
TESTING POLICY**

**Drafted and adopted effective 12/01/2018
Amended 02/22/2019**

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A. STATEMENT OF PURPOSE:

Charles County Government and the Charles County Board of County Commissioners believe that the use of alcohol or illicit drugs in the workplace is detrimental to public safety, employee morale, and productivity.

B. APPLICABILITY:

The provisions of this drug and alcohol testing policy are applicable to all employees who do not hold a CDL license and deemed by Charles County Government to be "safety sensitive". A safety sensitive position is one with duties responsible for, or ability to impact, the safety of one or more people so that there is a potential that impaired performance could result in death or injury to the employee or other person.

C. DESIGNATED EMPLOYER REPRESENTATIVE (DER):

Safety Office
Charles County Government
200 Baltimore Avenue
La Plata, MD 20646
(301) 645-0687 telephone

D. MEDICAL REVIEW OFFICER (MRO):

The Medical Review Officer (MRO) is a licensed physician with knowledge of controlled substances testing and substance abuse disorders. The primary role of the MRO is to act as an independent, impartial gatekeeper and advocate for the accuracy and integrity of the drug testing process. The MRO must also provide a quality assurance review of the drug testing process for the specimens reviewed and processed by said MRO. The MRO will perform all mandated duties, and make all decisions and determinations in accordance with MRO best practices and industry standards.

E. EMPLOYEES SUBJECT TO TESTING:

All employees who do not hold a CDL license and deemed by Charles County Government to be "safety sensitive" shall be subject to pre-employment, random, post-accident, reasonable suspicion, return to duty, and follow up drug and alcohol testing under this policy. A safety sensitive position is one with duties responsible for, or ability to impact, the safety of one or more people so that there is a potential that impaired performance could result in death or injury to the employee or other person. Covered positions are listed on "Attachment A".

F. TESTING LABORATORIES:

Charles County Government retains the services of several DHHS (Department of Health and Human Services) certified forensic laboratories for the purposes of urine drug screening and confirmation testing. These laboratories have completed the certification program conducted by the DHHS and administered by the National Institute of Drug Abuse (NIDA).

The laboratory must retain any specimen reported with positive, adulterated, substituted, or invalid results, for a minimum of 1 (one) year. The MRO must offer the donor of any laboratory confirmed positive test result, the opportunity to have "split specimen" testing performed. Laboratories testing the "split specimen", must also retain those specimens for 1 (one) year.

G. COLLECTION SITES AND PROTOCOL:

Specimens for pre-employment, random, post-accident, reasonable suspicion, return to duty, and follow up alcohol and drug testing will be collected at locations with properly trained and certified personnel to act as collectors. These locations will also furnish all of the necessary equipment and supplies for the purpose of collecting breath, saliva, and urine specimens for drug & alcohol testing. All procedures used for collection, shipment, custody control, and accessioning of specimens are performed according to industry standards and best practices following the guidelines set forth in U S DOT 49 CFR part 40 as amended, and will be reviewed regularly by the administrative staff of Charles County Government's Third-Party Administrator for compliance of these regulations.

Charles County Government reserves the right to require a designated supervisor escort any employee who has been directed to test, to the collection site.

H. ALCOHOL TESTING:

For purposes of alcohol testing Charles County Government utilizes only NHTSA-approved Alcohol Screening Devices and Evidential Testing Devices. Any alcohol test registering an alcohol concentration above 0.02 must be confirmed after a 15 (fifteen) minute waiting period has elapsed, and the donor has been instructed not to eat, drink, smoke, chew, or belch. The confirmation test must be completed within 30 (thirty) minutes of the initial screening test result. If the confirmation test is not completed within the specified 30 (thirty) minutes, the testing will be still be conducted, and the reason for the delay and amount of time that has actually elapsed, are noted on the remarks line of the alcohol testing form.

All alcohol-testing technicians are certified by approved training program. They are also provided with continuing education and training with regards to equipment and testing protocols, to keep in compliance with Federal and State regulations. Training certifications and calibration information for equipment and collectors utilized by Charles County Government are maintained at Charles County Government's Third-Party Administrator and can be inspected upon request.

