

# POLK COUNTY POLICY FOR COMMERCIAL DRIVER'S LICENSE HOLDERS

## **Introduction**

Polk County is dedicated to providing safe and efficient service to the public. The County's employees are its most valuable resource in ensuring the quality of this service. It is the County's goal to provide its employees with a work place environment which promotes health and safety. To meet this goal, it is the County's policy to establish a program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial vehicles.

## **2.0 Purpose**

The purpose of this policy is to assure that County employees who drive commercial motor vehicles are fit for duty and to protect our employees and the public from risks posed by the misuse of alcohol and use of prohibited drugs by such drivers. This policy is intended to comply with the Omnibus Transportation Employee Testing Act of 1991 and all applicable federal regulations governing substance abuse prevention programs for employees who operate commercial motor vehicles and who are required to have a commercial driver's license. The Department of Transportation (DOT) has published 49 CFR Parts 382 and 40 that mandate urine drug testing and breath alcohol testing for safety-sensitive positions; prohibit performance of safety sensitive functions when there is a positive test result; and set standards for the collection and testing of urine and breath specimens. This policy incorporates those requirements for employees who operate commercial motor vehicles. All covered employees must comply with the regulations set forth in 49 CFR Parts 382 and 40, which are incorporated herein by reference. Copies of the regulations are available in the Human Resources Department. If any provision of this policy conflicts with the regulations in 49 CFR, Parts 382 and 40, the regulations shall control.

## **3.0 Covered Employees**

The County's Substance Abuse Policy applies to all drivers as defined in 49 CFR 392.103, who operate commercial motor vehicles and who are required to hold commercial drivers licenses. Contractors who employ drivers are responsible for compliance with all applicable federal regulations.

Each employee subject to this policy shall receive a copy of the policy. The policy will be located in a place readily accessible to all covered employees.

A safety-sensitive function is any duty related to the operation of a commercial motor vehicle by an employee required to have a commercial driver's license including:

- a. All time the driver is waiting to be dispatched, unless the County has relieved the driver from duty;
- b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- c. All driving time;
- d. All time in or on any commercial motor vehicle;
- e. All time supervising, assisting, or attending the loading or unloading of a vehicle, or remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- f. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle;

- g. Performing any other work in the capacity of, or in the employ or service of a common, contract or private motor carrier.
- h. Performing any compensated work for a non-motor carrier entity.

#### **4.0 Prohibited Substances**

Prohibited substances addressed by this policy included the following:

##### 4.1 Controlled Substances

Any illegal drug or any substance identified in 49 CFR part 40, as amended. This policy conforms to cut off levels established in 49 CFR part 40, as amended.

Illegal controlled substances include 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 use of any illegal drug, misuse of legally prescribed drugs, and use of illegally-obtained prescription drugs.

##### 4.2 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 supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work-related duties.

A legally-prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. If the employee tests positive for drugs, he/she must provide within 24 hours a valid prescription. A valid prescription includes the patient's name, the name of the substance quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs by covered employees while performing County business or on County property is prohibited.

##### 4.3 Alcohol

The use of or possession of alcohol, unless the alcohol is manifested and transported as part of a shipment, while performing safety-sensitive functions for the County, is prohibited. This includes beverages containing alcohol, medicines containing alcohol (prescription or over-the-counter), or any other substance such that if ingested, alcohol would be present in the body. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liter of breath as measured by a breath testing device.

#### **5.0 Prohibited Conduct**

##### 5.1 Manufacture, Trafficking, Possession and Use

Covered employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of prohibited substances on County premises, in County vehicles, or while on County business. Employees who violate this provision may be terminated. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

## 5.2 Intoxication/Under the Influence

Any covered employee performing safety-sensitive functions, who is reasonably suspected of being intoxicated, impaired, or under the influence of a prohibited substance, or not fit for duty shall be relieved from job duties pending an investigation and verification of his/her condition. Employees who fail to pass a drug or alcohol test shall be removed from duty and required to successfully complete a drug or alcohol rehabilitation program, and shall be subject to discipline up to and including discharge. Failure to successfully complete the program will result in immediate termination. A drug or alcohol test is considered positive if the individual is found to have a quantified presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

## 5.3 Alcohol Use

No covered employee should report for duty or remain on duty, requiring the performance of safety-sensitive functions, when his/her breath alcohol concentration is 0.04 or greater. No covered employee shall use alcohol while on duty, or while performing safety-sensitive functions. No covered employee shall use alcohol within four hours of reporting for duty, or during the hours that the employee is on call. Violation of these provisions is prohibited, and will subject the employee to discipline up to and including discharge.

