

CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES

Section E: **SUBSTANCE ABUSE & DRUG TESTING**
No. 06 **Substance Abuse and Drug Testing**
Revised and Approved: **02/26/24**

1.0 Purpose:

- 1.1 The purpose of this policy is to establish a formal drug and alcohol screening program to maintain a safe, healthful and productive work environment for all employees and to ensure the safe and efficient delivery of services to the citizens of the City of Grand Prairie.
- 1.2 This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of the Parts 655 and 40 are available in the drug and alcohol program manager's office in Human Resources and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance's website www.dot.gov/ost/dapc/index.html.
- 1.3 The City of Grand Prairie is a Drug Free Workplace and compliance with DOT/FTA drug and alcohol regulations and City policy is a condition of employment.

2.0 Scope:

- 2.1 This policy applies to every employee performing a safety-sensitive function as defined herein, which includes all applicants and includes all employees before promotions or transfers in such positions. You are a safety-sensitive employee if you perform any of the following:
 - a. Operation of a revenue service vehicle, in or out of revenue service
 - b. Operation of a non-revenue vehicle requiring a CDL
 - c. Controlling movement or dispatch of a revenue service vehicle
 - d. Maintenance (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used on revenue service.All covered employees are required to submit to drug and alcohol tests as a condition of employment. *See Appendix 1 for a list of covered positions by job title.*
- 2.2 Sections that are *italicized* are policies of the City of Grand Prairie, independent of the regulations imposed by the Department of Transportation (DOT), the Federal Transit Administration (FTA) and/or the Drug Free Workplace Act.
- 2.3 *All employees including seasonal, part-time, and temporary employees as well as all persons being considered for employment are subject to pre-employment, reasonable suspicion, post-accident, and post-injury drug testing. In addition to the aforementioned testing, all employees will also be drug tested before promotions, demotions, and transfers become effective.*
- 2.4 *The requirements governing non-DOT/FTA employees will mirror those required for employees in DOT and FTA safety-sensitive positions, except where noted in policy. Forms used for testing at approved facilities will be different for DOT/FTA and non-DOT/FTA testing.*
- 2.5 *Notwithstanding any other provision, drug tests administered at hiring fairs for non-DOT/FTA positions may be saliva tests, including self-administered tests observed by designated Human Resources staff, provided that, if a positive result is received, the applicant is given the opportunity to take a confirmation test, which tests for the identified substance(s), at a facility which is contracted to provide drug testing services for the City. Said applicant must take the confirmation test within the time prescribed by the Human Resources Director or designee.*

3.0 Policies:

- 3.1 Drug and Alcohol testing procedures for all employees subject to Department of Transportation (DOT) and Federal Transit Administration (FTA) regulations shall conform to guidelines set forth in 49CFR Part 40 and the FTA rule 49 CFR Part 655.

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- 3.2 All drug and alcohol testing will be conducted in accordance with 49 CFR Part 40. These procedures will be used to test for the presence of illegal drugs and alcohol misuse, protect the employee and the integrity of the drug and alcohol testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.
- 3.3 Each covered employee shall be required to submit to a post-accident drug and alcohol test required under 49 CFR Part 655.44, a random drug and alcohol test required under 49 CFR Part 655.45, a reasonable suspicion drug and alcohol test required under 49 CFR Part 655.43, or a follow-up drug and alcohol test required under 49 CFR Part 655.47. If a covered employee refuses to submit to such a test will not be allowed to perform or continue to perform safety-sensitive functions.
- 3.4 *A refusal to be tested will result in termination.*
- 3.5 *Positive Tests*
- a. *If the initial DOT/FTA drug screen is positive, a confirmation test of the urine sample will be conducted by an HHS-certified laboratory. Non-DOT/FTA employees do not have a confirmation test.*
 - b. *If the laboratory reports a positive test, the employee will be required to go before a Substance Abuse Review Board.*
 - c. *If the initial breath alcohol test is positive, a confirmation breath test will be conducted by a certified breath alcohol technician (BAT). If the confirmation test confirms the positive test, the employee will be required to go before a Substance Abuse Review Board. It is not necessary that the employee's breath alcohol percent meet the State of Texas percentage to be considered a positive.*
- 3.6 *The City of Grand Prairie encourages employees to seek early, voluntary, confidential treatment through the City's Employee Assistance Program (EAP) whose services include counseling and referral services for employees and their dependents with substance abuse and/or alcohol misuse problems.*
- 3.7 Questions concerning this policy, drug testing procedures and/or authorization should be referred to a Human Resources Manager at 972-237-8192, located in the Human Resources Department, 300 W. Main Street, Grand Prairie, Texas 75050. If an HR Manager is unavailable, employees may contact the Human Resources Director. Additional information regarding DOT regulations can also be found at <https://www.transportation.gov/odapc/part40>.
- 3.8 *The City of Grand Prairie is not obligated to reinstate or rehire any employee who violates any Department of Transportation (DOT) or any other City prohibition or requirement concerning drugs and alcohol. Should the City decide to reinstate an employee, the employee will be required to submit and pass an observed drug and/or alcohol test before returning to work.*

4.0 Prohibited Conduct:

- 4.1 Employees may receive disciplinary action up to and including termination for the following types of conduct, which includes but is not limited to:
- 4.2 The manufacture, use, possession, sale, distribution, consumption, or transportation of any of the following substances while on city property or in a city vehicle, while conducting city business, or performing job duties and responsibilities by employees or others is prohibited.
- a. Illegal drugs, controlled substances, marijuana, mood or mind altering substances, simulated controlled substances, designer and synthetic drugs, and inhalants producing mood or mind altering vapors.
 - b. Alcoholic beverages or other intoxicating substances, including possession of prescription and/or over the counter medications containing alcohol, unless unopened; or unless the alcohol is manifested and transported as part of a shipment.