I. DRUG TESTING:

Charles County Government's Safety Sensitive Drug and Alcohol Testing Policy will adhere to industry standards, best practices, and guidelines set forth in the US DOT 49 CFR Part 40 regulation for specimen collection, transit, and laboratory analysis. The analysis of all specimens will include an initial screen with confirmation by SAMHSA certified laboratories, and certified MRO review for non-negative results. All non-negative laboratory results will be forwarded directly to the MRO, at which time the chain of custody and documentation concerning the specimen is examined in detail. Both the laboratory and the MRO inspect each sample for "fatal flaws". If any "fatal flaws" are discovered, the test is cancelled. In situations where correctable flaws exist, they must be corrected prior to the completion of MRO verification process.

After a thorough review of the collection procedure, chain of custody form, testing protocol and laboratory results, negative results are verified and reported by the MRO to the employer. For non-negative results, the MRO will contact the employee and conduct a medical interview, focusing on the individual's medical history and/or any other relevant biomedical factors. The MRO shall examine all alternative medical explanations for any positive test results. The MRO will also review all medical records made available by the donor, when a confirmed positive test result could have resulted from legally prescribed medications. Additionally, the MRO reserves the right to order additional laboratory ancillary testing and/or specimen re-analysis and quantification of the specimen submitted, in order to complete the verification process.

The MRO must offer the donor of any laboratory confirmed positive test result, the opportunity to have "split specimen" testing performed. The donor must notify the MRO of their request for "split specimen" testing within 72 (seventy-two) hours of the initial interview by the MRO. Split specimen testing allows the donor to have the unopened specimen bottle, with the chain of custody and tamper evident seal intact, sent to a second independent DHHS approved laboratory for confirmation. Donors are financially responsible for the cost of any "split specimen" test request.

The MRO will attempt to contact the donor a minimum of at least 3 (three) times during the first 24 (twenty-four) hours. If the MRO is unable to contact the donor after 24 (twenty-four) hours, the MRO will request that the Charles County Government Designated Employer Representative (DER), attempt to contact the donor. The DER, will instruct the donor to contact the MRO immediately. The donor will be instructed that contact with the MRO must occur within 72 (seventy-two) hours. The DER must also advise the donor, that his or her failure to contact the MRO within 72 (seventy-two) hours after being instructed to do so will result in the test being reported by the MRO as a refusal to test which is considered a verified positive.

If after 10 (ten) days from the MRO's receipt of the confirmed laboratory positive result, the MRO and DER are still unable to contact the donor the test will be reported as verified positive. In the event the donor expressly declines or refuses an interview with the MRO, the test will be reported as verified positive.

The MRO is permitted to release to the Charles County Government DER or any regulatory agency the results of drug testing. The MRO will not release individual test results to any other person, without first obtaining specific written authorization from the donor.

Any corrupted samples or chain of custody forms that require cancellation based upon MRO best practices, industry standards, and/or guidelines set forth US DOT 49 CFR Part 40 as amended will result in the cancellation of the test by the MRO.

All collection officials have been trained and certified with regards to collection procedures. Each collector participates in a quality assurance and continuing education program, which requires periodic monitoring and proficiency demonstrations utilizing mock collections. Training certification documentation for all collectors utilized is maintained by Charles County Government's Third-Party Administrator.

J. SELF REPORT

Charles County Government does not consider a request for assistance with a drug and/or alcohol problem after an employee is required to report for testing as a "voluntary" or "self report". In this case, the employee would still be required to submit to any requested drug and/or alcohol testing, and subsequent action taken if adverse results were received.

If an employee has reason to believe he or she is unfit to perform "safety sensitive" functions and voluntarily seeks assistance, due to a drug and/or alcohol problem, the employee must contact Charles County Government Safety Sensitive Drug & Alcohol Testing Program DER, and request a temporary leave from duty. The employee may not return to the performance of safety sensitive functions until a qualified drug and alcohol counselor has approved him or her to do so, after completing an evaluation, and all recommended treatment/education. The employee must also submit a negative return to duty drug test and/or alcohol test, prior to the commencement of any safety-sensitive functions.

While the employee may use personal leave, Charles County Government cannot guarantee a position will be available or "held" for the employee during and/or after treatment.