## 5.4 Compliance with Testing Requirements

All covered employees will be subject to urine drug testing and breath alcohol testing in accordance with section 6. Any covered employee who refuses to comply with a request for testing shall be removed from duty, will be considered as having a positive test, will be required to successfully complete a drug or alcohol rehabilitation program, and be subject to discipline up to and including discharge. If he/she does not successfully complete this program, the employee will be terminated. Any covered employee who is suspected of providing false information in connection with a 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 these actions will result in the employee's removal from duty and termination of employment. Refusal can include an inability to provide a sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

## 5.5 Treatment Requirements

All employees are encouraged to make use of the available resources for treatment of alcohol misuse and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse as explained in this policy. Any employee who refuses or fails to comply with the County's requirements for treatment, after care or return-to-duty shall be terminated. The cost of treatment or rehabilitation service will be paid for by the employee's insurance provider or, if not covered, by the employee.

An employee required to take time off in order to participate in a rehabilitation program will be permitted to use sick leave, vacation time, personal leave, compensatory time-off and/or unpaid leave. Such leave will be considered leave pursuant to the County's Family and Medical Leave Act Policy. If the rehabilitation program does not require the employee to take time off, then non-safety-sensitive duties will be assigned to the employees until the Medical Review Officer (MRO) or Substance Abuse Professional (SAP) determines the employee may return to safety-sensitive duty.

## 5.6 Consequences for Violations of Drug Policy

Employees who are tested and found to be in violation of the policy the first time will normally be referred for a drug abuse evaluation. If treatment is recommended, the employee is required to successfully complete treatment. Absent extraordinary circumstances, any employee testing positive for a second time, whether random, post-accident, reasonable suspicion, or follow up test, will be terminated from County employment. In all respects, including determining when an employee has tested positive a second time, a constructive positive, i.e., an employee's refusal to submit to testing, will be treated as an actual positive. Any temporary restrictions that create an inability to perform the essential functions of the employee's position may subject the employee to a demotion in classification until such restrictions are withdrawn.

This policy recognizes a spectrum of potential breaches including such extremely serious ones as use, possession, sale, or distribution of illegal drugs, being unfit to work due to presence of illegal drugs in one's system, and far less serious violations, such as an employee's failure to advise the employer that he or she is taking medication which might affect safety or other aspects of performance. Therefore, corrective disciplinary action is intended to be proportional to the magnitude of the offense.

Certain serious offenses may result in immediate termination unless there are compelling facts relative to the offense, i.e., employee's work history, performance, and prior compliance with County's policy and rules or other personal factors that strongly suggest a lesser form of corrective action and/or rehabilitation are most appropriate. An example of a serious offense includes, but is not limited to:

- ◆ Use, possession, sale, or distribution of controlled substances and/or drugs County premises, on County business, or during working hours.
- ◆ Involvement in a traffic accident resulting in a fatality while the employee has a positive drug test.

## 5.7 Consequences for Violations of Alcohol Policy

Employees who are tested and found to be in violation of the policy the first time with an alcohol level of 0.02 or greater, but less than 0.04 will be considered to be unable to perform their duties for 24 hours and on an unexcused absence subject to progressive discipline.

Additional tests with an alcohol level of 0.02 or greater but less than 0.04 will be grounds for discipline up to and including discharge.

Employees performing safety-sensitive functions, who are tested and found to be in violation of the Policy with an alcohol level of 0.04 and above, or who have used alcohol within four hours prior to performing safety-sensitive functions shall be subject to discipline up to and including discharge.

The program recognizes a spectrum of potential breaches including such extremely serious ones as use or possession of alcohol during working hours, being unfit to work due to presence of alcohol in one's system, and far less serious violations. Therefore, disciplinary action is intended to be proportional to the magnitude of the offense and in keeping with the Positive Discipline Program. Any temporary restrictions that create an inability to perform the essential functions of the employee's position may subject the employee to a demotion in classification until such restrictions are withdrawn.