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- c. Drug paraphernalia.
- d. *Hemp seed oil or any other substance that contains a level of THC high enough to exceed the cut-off levels. The use of any substance, without a valid prescription, that produces THC that exceeds the acceptable level, shall be reported by the Medical Review Officer as a confirmed positive for marijuana.*
- 4.3 Consuming alcohol within four hours prior to starting a shift or any time during a shift.
- 4.4 Consuming alcohol in a city vehicle or on city premises/property.
- 4.5 Consuming alcohol when on-call during those on-call hours.
- 4.6 Consuming alcohol during the 8 hours following an accident, or until they undergo a post-accident test.
- 4.7 Use of any controlled substance, except by physician's prescription, and then only if the physician has advised the employee that the drug will not adversely affect the employee's ability to safely perform their job.
- 4.8 Reporting for duty/performing work under the influence or testing positive for alcohol or drugs.
- 4.9 Tampering with the sample or submitting a false sample.
- 4.10 *If convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such conviction.*
- 4.11 *Failure to inform supervisors when taking medication that could affect the employee's job performance.*
- 4.12 *Engaging in or involvement with any of the prohibited substances noted in this policy which results in off-duty conduct that is damaging to the City's reputation or business. And/or is inconsistent with the employee's job duties, or when such off-duty conduct results in impairment of the employee's job performance while on-duty.*
- 4.13 *Making false statements to the Substance Abuse Review Board (SARB).*
- 4.14 *Distribution of a legally prescribed drug to another individual and/or employee.*

5.0 Prescription and Over the Counter Medications:

- 5.1 *Employees may receive disciplinary action up to and including termination for misusing prescription and over the counter drugs.*
- 5.2 Using prescription and over the counter medications are prohibited except under the following conditions:
 - a. The drugs have been prescribed by a licensed physician for the person in possession of the drug.
 - b. The drugs or medication are ingested or administered only in the prescribed or recommended therapeutic dosages.
 - c. Employees taking prescription or non-prescription drugs have reported the use to the Department and/or Division Manager or designee when the use of such drug may affect the employee's ability to perform assigned duties.
- 5.3 The City always reserves the right to have a designated city physician determine if a prescription drug or medication may impair an employee's ability to safely perform his/her job duties and may restrict the job duties performed while using any drug or medication accordingly.
- 5.4 Prescriptions or over the counter drugs, validated by the Medical Review Officer as having been prescribed for an applicant, will not be considered a disqualification from employment or subject to disciplinary action.

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- 5.5 *If the employee does not have a prescription for the medication, the test result will be reported as a positive result. Disciplinary action will be initiated as required in paragraph 7.2.c of this policy.*
- 5.6 Applicants may be considered disqualified if in the judgment of the Medical Review Officer, the use of the drugs would be potentially harmful to the safety of the applicant or others in the performance of the duties of the position.

6.0 Testing Circumstances/Procedures

6.1 Pre-employment

- a. *The City shall obtain a drug test on all final applicants (those who have received conditional offers of employment) including promotion, demotion and/or transfer prior to the employee beginning work with the City. Applicants who test positive for drugs on their pre-employment test may not reapply for a period of one year from the date of application.*
- b. For prospective employees who are applying for an FTA-covered position or a position that require a commercial driver's license (CDL) are subject to DOT regulations. The City must obtain drug and alcohol testing information from that applicant/employee's previous employer no later than 14 days after being placed in a CDL/safety-sensitive position. This information must be obtained from any employer for which the driver performed safety-sensitive functions under DOT regulations during the last two years. If the City is unable to obtain the information, within 14 days after a good faith effort, the City may continue to use the employee as long as the City documents the attempts in accordance with DOT regulations. If the prior-employer information indicates that the applicant has tested positive or refused to be tested, the applicant can only continue to be considered if the applicant documents completion of the Substance Abuse Provider (SAP) directed referral, evaluation, and treatment plan.
- c. When a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the random selection pool during that time, the employee shall take a pre-employment drug test with a verified negative result before returning to safety-sensitive duties.

6.2 Post-Vehicle Accident

- a. FTA Transit Safety-sensitive employees shall be subject to post-vehicle accident alcohol and controlled substances testing under the following circumstances:
 - 1) Fatal Accident. A vehicle accident which involves a fatality. As soon as possible following the loss of human life, DOT drug and alcohol tests are conducted on all surviving covered employees. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the city using the best information available at the time of the decision, will be tested.
 - 2) Non-fatal Accident. A vehicle accident which requires medical attention away from the scene. As soon as practicable following an accident not involving the loss of human life in which a transit vehicle is involved, the city will determine, using the best information available at the time of the decision, whether the covered employee's performance was a contributing factor to the accident or not. If the decision is that the employee was a contributing factor, a DOT drug and alcohol test will be conducted. *If the decision by the city is that the covered employee's performance was not contributing factor to the accident; the city will conduct a non-DOT drug and alcohol test.* The city will also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by the city using the best information available at the time of the decision.

