

**318 DRUG AND ALCOHOL POLICY FOR DOT-REGULATED EMPLOYEES, APPLICANTS, AND OTHER WORKERS**

**318.1 Policy**

1. Purpose. This policy establishes uniform standards for pre-employment and employment drug and alcohol testing for U.S. Department of Transportation (“DOT”) regulated employees to ensure confidentiality, reliability, and fairness in drug and alcohol testing. The City of Owensboro (or “City”) recognizes that there are serious adverse effects caused by the abuse and misuse of drugs and alcohol in the workplace. As an employer, the City of Owensboro is committed to maintaining a drug and alcohol-free work environment, providing the safe, efficient, and professional delivery of services to the community, and ensuring respect for its employees’ rights. All notices and policies on this subject in effect prior to the adoption of this policy are hereby rescinded. The City reserves the right to modify or amend this policy as necessary, with or without notice.
2. Coverage. This policy applies to all employees, applicants, and volunteers or other persons working on behalf of the City, as warranted and permitted by applicable laws, agreement, or contract, that perform a DOT regulated and/or safety-sensitive function. Where the term “employee” appears herein, such shall also apply to volunteers and other persons working on behalf of the City, that perform a DOT regulated and/or safety-sensitive function, as warranted and permitted by applicable laws, agreement, or contract, and in no way shall such affect that person’s status. All employees and applicants shall comply with this policy, the Drug-Free Workplace Act, and all requirements of the Federal Transit Administration (“FTA”), the Federal Motor Carrier Safety Administration (“FMCSA”), and the Procedures for Transportation Workplace Drug and Alcohol Testing Programs. Employees and prospective employees of the City whose training is coordinated with the Department of Criminal Justice Training (“DOCJT”) shall comply with any additional rules and regulations as required by the DOCJT.
3. Safety-Sensitive Defined. Under the FTA, an employee is performing a safety-sensitive function if they perform the following: (A) Operating a revenue service vehicle, in or out of revenue service; (B) Operating a non-revenue vehicle requiring a Commercial Driver’s License (“CDL”); (C) Controlling movement or dispatch of a revenue service vehicle; (D) Security personnel who carry firearms; (E) Maintenance, including repairs, overhaul and rebuilding of a revenue service vehicle; or (F) Contract employees that perform services on behalf of or in place of safety-sensitive employees.

Under the FMCSA, an employee is performing a safety-sensitive function if they perform the following: (A) Driving a commercial motor vehicle which requires the driver to have a CDL; (B) Inspecting, servicing, or repairing any commercial motor vehicle; (C) Waiting to be dispatched to operate a commercial motor vehicle; (D) Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments being loaded or unloaded; (E) Performing driver requirements associated with an accident; or (F) Repairing, obtaining assistance, or remaining in attendance upon a disabled commercial vehicle.

If a position qualifies as a safety-sensitive position under the FTA and FMCSA, the position must comply with the highest standard provided under same. Please refer to 318.12 for a list of DOT regulated and safety-sensitive positions.

4. **Participation Required.** This policy shall be made available to employees via computer and/or hardcopy form. Prospective employees shall also be provided with a copy of this policy. Compliance with this policy is required for all employees and prospective employees and is a condition of employment and/or continued service. The City may require that employees and prospective employees provide written acknowledgement of receipt and understanding of this policy. An employee must follow the instructions and directions of all City supervisors and medical personnel involved in the testing process. A refusal shall result in an employee being immediately removed from his or her safety-sensitive function, and such person shall not be considered for return to such function without a satisfactory evaluation by a Substance Abuse Professional (“SAP”) and return to duty testing. An evaluation is not required in the event the employee is terminated from employment. A refusal to submit to a test shall also be deemed a violation of this policy and may result in discipline up to and including termination. A refusal means that an employee fails to provide a drug or alcohol testing sample as required by this policy without a valid medical explanation from a doctor chosen by the City, or engages in conduct that obstructs the testing process. Refusals include, but are not limited to, the following:
- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City.
  - (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
  - (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
  - (6) Fail or decline to take a second test as directed by the collector or the City for drug testing.
  - (7) Fail to undergo a medical evaluation as required by the MRO or the City’s Designated Employer Representative (DER).
  - (8) Fail to cooperate with any part of the testing process.
  - (9) Fail to follow an observer’s instructions to raise and lower clothing and turn around during a directly observed test.
  - (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
  - (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

### **318.2 Prohibited Activity and Substances**

The presence of any prohibited substances in an employees’ body is forbidden during working time. “Prohibited substances” addressed by this policy include the following:

1. **Illegal Drugs.** Employees shall not use, possess, manufacture, or distribute illegal

substances identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812), Title 21 C.F.R., or as otherwise defined in Kentucky statutes, or any unauthorized prescription medications. Employees will be tested for the following drugs or classes of drugs: Marijuana Metabolites; Cocaine Metabolites; Amphetamines; Opioid Metabolites; and Phencyclidine (PCP).