Certain serious offenses may result in immediate termination unless there are compelling facts relative to the offense, i.e., employee's work history, performance, and prior compliance

with County policy and rules or other personal factors that strongly suggest a lesser form of corrective action and/or rehabilitation are most appropriate. Examples of such serious offenses include, but are not limited to:

- ◆ Use or possession of alcohol on County premises or during working hours.
- ◆ Refusal to submit to a required alcohol test.
- ◆ Involvement in a traffic accident resulting in a fatality while the employee has a positive alcohol test.

#### 5.8 Proper Application of the Policy

Polk 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.

#### 5.9 Employee Requested Treatment

Any covered employee who feels he/she has an alcohol or drug abuse problem may use appropriate leave, if applicable, or request an unpaid leave of absence for the purpose of attending a registered drug and alcohol abuse treatment program. The County will assist, in any manner possible, an employee who requests this treatment voluntarily. Such requests must be completed voluntarily and prior to any pending drug/alcohol test or disciplinary action. The employee will not be disciplined for requesting this treatment. Employees who voluntarily request treatment are subject to the return-to-duty testing and requirements set forth in section 6.7.

### **6.0 Testing Procedures**

Urine Drug testing and breath testing for alcohol shall be conducted as required by federal regulations. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, at random, and following an accident as defined in Section 6.3, 6.4, 6.5, 6.6 and 6.7 of this policy. In addition, all covered employees will be tested prior to returning to duty after failing a drug or alcohol test and after completion of the Substance Abuse Professional's recommended treatment program. Safety-sensitive employees shall also be subject to follow-up testing on a random, unannounced basis. Follow-up testing will be conducted for a minimum period of 12 months with a minimum of six tests to be performed during the first year. Follow up testing will be in conjunction with the Substance Abuse Professional's recommendation. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR part 40, as amended.

The drugs that will be tested for include drugs in accordance with 49 CFR part 40, as amended. An initial drug screen will be conducted on each urine specimen. For those 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 present are above the minimum thresholds established in 49 CFR part 40, as amended. In addition, if a urine sample cannot be analyzed because of dilution, a retest will be authorized. A second diluted sample shall be considered positive.

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). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A covered employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from his/her position until the start of his/her next regular duty period, but not less than twenty-four (24) hours following the test; and be on an unexcused absence subject to progressive discipline. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 382 for covered employees. Any covered employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and be subject to discipline up to and including discharge.

Polk County affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. All records will be maintained in accordance with 49 CFR 382.401, et seq. Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be kept under the control of the Labor Relations Manager. The reports or test results may be disclosed to Polk County's management strictly on a need-to-know basis and to the employee upon request. Disclosures without employee consent may also occur when:

1. The information is compelled by law or by judicial or administrative process;
2. The information has been placed at issue in a formal dispute between the employee and employer;
3. The information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

#### 6.1 Compensation for Testing

Polk County will pay employees for drug or alcohol testing according to the following:

**Paid Testing:** (random, reasonable suspicion and post-accident testing) - employees will be paid regular wages from the time they are notified of testing and relieved of job duties until such time as they are released by the supervisor to return to work or are relieved of their duties.

**Unpaid Testing:** (pre-employment and return-to-work) - Covered applicants for employment required to undergo pre-employment testing and employees subject to return-to-work testing will not receive compensation for the time spent testing.

#### 6.2 Employee Requested Testing

Any covered employee who questions the results of a required drug test under paragraphs 6.3 through 6.8 of this policy may request that an additional test be conducted. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such additional testing are paid by the employee unless the result of the split sample testing invalidates the result of the original test. 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 of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

### 6.3 Pre-Employment Testing

All applicants for positions with safety-sensitive functions shall undergo urine drug testing and breath alcohol testing immediately following the offer of employment or transfer into a safety-sensitive position. Receipt by the County of a negative drug test result is required prior to employment. Receipt of a negative alcohol test is also required prior to employment before the employee can perform any safety-sensitive duties. Pre-employment drug tests may be administered only after the applicant is informed that a urine sample and breath test are required, as mandated by Section 730.5(7) (a) of the Iowa Code. Failure of a pre-employment drug or alcohol test will disqualify an applicant for employment at the County for at least six months. Polk County will reconsider an applicant's employment if all the following conditions are met:

1. At least six months has lapsed between applications; and
2. The applicant can show proof of successfully completing a drug or alcohol treatment program; and
3. Passes a new drug/alcohol test.