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- 3) Disabling Damages. A vehicle accident that results in disabling damages which requires any vehicle to be transported away from the scene by a tow truck or other vehicle and the covered employee whose performance could have contributed to the accident. Disabling damage means damage which prevented the 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, tail lights, turn signals, horn, or windshield wipers that makes them operative.
- b. CDL/holding non-transit employees, in addition to the above occurrences, will be subject to post-vehicle accident alcohol and controlled substances testing when the employee receives a citation under state or local law for a moving violation.
- c. *City required post-vehicle accident alcohol and controlled substances testing. All employees: FTA Transit Employee, CDL/holding non-transit Employee and/or City Designated Employee, will be subject to post-vehicle accident alcohol and controlled substances testing under the following circumstances. The test will be a non-DOT test and any subsequent administrative actions are taken under the sole authority of the City of Grand Prairie.*
 - 1) *Any vehicle accident that results in \$1,000 or more in damage to any city property.*
 - 2) *When in the judgment of either the Department Director or Division Manager that the employee contributed to a vehicle accident while on duty or that the employee cannot completely be discounted as a contributing factor to an accident.*
- d. *If a post-vehicle accident drug and alcohol test is required, the employee **WILL NOT** operate any City equipment again until the test results are confirmed. The Human Resources Director or designee will contact the employee's Department or Division Manager immediately upon receipt of the test results.*
- e. **Timeframe for Conducting Alcohol Testing**
 - 1) If a post-vehicle accident alcohol test is required, the employee involved in the accident will be tested as soon as possible, but not later than 8 hours after the accident. If an alcohol test is not administered within two hours following the time of the accident, the division manager will prepare a statement indicating the reasons the alcohol test was not promptly administered. This report will be forwarded to Human Resources and maintained on file. The test will be conducted by a city appointed facility with a Breath Alcohol Technician using a federally approved Evidential Breath Testing Device.
 - 2) If the employee has not submitted to an alcohol test within 8 hours, the City shall cease all attempts to administer the test and prepare and maintain a record stating the reasons why the test was not performed.
 - 3) An employee who is subject to post-vehicle accident testing must remain available to test and refrain from consuming alcohol for 8 hours following the accident or until an alcohol test has been given. If the employee is not available for testing, the supervisor may consider the employee to have refused to submit to testing.
- f. **Timeframe for Conducting Drug Testing**
 - 1) If a post-vehicle accident requires that a drug test be given, the urine sample for such a test will be collected as soon as possible, but no later than 32 hours after the accident.

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- 2) If an employee has not submitted to a drug test within 32 hours, the City will cease all attempts to administer the test and prepare and maintain a record stating the reasons why.
- g. Nothing in these regulations should be construed to require the delay of necessary medical attention for an injured employee following an accident. Also, the employee may leave the scene of an accident for the period necessary to obtain medical assistance or obtain necessary emergency care.
- h. *Drug and alcohol tests are **NOT REQUIRED FOR NON-VEHICLE WORK RELATED INJURIES**, i.e., poison ivy, chasing suspect or restraining suspect, sprained ankle while exiting vehicle, broken bones, exposures, insect stings or bites etc.*
 - 1) *Supervisors will review all non-vehicle work related injuries on a case-by-case basis. If the injury appears to have happened due to the employee being under the influence – test the employee under the Reasonable Suspicion procedures in section 6.4 of this policy.*

6.3 Random

- a. *The City shall maintain separate random pools as indicated below which shall be maintained and reported independently. A list of City designated positions to comply with FTA, FMCSA, and City Safety or Security Sensitive positions is included in Appendix I.*
 - 1) **FTA Safety Sensitive Positions:** the FTA has published regulations prohibiting drug use and alcohol misuse by safety sensitive employees and requires agencies to test for prohibited drug use and alcohol misuse. The FTA has determined that safety sensitive functions include those who operate revenue service vehicles that are in or out of service and dispatch or control revenue service vehicles.
 - 2) **FMCSA Safety Sensitive Positions:** the Federal Motor Carrier Safety Administration has published regulations prohibiting drug use and alcohol misuse by safety sensitive employees in non-transit positions and requires that we test for such prohibited use. The FMCSA has determined that safety sensitive positions include those subject to the commercial driver's license requirements of 40 CFR, Part 383.
 - 3) **City Safety Sensitive or Security Sensitive Positions:** A City Safety/Security Sensitive position is one in which a momentary lapse of attention may result in immediate danger or risk to the employee, the public, co-workers, or property.
- b. Employees in safety-sensitive positions will be subject to random, unannounced, drug and alcohol testing spread throughout all days and hours of operation. Random selection will be made by a scientific valid method using the City's Drug and Alcohol Management Software.
- c. Random alcohol tests may be conducted just prior to an employee performing a safety-sensitive function, during that performance, or just after an employee has performed the covered duties.
- d. Random drug tests may be conducted any time the employee is on duty.
- e. The Department/Division Manager will ensure that the employee reports immediately to the testing facility upon notification to test.
- f. If the employee is not on duty or is unable to report for testing, the Department/Division Manager will not inform the employee until that employee returns to duty. The Manager will retain the name of the employee in a confidential manner and ensure that the employee is notified upon their return to duty and that the employee reports immediately to the testing facility upon notification.
- g. A random drug test result of negative dilute may result in a retesting.

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6.4 Reasonable Suspicion

- a. Employees will be required to submit to reasonable suspicion testing for drugs and/or alcohol if any of the following criteria are determined to exist and the suspicion is based on observations concerning the appearance, behavior, speech or body odors of the employee, which include, but are not limited to:
 - 1) Observable behavior such as direct observation of drug or alcohol use or possession; or physical symptoms of being under the influence of a drug or alcohol.
 - 2) A pattern of abnormal or erratic behavior, smelling of alcohol or marijuana; appearing to be intoxicated, confused, disoriented, uncoordinated or exhibiting marked personality changes.
 - 3) *Identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.*
 - 4) *Possession of drug paraphernalia.*
 - 5) *Newly discovered evidence that an employee has tampered with a previous drug and/or alcohol test.*
 - 6) *When in the judgment of the department manager it is determined that the safety of the public and/or other employees may be at risk due information received that the employee may be using or under the influence of drugs/alcohol. The information received should be discussed with Human Resources. The employee does not have to evidence symptoms to warrant a test in this circumstance.*
- b. Procedures for Reasonable Suspicion
 - 1) Supervisors or other City officials who are responsible for making reasonable suspicion determinations must have received a minimum of one hour awareness training on alcohol abuse and one hour of awareness training on drug abuse.
 - 2) The supervisor shall document in writing such observed behavior on an Observed Behavior Reasonable Suspicion Record form. (Appendix 2)
 - 3) The supervisor shall notify the Division Manager and/or Department Manager, or designee in their absence. If it is agreed, based on the written statement of the facts, that reasonable cause exists and the employee should be tested, that decision must be approved by the Human Resources Director or designee.
 - 4) All attempts shall be made to contact the appropriate Human Resources staff by telephone. In the event these individuals are unavailable, the Department Manager is authorized to require the employee to submit to a drug and alcohol test.
 - 5) *The supervisor or Division or Department Manager shall drive the employee to the designated facility identified by the City for drug and/or alcohol testing. Under no circumstances shall the employee be allowed to drive.*
 - 6) *The supervisor or Division or Department Manager shall stay with the employee and will drive him/her back to work. If in the opinion of trained supervisor or medical personnel at the city facility, that the employee is impaired, arrangements shall be made to transport the employee home.*
 - 7) *The employee shall be immediately placed on administrative leave with pay pending the results of the drug and/or alcohol test.*
 - 8) Any employee who has reasonable cause to believe that another employee has ingested, inhaled, or injected a drug or has ingested an alcoholic beverage prior to reporting for work, or while on duty must immediately notify a trained supervisor.
- c. *Supervisors failing to take appropriate action may be subject to disciplinary action up to and including termination.*