The employee remains subject to all personnel policies, including those related to drugs and/or alcohol while undergoing treatment. The employee is subject to termination if found to be violating the Drug & Alcohol Testing Policy, notwithstanding the fact that he or she may be receiving treatment.

The cost of any treatment, education, as well as follow up and return to duty testing, will be the employee's financial responsibility.

K. POLICIES & PROCEDURES

1. General Program Guidelines & Prohibited Behaviors

Employees are prohibited from performing duties while under the influence of alcohol and/or illegally prescribed or illegally used controlled substances.

Any employee deemed a refusal to test will be immediately terminated.

Employees using prescription medication should obtain confirmation the usage does not pose any safety concerns from the prescribing physician, or Charles County Government's MRO. If a medically legitimate prescription, that would preclude or inhibit the performance of job duties, is dispensed to an employee, he or she will be placed on sick leave until the cessation of the prescribed medication is indicated. Charles County Government requires all prescription medication is kept in the original container.

MRO Safety Concerns: During the MRO verification process, a donor may disclose medication that requires the MRO to report the result as negative, but also to generate a "safety concern" letter. If the MRO issues a "safety concern" letter subsequent to an MRO interview, the donor will be required to undergo a "fitness for duty" exam. Information concerning medication usage, including but not limited to consultation with the MRO will be provided to the medical examiner performing the exam.

Prohibited substances addressed by this policy include the following:

Controlled Substances and Illicit Drugs: Illegally used controlled substances, or drugs under the Drug-Free Workplace Act of 1988, any drug or any substance identified in Schedules I thru V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 thru 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U. S. Drug Enforcement Administration or the U. S. Food and Drug Administration. Illegal use includes usage of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

Medical Marijuana: Charles County Government is required to abide by the Drug Free Workplace Act of 1988. Marijuana is listed as a Schedule I drug by the DEA; employees are prohibited from using marijuana. The MRO is prohibited as accepting medical marijuana as a legitimate medical explanation during the verification process of any laboratory positive test results.

Hemp Products: The MRO is prohibited as accepting hemp product use as a legitimate medical explanation during the verification process of any laboratory positive test results.

Mate de Coca: The MRO is prohibited as accepting mate de coca product use as a legitimate medical explanation during the verification process of any laboratory positive test results.

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 duties is prohibited. An alcohol test can be performed on a just before, during, or just after the performance of job duties.

On-call employees are prohibited from performing "safety sensitive" duties if they have consumed alcohol within 4 (four) hours of reporting for duty. On-call employees, who have consumed alcohol, must advise a supervisor of the alcohol use prior to reporting for duty. Charles County Government reserves the right to perform an alcohol screen to determine a driver's fitness to perform on-call duties.

Charles County Government considers the following behaviors prohibited, and will result in immediate removal from safety sensitive duties and subsequent disciplinary action taken, which may include termination of employment;

- On duty use or possession of alcohol.
- Pre-duty use of alcohol within 4 (four) hours of reporting for duty.
- Use of alcohol within 8 (eight) hours of a reportable accident, or until post accident alcohol testing has been conducted.
- Refusal to submit to a required alcohol or controlled substances test. Any employee deemed a refusal to test will be immediately terminated.
- Possessing, using, selling, transferring, or exchanging controlled substances, whether on or off duty.
- Illegal use and/or impairment while on duty of any prescription medication, which may affect work performance or pose a danger to the safety of the employee or others.
- Possessing, using, selling, transferring, or exchanging controlled substances in the workplace, on or in Charles County Government property, including but not limited to; facilities, parking lots, equipment, and vehicles.
- Possessing, using, selling, transferring, or exchanging substances, and/or products, including but not limited to prosthetic devices used to carry clean urine, and/or any other attempt to evade drug detection, and/or adulterate or substitute a specimen sample.

Charles County Government reserves the right to search, at any time Charles County Government property used by employees, i.e. desks, work areas, motor vehicles, lockers, etc. for the presence of controlled substances and/or alcohol.

Drug/DUI/DWI Arrests and Convictions:

All employees are required to notify the Charles County Government DER of any criminal drug statute and/or DUI/DWI arrest/conviction within 5 (five) days after such arrest or conviction. Failure to comply with this provision shall result in immediate termination of employment.