2. Prescription Drugs. The misuse or abuse of prescription drugs is prohibited if it causes a positive test which cannot be medically explained and verified by the Medical Review Officer ("MRO"). All prescriptions must be properly administered and followed, and issued in the employee's name by a licensed physician.
3. Alcohol. Employees shall not use, possess, manufacture, or distribute alcohol while on duty, while at a work site, or while operating a City or other vehicle or equipment on City business, engage in illegal activity involving alcohol while off duty, or consume alcohol 4 hours prior to a work shift. The use or ingestion of alcohol such that an employee has an alcohol concentration of 0.02 or above during working time is prohibited. Alcohol means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol. The ingestion of alcohol up to 4 hours before the performance of safety-sensitive functions is prohibited regardless of the resulting alcohol concentration level. The ingestion of alcohol for up to 8 hours following an accident by any employee involved in the accident, as noted in this policy, is prohibited unless the employee has already performed a post-accident alcohol test in accordance with this policy.
4. Positive Test. The City will be notified of a positive test result. A positive test result means a prohibited substance has appeared in an employee's urine specimen which meets the thresholds established by the DOT. These thresholds are determined by medical experts to be evidence that an illegal substance is in an employee's body and may be located in 49 CFR Part 40, as amended. The City will be notified of an alcohol test resulting in 0.02 or more.

### **318.3 Duties to Report**

1. Duty to Report Use of Prescription Drugs. An employee shall notify his or her supervisor when a physician-prescribed or non-prescription medication is being used that may adversely affect his or her ability to perform job duties and responsibilities safely. Unless otherwise allowed by applicable law, the employee is not required to inform the City of the name of the medication. The City reserves the right to require the employee to provide a Medical Certification form, Job Task Health Assessment form, and/or other written confirmation, from the appropriate health care provider(s), to establish Fitness for Duty in accordance with the Fitness for Duty policy. Temporary Modified Duty, Medical Leave, or Reasonable Accommodations may be considered by the City in accordance with the Fitness for Duty policy and/or other applicable policy/law.
2. Duty to Report Drug or Alcohol Conviction. Any employee convicted of any federal or state criminal drug or alcohol offense shall notify his or her supervisor of that fact within five (5) calendar days of being informed of the conviction. If necessary due to the nature of the job, the City shall report drug and alcohol related convictions of any of its employees to appropriate government or law enforcement agencies as per required by the regulating organization applicable to that employee (FMCSA, FTA, DOT, etc.).
3. Citation Resulting from Traffic Collision. Employees shall provide notice to the City of any traffic collision, incident, accident or ticket occurring in a City or other vehicle or equipment used for City business, whether owned or leased. It is the responsibility of the employee to report any citation received as the result of a traffic collision or incident/accident. This is only required for drivers covered under FMCSA. City policy handles these situations equally for all drivers holding a CDL license.

### 318.4 Categories of Testing

Testing for drugs and alcohol will be conducted in accordance with the following:

1. Pre-Employment. DOT regulated employees and applicants defined as safety-sensitive under the FTA and/or FMCSA are subject to post-offer, pre-employment testing (except for alcohol). Furthermore, employees are required to undergo drug and alcohol testing prior to transfer into a safety-sensitive position. An applicant may not be hired until after a verified negative result. When an employee or applicant has previously failed or refused a pre-employment drug test under this part, the individual must provide the City proof of having successfully completed a referral, evaluation, and treatment plan. When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the City's random selection pool during that time, the City shall ensure that the individual takes a pre-employment drug test with a verified negative result. An individual who is notified of testing under this category shall report to a designated collection site, during its business hours, within 24 hours of notification.
2. Reasonable Suspicion. DOT regulated employees and applicants defined as safety-sensitive under the FTA and/or FMCSA are subject to reasonable suspicion testing. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. An individual notified of testing under this category shall report to a designated collection site immediately by transportation provided by the City.

