

**CITY OF TURLOCK
ALCOHOL & DRUG FREE WORK PLACE POLICY**



Adopted March 2014

TABLE OF CONTENTS

I. INTRODUCTION _____	4
II. APPLICATION _____	4
III. FEDERAL REQUIREMENTS _____	4
IV. PURPOSE _____	5
V. POLICY _____	5
VI. EMPLOYEE ASSISTANCE PROGRAM _____	7
VII. EMPLOYEE RESPONSIBILITIES _____	8
VIII. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES _____	9
IX. DRUG AND/OR ALCOHOL TESTING _____	10
X. CONFIDENTIALITY _____	11
XI. ALCOHOL & DRUG-FREE WORKPLACE ENFORCEMENT PROCEDURES _____	12
DEPARTMENT HEADS, SUPERVISORS, AND MANAGERS _____	12
XII. TEST RESULTS _____	14
ATTACHMENT "A" TESTING POSITIONS _____	16
ATTACHMENT "B" REPORT FORM _____	19
ATTACHMENT "C" CONSENT FORM _____	20

PREFACE

The Alcohol and Drug-Free Workplace Policy applies to all regular, part-time, temporary, intern and volunteer employees of the City.

This policy provides consistent and relevant guidelines regarding alcohol and drugs in the workplace. It also describes employee and management responsibilities and provides for training and rehabilitation when needed.

All employees are required to comply with this Policy.

CITY OF TURLOCK employees have a right to work in a drug and alcohol free environment; therefore, drug use/abuse in the workplace will not be tolerated.

If you have any questions regarding this policy, please contact your immediate supervisor or Human Resources.



ALCOHOL AND DRUG-FREE WORKPLACE POLICY

I. INTRODUCTION

The **CITY OF TURLOCK** recognizes that behavior resulting from the use of alcohol and/or other drugs may detrimentally affect work performance, safety, security, and public confidence in the City's workforce. The use of alcohol and/or other drugs can also present a risk to City employees and the health and welfare of the citizens of the City.

In recognition of the City's responsibility to maintain a safe, healthful and productive work environment, and each employee's responsibility to perform work for the public safely, effectively and efficiently, the City will act to eliminate any substance use which increases the risk for accidents, absenteeism, sub-standard performance, poor employee morale or damage to the City's reputation. For the purpose of this policy, substance use includes the use or possession of illegal drugs, alcohol or controlled substances, as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), which could impair an employee's ability to perform his or her job safely, effectively and efficiently.

The **CITY OF TURLOCK** believes that employees are important assets and that substance abuse when successfully treated will enable the affected employee to return to a satisfactory job performance level.

II. APPLICATION

This policy applies to all regular, part-time, temporary employees, interns, and volunteers of the **CITY OF TURLOCK**. It includes alcohol and all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of their job.

III. FEDERAL REQUIREMENTS

The Drug-Free Workplace Act applies to employers with any federal grant or with a federal contract worth more than \$25,000. This regulation applies to the **CITY OF TURLOCK**. The law requires that any employees convicted of any drug or alcohol related (see VII E. pg. 8) workplace crimes to notify the employer within five days of the conviction. The City must then notify the granting or contracting federal agency within 10 days of receiving a conviction notice from the employee. The City must then impose sanctions (up to and including employment termination) against convicted employees within 30 days, or require them to participate in a drug abuse assistance or rehabilitation program approved by an appropriate law enforcement or health agency.

IV. PURPOSE

The intent of this Policy is to eliminate and prevent substance abuse and its effects in the work place. While the City of Turlock has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. The City's concern is that employees be in a condition to perform their duties safely and effectively, in the interests of their fellow workers and the public as well as themselves. The presence and influence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective. For definitional purposes throughout this Policy, impair or impairment shall be considered use by an employee of alcohol and/or all substances, drugs, or medication, legal or illegal, which impairs an employee's ability, physically and/or mentally to perform safely and effectively the functions and duties of his or her position.

Employees who think they may have an alcohol or drug usage problem are urged to seek on their own volition confidential assistance from the Employee Assistance Program. Although not legally required as a public employer, the City of Turlock will be supportive, in accordance with Labor Code 1025 et seq., of those employees who seek help voluntarily. The City cannot and will not tolerate performance problems caused by substance abuse.

This Policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of City management and employees. To that end the City will act to prevent and/or eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which impairs an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the City's reputation. All employees covered by this Policy should be aware that violations of this Policy may result in discipline, up to and including termination.

V. POLICY

- A. Employees shall not be at work under the influence of alcohol or drugs; shall not use or possess alcohol or illegal drugs while on duty or while on paid stand-by, and shall not sell, manufacture or provide illegal drugs to any person while on duty or while on paid stand-by. An exception exists for sworn peace officers assigned to the Police Department whose duties require possession of drugs and/or possession or consumption of alcohol in the course and scope of job duties (i.e., undercover assignments). If alcohol is consumed in the course and scope of an employee's job duties they shall have prior approval specific to an event by the Chief of Police or his/her designee. The amount of consumption of alcohol shall not be at a level that will cause obvious impairment and shall not exceed two alcoholic beverages in a six hour period.
- B. The City is committed to eliminating any substance abuse by employees resulting in increased potential for accidents, absenteeism, reduced productivity, poor employee morale or damage to the City's reputation. The City will provide a reasonable amount of training, and education on substance use to all employees.

- C. The City prohibits the purchase, consumption, ingestion, manufacture, distribution, dispensation and use of any alcohol and/or illegal substances while at work, while operating a City vehicle, or while in City uniform.
- D. The City prohibits the consumption, ingestion, manufacture, distribution, dispensation and use of illegal substances during the lunch period for all employees because of the high probability that performance will be impaired upon returning to work.
- E. The City prohibits the consumption, ingestion, and use of alcohol during the lunch period for all employees because of the high probability that performance may be impaired upon returning to work.
- F. Use of medically prescribed drugs, as directed by a physician, is not a violation of this Policy. When taking drugs that may interfere with the safe and effective performance of their duties, employees must notify their supervisor or Human Resources before beginning work. A qualified physician selected by the City will address any question about an employee's ability to perform duties while using prescribed medications.
- G. If reasonable suspicion exists, in accordance with Section VII-B of this Policy, employees may be required to undergo a drug and/or alcohol screening/testing.
- H. Employees involved in an on-the-job accident while operating a vehicle or a piece of power equipment may be required to undergo a drug and/or alcohol screening/testing, if reasonable suspicion of substance use exists.
- I. Employees who are required to undergo a drug and/or alcohol screening/testing pursuant to this Policy will also be required to authorize, in writing, the disclosure of the results to Human Resources. Failure to do so may result in appropriate disciplinary action, up to and including termination, in accordance with all applicable due process requirements and disciplinary policies and procedures.
- J. Employees who refuse to submit immediately to drug and/or alcohol screening/testing (based upon reasonable suspicion) when required in accordance with Policy by Department Head, City Manager, Human Resources Manager, and/or supervisor will constitute insubordination, and may be grounds for discipline, up to and including termination. The results of such drug and/or alcohol screening/testing will be kept confidential as provided in this Policy and otherwise required by law.
- K. Employees who test positive for drugs or alcohol use will be placed on leave of absence and required to participate in the Employee Assistance Program or a rehabilitation program of their choice approved by the City. Participation in such programs may be paid for by the employee or by the employee's medical plan. Participation in the Employee Assistance Program and/or another rehabilitation/treatment program is not a substitute for discipline based on unsatisfactory job performance or violation of this policy.
- L. Employees who test positive for drugs or alcohol may not return to work until such time as another drug and/or alcohol test is negative or a medical evaluation permits the employee to return to work and the employee agrees to attend a rehabilitation program recommended by the Employee Assistance Program or a rehabilitation program of the

employee's choice, approved by the City. If the program requires time away from work, the employee may use accrued benefits; i.e., sick leave, vacation, etc. or may be approved to attend the program on unpaid leave status.

Safety-related employees (see attachment A) shall submit to random drug and/or alcohol testing for a period of 24 months following the negative return to work test. If the employee tests positive as a result of the random testing within this time period, he/she is subject to termination in accordance with all applicable due process requirements and disciplinary policies and procedures.