II. Pre-Employment

Positions subject to pre-employment testing are those classified as "full-time", "full-time reduced hours" and "part-time I" positions. The applicant must report for the pre-employment test within 48 hours of being notified

If any pre-employment drug test is verified positive, the applicant will be notified his or her candidacy will not receive further consideration. If any pre-employment test is cancelled, the applicant will be instructed to repeat the test immediately.

Upon consideration of a job offer, Charles County Government is responsible for directing applicants to the collection site for a urine drug screen. No applicant shall be allowed to begin the performance of duties until Charles County Government receives a negative drug screen result.

III. Random Testing

All employees who do not hold a CDL license and deemed by Charles County Government to be "safety sensitive" on "Attachment A" are subject to random unannounced alcohol and drug testing. Random testing will occur at intervals spaced equally throughout the year, equally throughout all shifts, and equally throughout all days of the week.

All employees are tested just prior to, during, or immediately after performance of duties. All employees are to report directly to the collection site upon notification any of required testing. Failure to report for testing within 2 hours after notification is considered a refusal to test, and grounds for immediate dismissal.

IV. Post Accident Testing

Charles County Government may require post-accident testing for any accident or incident where there is damage to property, and/or where medical attention is rendered, and/or where the determination is made that based on potential liability; it would be in the best interest of Charles County Government to require testing based on departmental determination. Charles County Government also reserves the right to perform expanded panel testing.

Post-Accident testing will be required for accident involving a fatality, any accident in which any vehicle was towed from the scene, and the Charles County Government employee was issued a citation, any accident in which any person was taken from the scene via ambulance, and/or received medical attention, and the Charles County Government employee was issued a citation.

Post accident testing should be performed immediately. Employees must remain readily available and refrain from any alcohol use until the testing has been performed. If an employee subject to post accident testing does not remain readily available for testing, including notifying Charles County Government of his or her location if he or she leaves the scene of the accident prior to submitting to testing, he or she may be deemed to have refused testing.

Alcohol testing should occur within 2 (two) hours of the accident. If not promptly administered, Charles County Government will prepare and maintain on file, a record stating the reasons for not administering the test. If a post accident alcohol test is not administered within 8 (eight) hours following an accident, Charles County Government shall cease attempts to administer the test, and prepare and maintain the same explanatory record. Drug testing should also occur immediately following an accident, but must be performed no more than 32 hours after the accident.

At no time shall any employee be delayed or denied medical attention or be prohibited 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. If an employee cannot participate in the collection process due to injury or state of consciousness, the employer may accept test results performed by Federal, State, or Local officials, if the results are released.

If an employee subject to post accident testing does not remain readily available for testing, including notifying Charles County Government of his or her location if he or she leaves the scene of the accident prior to post accident testing, he or she may be deemed to have refused testing.

V. Reasonable Suspicion

Any employee exhibiting behavior or conduct that has been observed by at least one supervisor who has received 2 (two) hours of training for drug & alcohol awareness, gives reasonable suspicion to suspect drug or alcohol use, he or she must submit to reasonable suspicion drug & alcohol testing. A refusal to submit to testing will be treated as a positive result, and grounds for immediate termination. The supervisor will escort the employee directly to the collection site for drug & alcohol testing. Under no circumstances will an employee who requires reasonable suspicion drug & alcohol testing be permitted to drive his or herself to the collection site.

VI. Return to Duty and Follow Up Testing

Any employee with a qualified self-report will be subject to "Return to Duty" and "Follow Up" testing. This testing will be in addition to random testing. The duration and frequency will be determined by the EAP evaluation and treatment recommendations. Follow up testing can continue for a period of up to 36 (thirty-six) months. The employee will be financially responsible for the cost of any return to duty and follow up testing.

VII. Consequences of a POSITIVE Test Result

Any covered employee with a confirmed alcohol concentration greater than 0.02 but less than 0.04 will be IMMEDIATELY removed from duty for a period of no less than 24 (twenty-four) hours.

Charles County Government has a ZERO TOLERANCE POLICY. Any covered employee that has an MRO verified positive drug test result or alcohol concentration greater than 0.04 or any other violation of this policy, will be IMMEDIATELY removed from safety sensitive duties and referred to a treatment professional and terminated.