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7.0 Alcohol and Drug Testing Procedures, Results and Disciplinary Action

7.1 Initial Alcohol Screen Test

- a. If the alcohol content is less than 0.02, the employee returns to work.
- b. If the alcohol content is greater than or equal to 0.02 but less than 0.04, a confirmation test is performed. The confirmation test must be conducted at least 15 minutes, but not more than 30 minutes, after completion of the initial test. If the initial and confirmatory test results are not identical, the confirmation test result is deemed to be the final test.
 - 1) If the confirmation test is less than 0.02, the employee returns to work.
 - 2) If the confirmation test is greater than or equal to 0.02 but less than 0.04, the employee is considered under the influence and *shall be immediately suspended for a minimum of 5 working days without pay.*
 - 3) The employee must be re-tested and have an alcohol concentration of less than 0.02 before returning to work.
- c. If the alcohol concentration is greater than or equal to 0.04, a confirmation test is performed. The confirmation test must be conducted at least 15 minutes, but not more than 30 minutes, after completion of the initial test. If the initial and confirmatory test results are not identical, the confirmation test result is deemed to be the final test.
 - 1) If the confirmation test is less than 0.04, the employee will be *immediately suspended for a minimum of 5 working days without pay.* The employee must be re-tested and have an alcohol concentration of less than 0.02 before returning to work.
 - 2) If the confirmation test is greater than or equal to 0.04, *the employee shall be immediately suspended for five working days without pay. The employees will be required to appear before the Substance Abuse Review Board (SARB) to determine what disciplinary action is warranted up to and including termination.* If the employee is retained, a Substance Abuse Professional will determine if and/or when the employee can return to work. Once allowed to return to work, the employee must be re-tested and have an alcohol concentration of less than 0.02 before actually returning to work.
- d. Test Refusal. *A refusal to be tested will result in termination.* As an employee, you are considered to have refused to take an alcohol test if you:
 - 1) Refuse to report to the city designed testing site to take an alcohol breath test.
 - 2) Refuse to/or fail to sign the certification at Step 2 of the Alcohol Testing Form (ATF)

7.2 Initial Drug Screen Test

- a. If the result of the specimen collected is negative, the employee is not removed from their position.
- b. *A positive result does not automatically identify an employee or applicant as having used drugs in violation of the DOT regulations or this policy. A review of all positive test results will be performed by a Medical Review Officer prior to the transmission of a positive result to the City.*
- c. If the result of the specimen collected is positive, *non-civil service employees will be immediately suspended for five working days without pay. The employee will be required to appear before the Substance Abuse Review Board (SARB) to determine what disciplinary action is warranted up to and including termination.* If the employee is retained, a Substance Abuse Professional will determine if and/or when the employee can return to work. Once allowed to return to work, the employee must be re-tested and provide a negative specimen before actually returning to work.

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- 7.3 Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. 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.
- 7.4 Observed collections are required in the following circumstances:
- a. All return-to-duty tests.
 - b. All follow-up tests.
 - c. Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90degrees Fahrenheit.
 - d. Anytime the employee is directed to provide another specimen because tampering appeared to be evident with the original specimen.
 - e. Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
 - f. Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid, and the MRO determined that there was not an adequate medical explanation for the result
 - g. Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated, but had to be cancelled because the test of the split specimen could not performed,
 - 1) The employee who is being observed will be required to raise his/her shirt, blouse, or dress/skirt, as appropriate above the waist; and lower clothing and underpants to show the collector, by turning around that they do not have a prosthetic device.
- 7.5 Employees do not have access to a test of their split specimen following an invalid result.
- 7.6 Following a negative dilute the employee will be required to undergo another test. Should this test result in a negative dilute result, the test result will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- 7.7 *If convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such conviction.*
- 7.8 Test Refusals: *A refusal to be tested will result in termination.* The following behaviors constitute a test refusal:
- a. Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the City of Grand Prairie.
 - b. Failure to remain at the testing site until the screening process is complete.
 - c. Failure to provide a urine specimen for any required drug test.
 - d. Failure to permit the observation or monitoring of the specimen collection when required to do so.
 - e. Failure to provide a sufficient amount of urine when directed and there is no adequate medical explanation for the failure.
 - f. Failure to take a second test when directed to do so by the City of Grand Prairie or collector.
 - g. Failure to undergo a medical examination when directed to do so by the City of Grand Prairie or the MRO.
 - h. Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
 - i. 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

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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.

- j. Possess or wear a prosthetic device that could be used to interfere with the collection process.
- k. If the MRO reports that the verified drug test is adulterated or substituted, the employee has refused to take a drug test.
- l. If the employee admits to the collector or MRO that they submitted an adulterated or substituted specimen.