The Anti-Drug and Alcohol Misuse Prevention Program Policy and Procedures (DOT policy) shall apply to those employees regulated by the DOT. The DOT policy shall take precedence over this policy for those employees regulated by the DOT.

- M. Employees who are involved in illegal actions pertaining to the use, manufacture, distribution, dispensation, sale, purchase, or possession of alcoholic beverages or any controlled substance during the course of City employment may be criminally investigated by the Police Department or other law enforcement agencies.
- N. The City reserves the right to search all areas and property over which the City maintains full or joint control with the employee for the purpose of detecting alcohol or illegal drugs. The search will be conducted only with the approval of the Department Head, City Manager or Human Resources Manager and in accordance with applicable Government Code provisions and other legal requirements. The City will make a reasonable effort to contact the employee to have them present while searching the property in question. Areas in which the City maintains full control include, but are not limited to, all City owned properties and buildings and City owned vehicles and equipment. Areas jointly controlled by the City and the employee include, but are not limited to, desks, lockers, file cabinets, office cabinets and bookshelves. The City may notify the appropriate law enforcement agency if it believes an employee may have illegal drugs in his or her possession.
- O. Pre-employment substance abuse screening/testing will be conducted for all job applicants who take a pre-employment physical examination for safety related positions, and positions where employees are required to drive City vehicles on a regular basis or operate power equipment as part of their job.
- P. This Policy is not intended to infringe upon the protections guaranteed Peace Officers under the Public Safety Officers' Procedural Bill of Rights Act, AB301, Section 3300 et seq. of the California Government Code or the protections guaranteed Firefighters under the Firefighters Procedural Bill of Rights, AB220, Section 3250 et seq. of the California Government Code.

VI. EMPLOYEE ASSISTANCE PROGRAM (Only available to regular employees with benefits)

The City has a well-established voluntary Employee Assistance Program (EAP) to assist employees and their families who seek help for substance use problems. Employees who are

concerned about their alcohol and/or drug use are strongly encouraged to voluntarily seek assistance through this program.

Sick leave can be utilized for self-referral appointments during regular work hours if the employee is unable to schedule them during off work hours. Any earned leave time may be utilized for EAP participation. If an employee requires additional leave time he/she may request a medical leave of absence subject to approval.

The EAP provides up to 9 counseling sessions at no cost to the employee. If further treatment is needed, the EAP will refer the employee to the appropriate resource. Most health insurance coverage contains substance abuse treatment; however, the employee assumes the financial responsibility for all services that are not covered by the EAP or health insurance. Supervisors should encourage employees to use the EAP when deteriorating or unsatisfactory job performance does not respond to usual supervisory actions or when a specific on the job incident is cause for concern. While the City will be supportive of those who seek help voluntarily, the City will be equally firm in identifying and disciplining those who continue to violate this Policy.

An employee who seeks voluntary assistance shall not be disciplined or illegally discriminated against for seeking such assistance. Requests for such assistance shall remain confidential and shall not be revealed to other employees or management personnel without the employee's consent.

VII. EMPLOYEE RESPONSIBILITIES

- A. Employees must be able to perform the duties of their position.
- B. Employees must not report to work or be officially subject to duty while their ability to perform job duties is impaired due to on or off duty alcohol or drug use.
- C. Employees must not possess or use alcohol or impairing drugs (illegal drugs and prescription drugs without a prescription) during working hours or any paid time, except possession and/or use as required in the course of Police Department employment.
- D. Employees must not, directly or through a third party, sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty or officially on-call.
- E. Employees must notify their supervisor and Human Resources within five days if they are convicted of any workplace drug related crime. Once the City is notified of the conviction, it must then notify the appropriate federal agency of the conviction. With respect to any employee so convicted, the City will take appropriate disciplinary action, up to and including termination. As a condition of continued employment, the City may require the convicted employee to participate satisfactorily in a generally recognized drug abuse rehabilitation program. A felony conviction for possession or sale of illicit drugs will be cause for termination.
- F. Employees must submit immediately to a drug and/or alcohol screen/test when requested by a responsible **CITY OF TURLOCK** representative, as stated in Section V,

paragraph J of this Policy, based upon reasonable suspicion or other grounds as authorized by this Policy.