Any covered employee, who refuses to submit to any drug and/or alcohol test, will be removed from safety sensitive duties and referred to a treatment professional and terminated.

VIII. Refusal to Test

The following behaviors are considered a refusal to test and carry the same consequences as a positive test result immediate removal from duty and termination;

- Failure to appear for a pre-employment test within 48 hours after being notified to do so.
- Failure to appear for a random test within 2 hours after being notified to do so.
- Failure to remain at the testing site until the testing process is complete.
- Failure to provide a specimen for any drug or alcohol test required by the Charles County Government Safety Sensitive Drug and Alcohol Policy.
- Refusal to allow the observation or monitoring of a specimen collection when it is required.
- Failure to provide a sufficient urine or breath sample without an adequate medical explanation for the failure.
- Failure to take a second test that the employer or collector has directed the employee to take.
- Failure to undergo a medical exam as directed by the employer or the MRO as part of the verification process, or "shy bladder" or "shy lung" procedures.

- Failure to cooperate with the testing process (Examples: refusal to empty pockets when requested, behaving in a confrontational manner that disrupts the process).
- For a *direct observation* collection; failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to allow the observer to see if employee is wearing a prosthetic or similar device that could be used to interfere with the collection process.
- Possession or wearing of a device or product intended to help the employee pass the drug test.
- Admitting adulteration or substitution of the specimen to the collector or the MRO.
- If the MRO reports a verified adulterated or substituted test result.
- An employee who is subject to post accident testing who fails to remain readily available for such testing, including notifying Charles County Government of his or her location if he or she leaves the scene of the accident prior to submission to a test.

IX. Observed Collections

A 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 there was not a valid medical explanation for the result; or
- b. The MRO reports the original positive, adulterated, or substituted specimen 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 of the original specimen was out of range; or
- e. The laboratory reports to the MRO, validity testing revealed an invalid "dilute" specimen with a creatinine of less than or equal to 5mg/dL and the specific gravity is less than or equal to 1.001 or greater than or equal to 1.020.

During observed collections, observers will check for items such as prosthetic devices designed to carry clean urine, with both male and female donors. The observer will follow industry standards and best practices.

L. CONFIDENTIALITY AND RECORDKEEPING

Confidentiality will be maintained to the fullest extent possible with regards to drug and alcohol testing. All correspondence written or verbal, between the Charles County Government's DER, TPA, and the MRO, is further protected from breeches in confidentiality by utilization of a password, known only to these individuals, prior to the exchange of any information.

The traditional doctor/patient relationship does not exist when the MRO is acting within the scope of duties assigned under the Charles County Government's Safety Sensitive Drug & Alcohol Testing Policy. Individuals are advised, information provided to the MRO during the verification process of a confirmed laboratory positive test result, may be disclosed to third parties. No testing information will be furnished to a third party, without express written consent provided by the employee/donor. Test results will not be disclosed by the DER, the MRO, the TPA, or the testing

laboratory, to anyone outside of Charles County Government, including law enforcement agencies except when the following circumstances occur:

- a. A proceeding initiated by the employee or on behalf of the employee, including but not limited to the decision maker in a lawsuit, grievance, worker's compensation claim, unemployment compensation claim, or any other proceeding relating to a benefit sought by the employee require such.
- b. As a requirement of any Federal, State, or Local regulation or statute.
- c. When results are requested by a potential employer and the appropriate authorization form signed by the employee or applicant has been provided.

M. SPECIMEN VALIDITY TESTING AND MEDICAL EVALUATIONS

For specimens deemed invalid due to adulteration or substitution, the result will be treated as a positive, and the employee subsequently terminated. If the urine is reported as "dilute", it is still a valid test, either positive or negative.

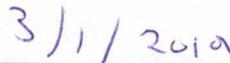
In the event an employee is unable to produce a sufficient amount of specimen, the MRO will arrange for a medical evaluation. In the absence of a medical condition or legitimate medical explanation, insufficient samples will be treated as a refusal to test, which carries the same consequence as a positive test result.

Effective Date:

This Policy is effective February 22, 2019.