### 6.4 Reasonable Suspicion Testing

All covered employees may be subject to a fitness-for-duty evaluation, and urine and/or breath testing when there are reasons to believe that the employee has violated Department of Transportation regulations in 49 CFR sections 382.201 to 382.215 concerning alcohol or controlled substances. A reasonable suspicion referral for testing will be made on the basis of objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse, including appearance, behavior, speech, or body odors.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
4. Fights (to include physical contact), assaults, and flagrant disregard or violations of established safety, security or other operating procedures.

Reasonable suspicion referrals must be made by two 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. Polk County's "Reasonable Suspicion" form will be completed by the two supervisors and a copy given to the employee.

### 6.5 Post-Accident Testing

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a County vehicle that results in a fatality. In addition, a post-accident test will be conducted if:

1. An accident results in injuries requiring transportation to a medical treatment facility;  
or

2. One or more vehicles incur disabling damage that requires towing from the site and within 8 hours of the accident, the employee receives a citation under State or local law for a moving traffic violation.

Following an accident, the covered employee will be tested as soon as practicable, but not to exceed eight hours for alcohol and 32 hours for drug testing. Any covered employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any covered employee who leaves the scene of the accident without justifiable explanation or consumes alcohol within the eight hours prior to submission to drug and alcohol testing will be considered to have refused the test and will be considered as having a positive drug test.

#### 6.6 Random Testing

Employees in covered positions will be subjected to random, unannounced testing. The selection of covered employees for random alcohol testing will be made by the County, through a intergovernmental consortium, using a scientifically-valid method that ensures each covered employee that he/she will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year. All covered employees in the consortium will be tested at the rate of 50% for drugs and 25% for alcohol. All covered employees will be placed in a common consortium selection pool. Each employee in this pool will be matched with a unique random selection number. Through the use of a computer based random number generation program, the required number of persons will be selected by the consortium for each testing cycle throughout the year. All employees in the pool will remain in the random selection pool at all times throughout the year regardless of whether or not they have been previously selected. Polk County's Labor Relations Manager will be notified by the consortium of the identity of the covered employee selected for testing. Notification will then be made to those who must submit a specimen or complete an alcohol breath test. If selected for testing, the covered employee must proceed to the test site immediately. If he/she is performing a safety-sensitive function, he/she must cease performing and proceed to the test site as soon as possible. The employee will be escorted to the medical facility for the test. As soon as the specimen is collected or breath test complete, the employee will be required to return to work.

#### 6.7 Return-To-Duty Testing

All covered employees performing safety-sensitive functions who previously tested positive on a drug or alcohol test must test negative for drugs and below 0.02 for alcohol and be evaluated and released to duty by the Substance Abuse Professional before returning to work. If an employee refuses the return-to-duty test, he/she will be considered as having a positive drug or alcohol test and shall be subject to discipline up to and including discharge.

#### 6.8 Follow-Up Testing

Covered employees will be required to undergo frequent, unannounced random urine and/or breath testing following their return to duty after a positive drug or alcohol test and treatment. The follow-up testing will be performed for a minimum period of 12 months with a minimum of six tests to be performed during the first year. Follow up testing will be in conjunction with the Substance Abuse Professional's recommendation. If a subsequent drug test is positive, or results in an alcohol concentration of 0.04 or greater, the employee shall be subject to discipline up to and including discharge.

## **7.0 Employment Assessment**

Any covered employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR part 40, as amended, will be referred for evaluation by a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol or drug-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. If a covered employee is allowed to return-to-duty, he/she must properly follow the rehabilitation program prescribed by the SAP; the employee must have a negative return-to-duty drug and alcohol test and be subject to unannounced follow-up tests for a minimum period of 12 months. The cost of the treatment or rehabilitation services will be paid by the employee's insurance providers or if not covered, by the employee.

## **8.0 Re-Entry Conditions**

Employees who re-enter the workforce after the assessment required in section 7.0 must agree to re-entry conditions. Those conditions may include (but are not limited to):

1. A release to work statement from the Substance Abuse Professional.
2. A negative test for drugs and below 0.02 for alcohol.
3. An agreement to unannounced frequent follow-up testing for a period of at least twelve (12) months with at least six tests performed during the year and any other Substance Abuse Professional's recommendations.
4. A statement of expected work-related behaviors.
5. An agreement to follow specified after-care requirements with the understanding that violation of the re-entry conditions is grounds for termination.