- G. Employees must notify their supervisor or the Human Resources Manager before beginning work, when taking any medications or drugs (prescription or nonprescription), which may interfere with the safe and effective performance of duties or operation of CITY OF TURLOCK equipment.
- H. Employees must provide within 24 hours of request bona fide verification of a current valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name. Extension of time beyond the 24 hours may be granted upon showing good cause.

VIII. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES

- A. Managers and supervisors are responsible for reasonable enforcement of this Policy.
- B. Managers and supervisors may request that an employee submit to a drug and/or alcohol screen/test when they have reasonable suspicion that an employee is under the influence of drugs or alcohol while on the job.

“Reasonable suspicion” is a belief based on objective facts sufficient to suspect that an employee is under the influence of drugs or alcohol such that the employee's ability to perform the functions of the job is impaired. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech;
2. Alcohol odor on breath;
3. Dilated or constricted pupils or glassy eyes;
4. Unsteady walking and movement;
5. An accident involving **CITY OF TURLOCK** property when the employee's actions cannot be ruled out as contributing to the accident, plus an additional symptom;
6. Behavior that is unusual or uncharacteristic for the particular employee, plus an additional symptom;;
7. Possession of alcohol or drugs in the workplace;
8. More than two incidents in any combination of personal injury to self, co-worker(s), or general public within the same calendar year.

Employees displaying objective symptoms of alcohol or drug impairment shall be prevented from engaging in further work and shall remain at the work site for a reasonable time until he/she can be safely transported from the work site.

- C. Managers and supervisors should seek a witness, if feasible, to verify reasonable suspicion. The employee should be approached and given an opportunity to explain the behavior before further action is taken.
- D. Managers and supervisors who request an employee submit to a drug and/or alcohol screen/test will document in writing, at the earliest possible opportunity, the facts

constituting reasonable suspicion that the employee is impaired and cannot perform the duties of their job.

- E. Where there is reasonable suspicion that the employee is under the influence of drugs or alcohol, managers and supervisors should notify their Department Head and Human Resources and obtain approval to take the employee to a site for drug and/or alcohol screen/test, and then to transport the employee home. Managers and supervisors encountering an employee who refuses an order to submit to a drug and/or alcohol screen/test authorized by this Policy shall remind the employee of the requirements and disciplinary consequences of this Policy. Failure to comply will be deemed insubordination and treated as equivalent to a positive result.
- F. Managers and supervisors shall not physically search the employee, nor shall they search the personal possessions of employees, unless the employee freely consents and is present during the search along with a responsible third party witness.
- G. Managers and supervisors shall notify their Department Head or designee when they have reasonable suspicion to believe that an employee may have alcohol and/or illegal drugs in their possession or in an area not jointly or fully controlled by the **CITY OF TURLOCK**. If the Department Head or designee concurs that there is reasonable suspicion of illegal drug possession, the Department Head shall notify the Police Department.
- H. Managers and supervisors must notify Human Resources immediately after an employee reports that they have been convicted of any workplace drug crime. **THE CITY OF TURLOCK** is required to report convictions of employees to the federal government within 10 days.

Managers and supervisors have the responsibility to encourage employees to use the EAP when deteriorating or unsatisfactory job performance does not improve in response to usual supervisory action. A supervisor should not attempt to diagnose an employee's problems. The supervisor's role is to monitor job performance.

IX. DRUG AND/OR ALCOHOL TESTING

- 1. Applicants for Employment
 - 1. Pre-employment physicals will include drug and alcohol analysis for all safety related positions, and positions where employees are required to drive City vehicles on a regular basis or operate power equipment as part of their job.
 - 2. Applicants who refuse to undergo an alcohol and drug test will be denied employment, but may reapply when willing to be tested.
 - 3. A positive result from a drug and/or alcohol analysis may result in the applicant not being hired where the applicant's use of drugs and/or alcohol could affect job performance.

4. If a drug screen is positive at the pre-employment physical, the applicant must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant's name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant's ability to perform the job duties, the City may choose not to hire the applicant.