8.0 Substance Abuse Review Board (SARB)

- 8.1 *Non-civil service employees who have positive drug/alcohol test results shall be required to appear before the Substance Abuse Review Board (SARB) within three (3) working days (or as soon as practical) after notification of the positive results to the employee's supervisor.*
- 8.2 *The SARB consists of a Assistant/Deputy City Manager, employee's Director, employee's Division Manager or equivalent, and the Human Resources Manager or Assistant Director. The Human Resources Director may attend as needed or desired.*
- 8.3 *Human Resources shall coordinate, schedule, and notify all participants of the SARB meetings.*
- 8.4 *The SARB shall:*
 - a. *allow the employee to share their version of the facts leading up to the positive test;*
 - b. *ask any questions of the employee in order to reach a conclusion as to continued employment of the individual;*
 - c. *make a final recommendation of the resolution of the case to the City Manager;*
 - d. *For non-DOT employees retained: determine any conditions of employment if the SARB recommends continued employment. Conditions may include duration in years of follow-up drug and/or alcohol testing, required participation in the City's Employee Assistance Program, etc.*
 - e. *For DOT covered employees retained: The SAP will determine the duration and frequency of follow-up testing.*
- 8.5 *If mandatory referral into the City's Employee Assistance Program (EAP) is recommended by the SARB and approved by the City Manager, the employee shall be subject to the conditions described in Section 9.0 herein. Referral to the Employee Assistance Program by the SARB shall not excuse the employee from any recommended disciplinary action beyond the initial five-day suspension.*
- 8.6 *Upon review of the SARB's recommendation, decisions of the City Manager are final.*
- 8.7 *Employees who refuse to attend, fail to appear, or make alternate arrangements of a scheduled SARB meeting will be terminated immediately without notice.*
- 8.8 *Employees who refuse to enter a rehabilitation program or fail to meet the conditions of employment, as recommended by the SARB and approved by the City Manager, will be terminated.*

9.0 Employee Assistance Program

9.1 Referral, Evaluation and Treatment

- a. City employees who engage in prohibited conduct as defined herein will be advised by the Human Resources Department of the resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances. This will include the names, addresses, and telephone numbers of substance abuse professional and counseling and treatment programs.

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- b. Upon the first confirmed determination that a full-time or regular part-time employee has engaged in prohibited conduct and upon recommendation by the SARB and approval of the City Manager, an employee may be referred to the Employee Assistance Program for assessment and subsequent counseling and/or rehabilitation.
 - c. *Employees referred to the EAP must agree to sign a return-to-work agreement and a release form authorizing the Substance Abuse Professional to discuss the terms of the return to work agreement and make periodic progress reports to the designated Human Resources staff member and/or Department/Division Manager. An employee's refusal to sign a return-to-work agreement and a release of information form may result in disciplinary action up to and including termination.*
 - d. *Information provided by the Employee Assistance Program to the designated City staff member is confidential and should only be shared on a specific need to know basis with appropriate management personnel.*
 - e. *Treatment for chemical dependency, both inpatient and outpatient is covered under the City's medical plan. Employees may contact the Human Resources Department for information.*
 - f. *Employees are provided free visits with an EAP counselor as determined by that vendor contract.*
 - g. *Employees who fail to complete or who do not follow the rehabilitation program as directed by the EAP professional or the substance abuse professional; or employees who subsequently test positive for drugs, alcohol or inhalants will be terminated.*
 - h. *Employees subject to this policy and who have completed a rehabilitation program must remain alcohol and drug free. Any relapse by an employee will be a violation of this policy and the employee may be subject to disciplinary action up to and including termination.*
 - i. *Employees who voluntarily inform their supervisors and/or Human Resources of a substance abuse problem and who voluntarily ask for assistance shall be required to confidentially submit to the Employee Assistance Program. The employee must submit to random follow-up testing for a period of one year as a condition of continued employment, but shall not be subject to the 5-day suspension without pay, nor shall they be required to appear before the SARB.*
 - j. *Should an employee who has voluntarily disclosed a substance abuse problem subsequently test positive for drugs and/or alcohol, the employee will be afforded the opportunity to appear before the SARB. He/she will be offered the opportunity to request assistance from the EAP as those employees who tested positive as a result of city imposed tests.*
- 9.2 Substance Abuse Professional - Follow-up
- a. The number and frequency of the tests are to be determined by a Substance Abuse Professional (SAP), but must consist of at least six tests during the first 12 months following the employee's return to duty. In no case shall the follow up testing period be less than one year or more than five years.
 - b. The Substance Abuse Professional may terminate the requirement for the follow-up testing in excess of the minimum at any time, if he/she determines that the testing is no longer necessary.
 - c. Follow-up testing is separate from and in addition to the regular random testing program. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their names come up for random testing, even if this means being tested twice in the same day, week, or month.

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- d. The Human Resources Advisor for Employee Relations shall coordinate the random testing with the Substance Abuse Professional and notify the Department/Division Manager when the employee is to report for testing.*
- e. Department/Division Managers and or a trained supervisor shall obtain a testing authorization form from Human Resources and escort the employee to the testing facility.*

10.0 DWI/DUID Arrests and/or Convictions

- 10.1 Employees who have been arrested and/or convicted of DWI/DUID shall be subject to the disciplinary actions outlined in the Motor Vehicle Safety Policy, D4.*
- 10.2 Employees who are arrested and charged with any alcohol or drug offense, DWI/DUID, must notify their supervisor and the Human Resources Director or designee within 24 hours after the arrest. Failure to do so may result in disciplinary action up to and including termination.*
- 10.3 Additionally, the Human Resources Department requests a quarterly Driving History Report from the Texas Department of Public Safety on all employees. Employees who have failed to report a DWI/DUID which resulted in the loss of their driving privileges and continued to drive a City vehicle/equipment will be terminated.*

11.0 Testing Civil Service Employees

- 11.1 The Fire and Police Chiefs or designees may direct any employee of their respective departments to submit to a drug and/or alcohol test. However, the Human Resources Director or designee must be informed as soon as possible, but not later than 24 hours after the employee was tested.*

12.0 Employee Responsibilities

- 12.1 Employees are required to stay in contact with the City and its Medical Review Officer while awaiting alcohol and/or drug test results.*
- 12.2 Employees shall immediately and confidentially notify their supervisor if they believe that another employee may be under the influence or possession of drugs, alcohol, or inhalants. Employees found to have violated the confidentiality of such report may be subject to disciplinary action up to and including termination.*
- 12.3 Employees are required to cooperate with all phases of the drug and alcohol testing process.*