## **9.0 Contact persons**

Any questions regarding this policy or any other aspect of Polk County's drug-free and alcohol-free program should contact the following County representative:

### **Program Manager:**

Name:	Michael Campbell
Title:	Labor Relations Manager
Address:	111 Court Avenue, Room 390 Des Moines, Iowa 50309
Telephone:	(515) 286-3200
Fax:	(515) 286-3316

### **Assistant Program Manager**

Name:	Lola Evans
Title:	Benefits/Labor Management Administrator
Address:	111 Court Avenue, Room 390 Des Moines, Iowa 50309
Telephone:	(515) 286-3200
Fax:	(515) 286-3316

**Medical Review Officer(s):**

Name Richard McCaughey, D.O.  
Address: 1301 Pennsylvania Avenue, Suite 416  
Des Moines, Iowa 50316  
Telephone: (515) 262-7619  
Fax: (515) 262-8554

**Employer Assistance Program:**

Name Employee and Family Resources  
Address: 505 5<sup>th</sup> Avenue, Suite 600  
Des Moines, Iowa 50309  
Telephone: (515) 244-6090  
Fax:

**Substance Abuse Professionals:**

Name                      To Be Determined

Address:

Telephone:

Fax:

Name                      To Be Determined

Address:

Telephone:

Fax:

Direct any questions regarding substance abuse to the following:

Iowa Substance Abuse Information Center  
Cedar Rapids, Iowa  
1-800-247-0614

Employee and Family Resources  
505 5<sup>th</sup> Avenue, Suite 600  
Des Moines, Iowa 50309  
1-515-244-6090 (Des Moines)  
1-800-327-4692 (Iowa)  
1-800-327-3020 (Nationwide)

Contact:                  Human Resources  
                                 286-3200

Revised:                  January, 2018

## OVERVIEW OF POLICY

The following briefly summarizes the information contained in this policy.

**Section 1.0** - This section describes Polk County's policy on substance abuse and the goal of the County's substance abuse program - to provide a safe service for the public and employees.

**Section 2.0** - This section discusses the purpose of the policy which is twofold - provide a safe service and to comply with federal laws enacted on drug and alcohol abuse in the workplace.

**Section 3.0** - This section discusses who will be affected by this policy. Briefly, all safety-sensitive transportation employees, i.e., employees who are required to have a commercial driver's license, a CDL is required for drivers operating a vehicle in excess of 26,000 pounds GYWR, designed to carry 16 or more passengers or any size which is used to transport a placardable amount of hazardous material. These positions are called, "safety-sensitive." A list of the positions covered under this policy is attached. Non-safety-sensitive employees fall under this policy in all areas except random testing. Section 730.5 of the Iowa Code will not allow random testing of employees who are not considered safety-sensitive. The federal government does not require testing of these employees, therefore, state law prevails.

**Section 4.0** - Section 4.0 addresses the substances that are considered illegal under the law. There are five drugs plus alcohol that are considered illegal. This section also discusses what a legal drug is and how employees are required to handle prescriptions.

**Section 5.0** - This section discusses the types of behavior that are illegal such as being intoxicated, trafficking of drugs while on County business, the legal limit for intoxication, treatment requirements, notification of a drug conviction and the procedure that will be followed when an employee requests treatment on their own.

**Section 6.0** - This section discusses the seven types of testing and employee pay for this testing. The types of testing that will be completed by Polk County are:

1. Pre-employment
2. Required Physical Examinations
3. Reasonable Suspicion
4. Post-Accident
5. Random
6. Return-To-Duty after a positive test
7. Follow-up after a positive test

Wage and hour laws require employees to be paid for the entire time required for testing including travel time.

**Section 7.0** - Section 7.0 discusses the role of the Substance Abuse Professional (SAP). Polk County is required to have a professional assess an employee who has tested positive on a drug test. The reason for this assessment is to determine if there are additional problems that are contributing to the employee's substance abuse problem and to aid the employee in resolving these issues. The SAP will also recommend the frequency of follow-up tests when an employee is returned to work after treatment.

**Section 8.0** - This section discusses conditions that will be placed on the employee when he/she re-enters the workforce, such as a negative drug test result, follow-up tests, etc.

**Section 9.0** This last section discusses who and where questions regarding this policy and the drug and alcohol process should be directed. Internally, Polk County's Labor Relations Manager will be responsible for this program.

Contact: Human Resources  
286-3200

Effective: 1/1/95

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1-1-2018