Mark Belton, County Administrator



Date

Attachment A
Covered Positions

| DEPT NAME | JOB DESCRIPTION |
|---------------------------|--|
| Co Admin | Security Associate |
| Co Admin | Building Security Officer |
| Co Admin | Safety Officer |
| Co Admin | Risk Manager |
| Co Admin | Chief of Central Services |
| ES Animal Control | Animal Control Officer |
| ES Animal Control | Chief of Animal Control |
| ES Animal Shelter | Animal Shelter Supervisor |
| ES Animal Shelter | Attendant II |
| ES Animal Shelter | Attendant I |
| ES Animal Shelter | Techs |
| ES Communications | Radio Systems Support Administ |
| ES Communications | Asst Chief of Fire/EMS Comm |
| ES Communications | Chief of Fire & EMS Comm |
| ES Communications | Comm Train & Quality Assur Cpt |
| ES Communications | Dispatcher (PT) |
| ES Communications | Public Safety Dispatch Lt |
| ES Communications | Public Safety Dispatcher I |
| ES Communications | Public Safety Dispatcher II |
| ES Communications | Dispatcher (PT) |
| ES Communications PT | Dispatcher (PT) |
| ES Emergency Medical Svcs | Hazmat Tech III |
| ES Emergency Medical Svcs | Hazmat/TRT Tech II |
| ES Emergency Medical Svcs | Asst Chief of EMS |
| ES Emergency Medical Svcs | Chief of Emergency Med Service |
| ES Emergency Medical Svcs | EMS Captain |
| ES Emergency Medical Svcs | EMT |
| ES Emergency Medical Svcs | EMT-B |
| ES Emergency Medical Svcs | EMT-Paramedic |
| ES Emergency Medical Svcs | Lt/Paramedic Supervisor |
| ES Emergency Medical Svcs | Paramedic |
| ES Emergency Medical Svcs | Paramedic (MIHP) |
| ES Emergency Medical Svcs | Chief of Emergency Management |
| PW Building & Trades | Construction Superintendent |
| PW Building & Trades | Construction Supervisor |
| PW Building & Trades | Electrician I |
| PW Building & Trades | Electrician II |
| PW Building & Trades | Electrician III |
| PW Building & Trades | Facilities Maint Tech-Security |
| PW Building & Trades | Electrical Facility Maint Superintendent |
| PW Building & Trades | HVAC Facility Maint Superintendent |
| PW Building & Trades | Facil Maint Tech II |
| PW Building & Trades | Facil Maint Tech III |
| PW Building & Trades | HVAC Supervisor |
| PW Building & Trades | Facil Maint Suprv |
| PW Building & Trades | Facil Maint Tech I |

| | |
|----------------------|-----------------------------------|
| PW Building & Trades | Chief of Building & Trades |
| PW Building & Trades | Custodial Superintendent |
| PW Building & Trades | Custodial Supvr |
| PW Landfill | Chief of Environmental Resourc |
| PW Recycling | Recycling Contract Manager |
| PW Recycling | Landfill & Recycliny Site Supt |
| PW Recycling | Recycle/Litter Ctrl Supt |
| PW Roads | Roads Project Manager |
| PW Roads | Roads Superintendent |
| PW Roads | Chief of Roads |
| PW Roads | Sign Shop Manager |
| PW Roads PT | Flagger/Rd Maint Wrk II |
| PW Utilities | Electrician I |
| PW Utilities | Environmental Ops Supt |
| PW Utilities | Environ Operator I |
| PW Utilities | Environ Operator II |
| PW Utilities | Environ Operator Trainee |
| PW Utilities | Equipment Maint Superintendent |
| PW Utilities | Equipment Maint Supervisor |
| PW Utilities | Equipment Maintenance Tech I |
| PW Utilities | Equipment Maintenance Tech II |
| PW Utilities | Line Maint Superintendent |
| PW Utilities | Line Maint Worker |
| PW Utilities | Electrician II |
| PW Utilities | Chief of Ops & Maint |
| PW Utilities | Water Operations Supervisor I |
| PW Utilities | WW Ops Supervisor II |
| PW Utilities | Technical Sup Ops Supt |
| PW Utilities | Sr Environmental Oper Supt |
| RP&T Parks FT | Park Manager |
| RP&T Parks FT | Asst Park Manager |
| RP&T Parks FT | Chief of Parks & Grounds |
| RP&T Parks FT | Asst Golf Course Supt |
| RP&T Parks PT | Grounds Maintenance Worker |
| RP&T Parks PT | Parks & Grnds Supt |
| RP&T Parks PT | Aquatics Supervisor |
| RP&T Parks PT | Pool Manager |
| RP&T Parks PT | Golf Course Assistant Manager |
| RP&T Parks PT | Golf Course Manager |
| RP&T Parks PT | Golf Equipment Mechanic Assistant |
| RP&T Parks PT | Golf Course Superintendent |
| RP&T Parks PT | Golf Course Maintenace Foreman |
| RP&T Parks PT | Golf Course Maintenace Worker |
| RP&T Parks PT | Park Attendant III |