2. Current Employees

1. A positive result from a drug and/or alcohol screen/test may result in disciplinary action, up to and including termination of employment.
2. If the drug screen/test is positive, the employee must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or the prescription is not in the employee's name, or if the employee has not previously notified his or her supervisor, the employee will be subject to disciplinary action, up to and including termination.
3. If a drug or alcohol screen/test is positive, the City shall conduct an investigation to gather all facts. The decision to discipline or terminate the employee will be undertaken in conformance with **CITY OF TURLOCK** policies and procedures and due process rights of the employee.

3. Positive Test Results Confirmed

1. Confirmation tests will be conducted for current employees who test positive for drugs/alcohol following a drug/alcohol screen/test performed in accordance with this Policy.
2. Confirmation testing may be conducted for pre-employment applicants on a case-by-case basis.

X. CONFIDENTIALITY

Laboratory reports or test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of Human Resources. The reports or test results may be disclosed to **CITY OF TURLOCK** management on a strictly need-to-know basis and to the tested 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 employer

and employee; (3) the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

With employee consent, the **CITY OF TURLOCK** may provide test results to the Employee Assistance Program. With employee consent, EAP can report to an appropriate **CITY OF TURLOCK** representative the employee's progress and/or compliance with EAP recommendations.

XI. ALCOHOL & DRUG-FREE WORKPLACE ENFORCEMENT PROCEDURES

DEPARTMENT HEADS, SUPERVISORS, AND MANAGERS

Managers and supervisors are responsible for enforcement of the Alcohol and Drug-Free Workplace Policy. When a supervisor has reason to suspect that an employee is in violation of this Policy, the following actions should be taken:

RESPONSIBILITY ACTION

Supervisor

1. Observe and collect objective facts regarding use, intoxication, possession, or sale of alcohol and/or drugs. If feasible, request a Management employee to observe and verify facts.
2. Meet with employee privately and offer an opportunity to explain the behavior before further action is taken. If feasible, request a Management employee to be present to witness the meeting and verify statements. Do not send employee back to work unless you feel the employee is fit for duty and you have no reasonable suspicion that the employee may be under the influence of alcohol and/or drugs.
3. If suspicion exists that an employee may have alcohol and/or illegal drugs in their possession or in an area not fully controlled by the City, notify the Department Head or their designee. (You may also contact Human Resources.)
4. Do not physically search the employee or personal possessions of employee without consent of the employee and in the presence of a third party witness. Property, which is jointly controlled by the City and employee, may be searched with the approval of the Department Head, City Manager or Human Resources Manager. The City must make reasonable effort to have the employee present in jointly controlled searches. (See Policy Section V. N, for description of jointly controlled areas.)

5. If reasonable suspicion exists that an employee is under the influence of alcohol and/or drugs notify the Department Head, or their designee, of findings and get approval to take employee for medical evaluation, which may include drug and/or alcohol testing. (You may also contact Human Resources.)

"Reasonable suspicion" is a belief based on objective facts sufficient to suspect that an employee is under the influence of drugs or alcohol to a degree that the employee's ability to perform the functions of the job is impaired. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech;
 2. Alcohol odor on breath;
 3. Dilated or constricted pupils or glassy eyes;
 4. Unsteady walking and movement;
 5. An accident involving CITY OF TURLOCK property when the employee's actions cannot be ruled out as contributing to the accident, plus an additional symptom;
 6. Behavior that is unusual or uncharacteristic for the particular employee, plus an additional symptom;
 7. Possession of alcohol or drugs in the workplace;
 8. More than two incidents in any combination of Personal injury to self, co-worker(s), or general public within the same calendar year.
6. If a situation occurs after normal working hours (7 a.m. to 5 p.m.) and the supervisor is unable to contact the Department Head, Human Resources or Department Head's designee, the supervisor must make the decision whether or not to search a jointly controlled area or send the employee for a medical evaluation based on reasonable suspicion.
 7. As soon as practical, prepare a written summary outlining the circumstances and the physical conditions and/or behaviors constituting reasonable suspicion of substance use at the time of the incident. Use the attached Alcohol and Drug-Free Workplace Policy Report form. All written documentation should be preserved for future use.
 8. Upon receiving a report of a suspected violation of this Policy, the Department Head will review the facts and determine if reasonable suspicion of substance use exists to

Dept. Head

support a decision to require a drug and/or alcohol screening/test. If so, the Department Head shall advise the supervisor of this course of action. If the circumstances warrant, the Department Head will also contact the Police Department to determine if an investigation of the possession and/or use of the drugs is warranted and to request, if necessary, a police escort.