13.0 Special Circumstances

- 13.1 Emergency Call Back - Employees subject to continuous emergency call back are required to declare to their supervisors the use of alcohol or controlled substances including prescribed medication that might affect their ability to perform under the emergency. The supervisor shall determine if the employee is fit to work and in what capacity.*
- 13.2 On-Call - Employees who are in an on-call status are prohibited from consuming alcoholic beverages or from using drugs that impair their performance if they should be called back to work.*
- 13.3 Conferences and City Sponsored Gatherings*
 - a. Employees attending training and conferences may participate in social functions associated with the conference. This may include the responsible consumption of alcohol, respecting applicable legal limits of alcohol consumption, so long as the employee's conduct does not reflect adversely upon the City. Employees who consume alcohol at these functions shall follow the law and shall not operate City owned vehicles and are discouraged from driving personal vehicles after the consumption of any level of alcohol. If any employee*

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feels as if they need assistance with transportation, they should contact any available City representative who may arrange alternative transportation.

- b. The moderate use of alcoholic beverages may be authorized by the City Manager or designee at city sponsored gatherings, which may occur within the workplace after normal working hours.*

14.0 Disclosure of Information

- 14.1 Test results and other written materials concerning a drug and/or alcohol test shall be kept in a confidential file in Human Resources.
- 14.2 The Medical Review Officer (MRO) shall not disclose to any third-party medical information provided by the individual as part of the testing verification process.
- 14.3 Human Resources staff members who are authorized to have access to drug and/or alcohol test results will maintain confidentiality of such results. Individuals who have a need to know such results and/or who may be involved in the decision-making process for continued employment and/or disciplinary action or EAP referral may have access to test results. Breach of confidentiality relating to drug and alcohol test results, or any other personnel related matter by any of the involved individuals will lead to disciplinary action up to and including termination for that individual who breached confidentiality.
- 14.4 Only confirmed positive drug test results shall be reported to the City after having been reviewed by the Medical Review Officer.

15.0 Record Keeping

- 15.1 The Human Resources Department will maintain records of its alcohol misuse and substance abuse prevention program. The records will be maintained in a secure location with controlled, limited access in accordance with DOT regulations.
- 15.2 Employees are entitled, upon written request, to any records pertaining to his/her drug or alcohol tests.

16.0 Appendices:

- 1 - Positions Determined Safety Sensitive by DOT/FTA/CITY
- 2 - Observed Behavior Reasonable Suspicion Record
- 3 - Effects Of Alcohol and Drugs
- 4 - Definitions

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APPENDIX 1 - Positions Determined Safety Sensitive by DOT/FTA/City

DEPT	POSITION	REQ	DEPT	POSITION	REQ
COURT	Chief City Marshal	FTA	POL	Animal Care Technician	CITY
COURT	City Marshal (FT/PT/Seasonal)	FTA	POL	Animal Services Intake Specialist	CITY
COURT	Juvenile Caseworker	CITY	POL	Animal Services Officer	CITY
ENGIN	Crew Leader - Infrastructure	DOT	POL	Animal Services Officer Team Lead	CITY
ENGIN	Crew Leader- Water/Wastewater	DOT	POL	Animal Services Placement Coordinator	CITY
ENGIN	Crew Leader-Water Distribution	DOT	POL	Animal Services Supervisor	CITY
ENGIN	Heavy Equipment Op-Waste Water	DOT	POL	Case Processing Office Team Lead	CITY
ENGIN	Heavy Equipment Op-Wtr Dist	DOT	POL	Code Compliance Manager	CITY
ENGIN	Maintenance Mechanic-Wtr Util	CITY	POL	Code Enforcement Supervisor	CITY
ENGIN	Operations Supervisor-Water/Wastewater	DOT	POL	Crime Analyst	CITY
ENGIN	Operations Supv - Water Distribution	DOT	POL	Crime Scene Investigation Supervisor	CITY
ENGIN	Real Estate Administrator	DOT	POL	Crime Scene Investigator	CITY
ENGIN	Senior Water Utility ServicesTech	DOT	POL	Criminal Case Technician	CITY
ENGIN	Shop Foreman	CITY	POL	Detention Manager	CITY
ENGIN	Utility Operations Manager	DOT	POL	Detention Officer	CITY
ENGIN	Water Distribution Ut Mnt Tech	DOT	POL	Detention Supervisor	CITY
ENGIN	Water Systems Operator	DOT	POL	Detention Team Lead	CITY
ENGIN	Water Utilities Dispatcher	CITY	POL	Emergency Communications Manager	CITY
ENGIN	Water/Wastewtr Util Mnt Tech	DOT	POL	Emergency Communications Specialist	CITY
ENGIN	Wtr Utl Infrastructure Locator	DOT	POL	Emergency Communications Supervisor	CITY
GENSV	Emergency Vehicle Technician	FTA	POL	Emergency Communications Team Lead	CITY
GENSV	Fleet Services Administrator	FTA	POL	Foster & Rescue Coordinator - Animal Services	CITY
GENSV	Fleet Services Manager	FTA	POL	Operations Coordinator - Animal Services	CITY
GENSV	Fleet Services Superintendent	FTA	POL	Senior Animal Care Technician	CITY
GENSV	Fleet Shift Supervisor	CITY	POL	Veterinary Technician	CITY
GENSV	Fleet Technician	FTA	SWRCY	Crew Leader- Landfill	DOT
GENSV	Fleet Technician Apprentice	FTA	SWRCY	Equipment Operator - Streets	DOT
GENSV	Master Emergency Fleet Technician	FTA	SWRCY	Heavy Equip Oper-Solid Waste	DOT
GENSV	Master Fleet Technician	FTA	SWRCY	Operations Supv - Landfill	CITY
GENSV	Operations Supv-Fleet Services	FTA	SWRCY	Senior Crew Leader- Landfill	DOT
GENSV	Senior Fleet Technician	FTA	SWRCY	Senior Heavy Equip Oper-Solid Waste	CITY
PARKS	Aquatics Coordinator	CITY	TRANS	Bus Operator	FTA
PARKS	Aquatics Instructor	CITY	TRANS	Crew Leader- Streets	DOT
PARKS	Athletics Coordinator	CITY	TRANS	Equipment Operator - Streets	DOT
PARKS	Bus Operator	FTA	TRANS	Fiber Optic Network/Signal Specialist	CITY
PARKS	Cart Attendant	CITY	TRANS	Heavy Equipment Op-Streets	DOT
PARKS	Crew Leader - Golf Maintenance	DOT	TRANS	Licensed Traffic Engineer	DOT
PARKS	Equipment Operator-Parks	DOT	TRANS	Operations Supv - Streets	DOT
PARKS	Fitness Attendant	CITY	TRANS	Senior Traffic Engineer	DOT
PARKS	Fitness Coordinator	CITY	TRANS	Senior Traffic Signal Tech.	DOT
PARKS	Head Lifeguard	CITY	TRANS	Sr Traffic Sign/Markings Tech	DOT
PARKS	Lifeguard	CITY	TRANS	Street Ops Superintendent	DOT
PARKS	Operations Supv - Parks	CITY	TRANS	Street Services Manager	DOT
PARKS	Pool Manager	CITY	TRANS	Traffic Engineering Technician	DOT
PARKS	Recreation Aide	CITY	TRANS	Traffic Operations Coordinator	DOT
PARKS	Recreation Coordinator	CITY	TRANS	Traffic Sign/Marking Tech.	DOT
PARKS	Recreation Events Supv	CITY	TRANS	Traffic Signal Technician	DOT
PARKS	Recreation Leader	CITY	TRANS	Transit Dispatcher	FTA
PARKS	Recreation Specialist	CITY	TRANS	Transit Manager	FTA
PARKS	Supervene Assistant Manager	CITY	TRANS	Transportation Coordinator	FTA
PARKS	Supervene Manager	CITY	TRANS	Transportation Planner	FTA