Attachment B **Alcohol Fact Sheet**

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

Signs and Symptoms of Use

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

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

Health Effects

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

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

Social Issues

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

The Annual Toll

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

Workplace Issues

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

Attachment C
Drugs of Abuse

Cannabinoids: (Marijuana, Hashish)

Effects: Euphoria, slowed thinking and reaction time confusion, impaired balance and coordination impaired memory, increased heart rate, and anxiety

Depressants: (Barbiturates, Benzodiazepines)

Effects: Reduced anxiety, feeling of well being, lowered inhibitions, slowed pulse, poor concentration, impaired coordination, memory loss, addiction

Opioids: (Codeine, Morphine, Heroin, Opium, Hydrocodone, Oxycodone)

Effects: Euphoria, drowsiness, nausea, vertigo, confusion, sedation, addiction, coma, increased tolerance, respiratory depression and arrest.

Stimulants (Amphetamine, Methamphetamine, Cocaine)

Effects: Increased heart rate, blood pressure, metabolism euphoria, reduced concentration, rapid irregular, heart rate, weight loss, decreased appetite, heart failure.

Dissociative Anesthetics: (PCP)

Effects: Increased heart rate, impaired motor function, psychotic behavior, numbness, nausea, memory loss, catatonia, lethargy, flashbacks

***Attachment D
Substance Abuse Resources***

Employee Assistance Program

Dr. Chuck Ruby

301 646-6022

Director of Human Resources, Charles County Government

301 645-0585

Charles County Health Department;

**Substance Abuse Services
After-Hours**

301 609-6600

301 609-3599

Policy Receipt Acknowledgement

I acknowledge I have been provided with a copy of Charles County Government's Safety Sensitive Drug & Alcohol Testing Policy. I further acknowledge I have also been provided with contact information for the person or persons who can answer any questions I may have concerning any components, aspects, or consequences contained in this policy.

Employee Signature

Date

Employee Printed Name

AMENDMENT 1 (02/22/2019):

Charles County Government Safety Sensitive Drug & Alcohol Testing Policy

Below is a summary of changes to the Charles County Government Safety Sensitive Drug & Alcohol Testing Policy. Effective 02/22/2019 Charles County Government has adopted a ZERO TOLERANCE policy. The language below REPLACES the language found on page 10 of the current policy concerning "Return to Duty and Follow" Testing as well as "The consequences of a POSITIVE Test Result" and are effective 02/22/2019.

I. Return to Duty and Follow Up Testing

Any employee with a qualified self-report will be subject to "Return to Duty" and "Follow Up" testing. This testing will be in addition to random testing. The duration and frequency will be determined by the EAP evaluation and treatment recommendations. Follow up testing can continue for a period of up to 36 (thirty-six) months. The employee will be financially responsible for the cost of any return to duty and follow up testing.

II. Consequences of a POSITIVE Test Result

Any covered employee with a confirmed alcohol concentration greater than 0.02 but less than 0.04 will be IMMEDIATELY removed from duty for a period of no less than 24 (twenty-four) hours.

Charles County Government has a ZERO TOLERANCE POLICY. Any covered employee that has an MRO verified positive drug test result or alcohol concentration greater than 0.04 or any other violation of this policy, will be IMMEDIATELY removed from safety sensitive duties and referred to a treatment professional and terminated.

Any covered employee, who refuses to submit to any drug and/or alcohol test, will be removed from safety sensitive duties and referred to a treatment professional and terminated.

Signature of Employee

Date

Printed Name