Supervisor

9. Explain to the employee the suspicion that the employee is in violation of this Policy and request the employee go with the supervisor or other management employee for a drug and/or alcohol screen/test.
10. If the employee refuses to submit to the drug and/or alcohol screen/test, remind the employee of requirements of this Policy and disciplinary consequences. Have the employee escorted home and contact Human Resources to assist in determining the appropriate discipline.
11. If the employee submits to the drug and/or alcohol screen/test, have him/her sign consent to release the results to the City. If the employee refuses to sign the release, the City may obtain information only to the extent permitted by Civil Code Section 56.10(c)(8)(B).
12. After the employee signs consent form, escort or arrange to have the employee escorted by a responsible person (City will pay for taxi to take employee for testing if escorted by supervisor) to the designated medical testing facility and, after examination, to the employee's place of residence. Employees will remain on paid status pending the determination of appropriate disciplinary action.

XII. TEST RESULTS

If the test results are negative, the employee will return to work with no loss in pay status. Disciplinary action may be pursued subsequently for poor performance or other causes relating to the incident or circumstances creating the reasonable suspicion.

If the test results are positive, consult with Human Resources to determine the appropriate discipline.

The Department of Transportation's Drug and Alcohol Testing Regulation – 49CFR Part 40, at 40.151 (e) – does not authorize 'medical marijuana' under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Medical Review Officers (MROs) will not verify a drug test as negative based upon information that a physician recommended that employee use “medical marijuana.” Marijuana remains a drug listed in Schedule I of the Controlled Substances Act.

An employee may not return to work until such time as another drug and/or alcohol screen/test is negative or a medical evaluation permits the employee to return, and the employee agrees to attend a rehabilitation program recommended by the Employee Assistance Program or a rehabilitation program of the employee's choice approved by the City. If the program requires time away from work, the employee may use accrued benefits; i.e., sick leave, vacation, etc. or may be approved for an unpaid leave of absence.

Employees shall submit to random drug and/or alcohol screening/testing for a variable period of up to 24 months following the negative tests as determined by the City Manager. If the employee tests positive as a result of the random testing within this time period, they are subject to termination.

Human Resources will meet with the employee to sign a return to work agreement stipulating the above conditions.

NOTE: If an employee notifies the supervisor that he or she has been convicted of a workplace drug crime, the supervisor must notify Human Resources immediately, as required by law.

Example: Selling or distribution of drugs in the work place.

ATTACHMENT “A” TESTING POSITIONS

PRE-EMPLOYMENT DRUG TESTING POSITIONS

SAFETY RELATED:

Police Department:

Animal Services Supervisor
Animal Services Officer
Animal Services Officer Sr.
Community Services Officer I/II
Crime Analyst
Crime Prevention Specialist I/II
Emergency Services Dispatcher I/II
Emergency Services Dispatcher, Sr.
Emergency Services Dispatcher, Supervisor
Evidence and Property Specialist I/II
Neighborhood Preservation Officer
Neighborhood Services Supervisor
Neighborhood Services Technician
Office Assistant I/II
Police Cadet
Police Captain
Police Chief
Police Corporal
Police Detective
Public Safety Communications Supervisor
Police Dispatcher Trainee
Police Commander
Police Lieutenant
Police Officer Trainee
Police Officer I/II
Police Records Technician
Police Records Technician, Sr.
Police Records Supervisor
Police Reserve I/II
Police Sergeant
Police Support Operations Division Manager
Secretary
Senior Secretary

Fire Department:

Fire Battalion Chief
Fire Captain
Fire Chief
Fire Division Chief
Fire Engineer
Fire Marshall
Fire Prevention Inspector
Firefighter

Firefighter Trainee
Office Assistant I/II
Reserve Firefighter
Secretary

EQUIPMENT/ OPERATION RELATED:

Administrative Services:

Accountant I/II
Accountant, Sr.
Account Technician
Accounts Payable Clerk
City Treasurer

Development Services:

Building Inspector I/II
Building Inspector, Sr.
Building Inspector/Minor Permits
Building Inspector, Trainee
City Engineer
Civil Engineer, Assistant
Civil Engineer, Associate
Civil Engineer, Principal
Civil Engineer, Sr.
Deputy Development Services Director, Planning
Development Services Director / City Engineer
Development Services Supervisor / City Surveyor
Engineer Assistant
Engineer Associate
Engineer Technician I/II
Engineer Technician, Senior
Engineer Technician, Trainee
Land Surveying Technician I/II
Land Surveyor Assistant
Planner, Assistant
Planner, Associate
Planner, Principal
Planner, Senior
Planning Assistant
Planning Director
Planning Manager
Planning Technician
Public Works Construction Inspector
Public Works Construction Inspector, Sr.
Traffic Transportation Engineering Supervisor
Transit Planner

Municipal Services:

Electrical Instrumentation Technician
Electrical Instrumentation Technician, Sr.
Electrical Mechanical Technician I/II

Fleet Maintenance Mechanic I/II
Fleet Maintenance Mechanic, Sr.
Fleet Maintenance Services Worker
Fleet Maintenance Supervisor
Parts Clerk
Shipping and Receiving Inventory Specialist
Utilities Maintenance Technician
Utilities Manager
Utilities Supervisor
Utilities Supervisor, Assistant
Utility Maintenance Worker I/II
Utility Maintenance Worker, Sr.
Wastewater Plant Operator I/II
Wastewater Plant Operator, Sr.
Water Quality Control Division Manager
Water Quality Control Supervisor
Add all other positions where driver's license required (office / administration)

Public Facilities Maintenance:

Maintenance Worker I/II
Maintenance Worker, Sr.
Public Facilities Maintenance Supervisor, Assistant
Public Facilities Maintenance Manager
Public Facilities Maintenance Supervisor
Public Safety Community Supervisor

Recreation:

Recreation Manager
Recreation Superintendent
Recreation Supervisor
Recreation Supervisor, Sr.
Recreation Worker

Pre-employment testing does not apply to regular City employees applying for promotional positions who are not required to have a physical examination for placement in the position.

Any temporary employee that is hired as a regular employee, in any of the above positions, will be subject to a pre-employment examination that will include drug and alcohol testing.

ATTACHMENT "B" REPORT FORM

ALCOHOL AND DRUG-FREE WORKPLACE POLICY REPORT FORM

This is to certify that _____ has reasonable suspicion
(Supervisor)

to believe that _____ on _____ at _____ was
(Employee) (Date) (Time)

(a) in possession of or (b) under the influence of a substance or substances in violation of the City's Alcohol and Drug-Free Workplace Policy.

The following are the specific facts that have led me to suspect that the above named employee has violated the City's Alcohol and Drug-Free Workplace Policy:

(Supervisor's Signature)

(Date)

ATTACHMENT “C” CONSENT FORM

Authorization and Release of Protected Health Information

<p>I hereby authorize the use and disclosure of my individually identifiable health information as described below.</p> <p>I understand that signing this authorization is voluntary. However, if I refuse to sign this form during an investigation for cause or suspicion, this may jeopardize my employment with the City of Turlock.</p> <p>I understand that I am entitled to receive a copy of this form upon signing it.</p> <p>I understand that if the organization or individual authorized to receive the information is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations.</p> <p>I understand that I have a right to revoke this authorization, but that I must send a written revocation to the City of Turlock, attention Human Resources, 156 S. Broadway, Suite 235, Turlock, CA 95380. I also understand that the revocation applies to uses and disclosures made <i>after</i> the revocation is made.</p>	
Employee Name:	
Employee ID Number:	
Person or organization authorized to RELEASE my health information:	Name: Address: City, State Zip: Phone Number:
Person or organization authorized to RECEIVE my health information:	Name: Address: City, State Zip: Phone Number:
Specific description of information is to be disclosed (be specific, include dates):	
What is the purpose of the disclosure?	
This authorization will expire on (date or event):	
Signed:	Date:
Patient Name (Print):	
If signed by a patient representative Representative Name (Print):	Relationship to Patient, including authority for status as representative:

*** YOU MAY REFUSE TO SIGN THIS FORM *** This form does NOT authorize the release of psychotherapy notes.