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APPENDIX 2



OBSERVED BEHAVIOR REASONABLE SUSPICION RECORD

EMPLOYEE NAME & ID	DATE OBSERVED
DEPARTMENT/DIVISION	TIME OBSERVED FROM _____ a.m. p.m. TO _____ a.m. p.m.
ADDRESS OF INCIDENT Street _____ City _____ State _____ Zip Code _____	

Record employee observed behavior for reasonable suspicion for the use of alcohol or controlled substances. According to the city's Substance Abuse Policy and to 49CFR Section 382.207 "Reasonable Suspicion Testing" from the Department of Transportation Regulations, the employer shall require the employee to submit to a controlled substance or alcohol test if a supervisor or company official who is trained in accordance with city policy and with Section 382.603, determines that reasonable suspicion exists.

Reasonable suspicion determined for:		<u>Alcohol</u>	<u>Controlled Substances</u>
Mark items that apply and describe specifics.			
1)	WALKING/BALANCE: _____ Stumbling _____ Swaying _____ Sagging at knees	_____ Staggering _____ Unsteady _____ Feet wide apart	_____ Falling _____ Holding on _____ Unable to stand _____ Rigid
2)	SPEECH: _____ Shouting _____ Slurred	_____ Whispering _____ Slobbering	_____ Slow _____ Incoherent _____ Rambling
3)	ACTIONS: _____ Resisting communications _____ Fighting/insubordinate _____ Hyperactive	_____ Insulting _____ Profanity _____ Crying	_____ Hostile _____ Threatening _____ Indifferent _____ Drowsy _____ Erratic
4)	EYES: _____ Bloodshot _____ Droopy	_____ Watery _____ Closed	_____ Dilated _____ Wearing Sunglasses _____ Glassy
5)	FACE: _____ Flushed	_____ Pale	_____ Sweaty
6)	APPEARANCE/CLOTHING: _____ Disheveled _____ Having odor	_____ Messy _____ Stains of Clothing	_____ Dirty _____ Partially Dressed
7)	BREATH: _____ Alcoholic Odor	_____ Faint alcohol odor	_____ No alcohol odor _____ Marijuana odor
8)	MOVEMENTS: _____ Fumbling _____ Hyperactive	_____ Jerky	_____ Slow _____ Nervous
9)	EATING/CHEWING: _____ Gum _____ Other	_____ Candy	_____ Mints _____ Tobacco
Other reasons for Reasonable Suspicion Testing request: _____ Interest of Public Safety _____ Department Head Discretion _____ Other			
Other observations: _____			
Who drove the employee to the testing facility? Name _____ Title _____ Employee ID # _____			
<u>WITNESSED BY:</u>			
Signature _____	Title _____	Date _____	Time _____
Signature _____	Title _____	Date _____	Time _____

THE ALCOHOL TEST MUST BE ADMINISTERED WITHIN 8 HOURS FOLLOWING A
REASONABLE SUSPICION DETERMINATION.
EMPLOYER RETAIN IN EMPLOYEE'S CONFIDENTIAL FILES.

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APPENDIX 3

EFFECTS OF ALCOHOL AND DRUGS

Health and Safety Issues Related to Drug Abuse and Alcohol Misuse

Substance abuse, the misuse of drugs and alcohol, is not a new issue, but it is one of growing concern to employers. Substance abuse is a problem in the workplace. Research has shown that substance abuse affects organizations, as evidenced by increased medical benefit claims, increased absenteeism, increased worker's compensation claims, and decreased productivity. Substance abuse poses serious safety and health risks not only to the user, but also to those who work with or come into contact with the user. As a result, employers have become even more concerned about the misuse of drugs and alcohol by employees who perform safety-sensitive functions in the organization, and in functions involving direct contact with the public.

Alcohol Facts

Alcohol, when consumed primarily for its physical and mood-altering effects, is a substance of abuse. As a depressant it slows down physical responses and progressively impairs mental functions. Signs and symptoms of use include dulled mental processes, lack of coordination, odor of alcohol on the breath, slowed reaction rate, and slurred speech. The chronic consumption of alcohol over time may result in decreased sexual functioning, dependency, fatal liver disease, kidney disease, and birth defects.

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 six times more likely to have an accident than a sober person.

Amphetamine Facts

Amphetamines are central nervous system stimulants that speed up the mind and body. Signs and symptoms of use include hyper excitability, restlessness, confusion, panic, talkativeness, inability to concentrate, and heightened aggressive behavior. Regular use produces strong psychological dependence and increasing tolerance to the drug. Low-dose amphetamine use will cause short-term improvement in mental and physical functioning. With greater use, however, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

Cocaine Facts

Cocaine is abused as a powerful physical and mental stimulant; the entire central nervous system is energized. Signs and symptoms of use include financial problems, increased physical activity and fatigue, isolation and withdrawal from friends and normal activities, unusual defensiveness, anxiety, agitation, and wide mood swings. Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. Cocaine causes spasms of blood vessels in the brain and heart and can lead to ruptured vessels causing strokes or heart attacks. Extreme mood and energy swings create instability. Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

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Marijuana Facts

People use marijuana for the mildly tranquilizing, mood altering and perception altering effects it produces. Signs and symptoms of use include reddened eyes, slowed speech, chronic fatigue, and lack of motivation. Chronic smoking of marijuana causes emphysema-like conditions. Regular use can cause diminished concentration, impaired short-term memory, impaired signal detection, and impaired tracking (the ability to follow a moving object with the eye).

Marijuana smoking has a long-term effect on performance. Combining alcohol and other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

Opiates (Narcotics) Facts

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions, and when taken in large doses, cause a strong euphoric feeling. Signs and symptoms of use include mood changes, impaired mental functioning, depression and apathy, impaired coordination, and physical fatigue and drowsiness. IV needle users have a high risk for contracting hepatitis and AIDS due to sharing of needles.

Unwanted side effects of opiates such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental functions.

Phencyclidine (PCP) Facts

Phencyclidine acts as both a depressant and a hallucinogen, and sometimes a stimulant. Signs and symptoms of use include impaired coordination, severe confusion and agitation, extreme mood shifts, rapid heartbeat, and dizziness. The potential for accidents and overdose is high due to the extreme mental effects combined with the anesthetic effect on the body. PCP use can cause irreversible memory loss, personality changes, and thought disorders.

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APPENDIX 4

DEFINITIONS

For purposes of these Guidelines, the following definitions of terms apply. The definitions are written for explanatory purposes to help in working with this document.

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 at a concentration so high that it is not consistent with human urine.

Alcohol Concentration - is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Alcohol Use - The consumption of any beverage, mixture, or preparation, including medication, containing alcohol.

Canceled Test - a drug test that has been declared invalid by a Medical Review Officer. A canceled test is neither positive nor negative.

Chain of Custody - Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition.

Confirmation Test - In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite. In alcohol testing, a second test that provides quantitative data of alcohol concentration.

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

Employee Assistance Program (EAP) - A program provided by Long Beach Transit through Managed Health Network to assist employees and their families in dealing with drug or alcohol dependency and other personal problems. Assistance may be obtained confidentially by calling (800) 227-1060, 24 hours a day, seven days a week.

EBT - Evidential Breath Testing device used to measure breath alcohol concentration.

EMIT - An immunoassay test used as the initial drug screening technique to eliminate “negative” urine specimens from further testing.

FTA - Federal Transit Administration; an agency of the United States Department of Transportation.

GC/MS - A drug testing technique called the gas chromatography/mass spectrometry; used to confirm the presence of a specific drug or metabolite in the specimen.

Illegal Drugs - Any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained, or is not being used for its prescribed purpose or in the prescribed manner (this includes prescription drugs prescribed to someone else).

Invalid Test - The result of a drug test for a urine specimen that contains an unidentified adulterant or an unidentified substance, has the physical characteristics of or has an endogenous substance at abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

Legal Drugs - Legally obtained drugs (prescription and non-prescription remedies) used according to directions to alleviate a specific condition.

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MRO (Medical Review Officer) - A licensed physician with knowledge of substance abuse disorders who is responsible for receiving laboratory results from drug tests; responsible for interpreting and evaluating an individual's confirmed positive test results together with his or her medical history and any other relevant biomedical information.

Metabolite - The specific substance produced when the human body metabolizes a given prohibited drug as it passes through the body and is excreted in urine.

Non-negative Test - A test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites. Non-negative results are considered a positive test or refusal to test if the MRO cannot determine legitimate medical explanation.

Positive Alcohol Test - The confirmed presence of alcohol in the body system at a concentration of 0.04 or greater as measured by an Evidential Breath Testing (EBT) device. Refusal to take a breath test without a valid medical explanation also constitutes a positive alcohol test.

Positive Drug Test - A confirmed test that shows the presence in the body system above the prescribed cut-off levels of a prohibited substance as verified by the MRO. A refusal to take a drug test without a valid medical explanation also constitutes a positive drug test.

Safety-Sensitive Employee - A safety-sensitive employee is any employee whose duties relate to the safe operation of transportation services including: (a) operating a revenue vehicle, whether or not the vehicle is in service, (b) operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL); (c) controlling the dispatch or movement of a revenue service vehicle, (d) maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service, (e) armed security personnel, or (f) supervisors who perform safety-sensitive duties.

SAP (Substance Abuse Professional) - A licensed physician or a licensed and certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug- and alcohol-related disorders.

Screening Test - Initial test. In drug testing, an immuno-assay screen to eliminate "negative" urine specimens from further analysis. In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

Substituted specimen - A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

Use - Presence of a prohibited substance in the body.

Validity Testing - The evaluation of the specimen to determine if it is consistent with normal human urine. 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.