Under the FTA and FMCSA, the City may direct an employee to undergo a reasonable suspicion test for alcohol while the employee is: performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. If an alcohol test is not administered within 2 hours following the determination to conduct a reasonable suspicion test, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within 8 hours following the determination to test, the City will cease attempts to administer an alcohol test and update the record with the reasons for not administering the test.

Under the FMCSA, a written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and signed by the supervisor or manager who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

3. Post-Incident. DOT regulated employees and applicants defined as safety-sensitive under the FTA and/or FMCSA are subject to post-incident testing.
  - a. FTA Procedures  
Covered employees shall be subject to FTA post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents: As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by the

City of Owensboro, using the best information available at the time of the decision, will be tested.

Non-fatal Accidents: As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

(1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

(2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

(3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

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.

A covered employee subject to post-incident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

If an alcohol test is not administered within 2 hours following the time of the incident, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not administered. If an alcohol test is not administered within 8 hours following the determination to test, the City shall cease attempts to administer the test and update the record with reasons for same.

b. FMCSA Procedures

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

Non-fatal Accidents: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours

of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene; or
- (2) One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

When required as stated above, if an alcohol test is not administered within 2 hours following the time of the incident, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not administered. If an alcohol test is not administered within 8 hours following the determination to test, the City shall cease attempts to administer the test and update the record with reasons for same.

When required as stated above, if a controlled substances test is not administered within 32 hours following the time of the incident, the supervisor shall cease attempts to administer the test and prepare and maintain on file a record stating the reasons the controlled substances test was not administered.

For purposes of this category of testing, disabling damage includes damage which prevented the departure of any vehicle from the scene of the incident. Disabling damage also includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage that can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage, or damage to headlights, tail lights, turn signals, horn, or windshield wipers that makes them inoperable.

4. Periodic. Employees with a CDL (FMCSA only) shall be subject to periodic testing in accordance with DOT required physical examinations. An individual who is notified of testing under this category shall report to a designated collection site in accordance with the applicable regulations.
5. Random. DOT regulated employees and applicants defined as safety-sensitive under the

FTA and/or FMCSA are subject to random testing. Employees will be selected and tested based on a computer based random number generator. Each covered employee will have an equal chance of being tested each time selections are made. Random dates will be spread reasonably throughout the year, testing will be conducted at all times of day when safety-sensitive functions are performed, and testing will be conducted unannounced. An individual who is notified of testing under this category shall report to a designated collection site immediately. The employee will be provided the maximum privacy possible in accordance with applicable law.

6. Return to Duty. DOT regulated employees and applicants defined as safety-sensitive under the FTA and/or FMCSA are subject to return to duty testing. An employee shall be tested preceding the return to work, generally within 30 days, or as otherwise required by law, as the result of a positive test result, voluntary notification of a substance abuse problem, or other applicable incident. Testing may be for drug(s) and/or alcohol, as determined by the SAP, even if the original infraction only involved one drug and/or alcohol. Upon completion of rehabilitation, if applicable, the employee shall not return to work until the employee: completes a drug/alcohol rehabilitation program approved by the City's Loss Prevention Manager; is released by the SAP to return to work; and the employee submits to a subsequent test, and such test is negative.
7. Follow-Up. DOT regulated employees and applicants defined as safety-sensitive under the FTA and/or FMCSA are subject to follow-up testing for up to 60 months. In addition to return to duty testing, the employee shall submit to unannounced follow-up testing without prior notice. A follow-up test may screen for all drugs as defined herein and alcohol, regardless of the nature of the initial infraction. A safety-sensitive or other DOT regulated employee who returns to duty after a substance related leave or after an evaluation made by a SAP is subject to unannounced follow-up testing. The frequency and duration of such testing will be solely determined by the SAP. The duration could extend up to 60 months with a minimum requirement of at least 6 tests within the first 12 month period. An individual who is notified of testing under this category shall report to a designated collection site immediately.

### **318.5 Testing Procedure**

1. General Procedure. The City shall follow the drug and alcohol testing procedures for DOT-covered employees as accepted by the Department of Transportation under 49 CFR (Part 40) (e.g., breath analysis, collection of urine specimen, direct observation, transfer of specimen, chain of custody, laboratory testing, split specimen testing, MRO procedures), as amended from time to time. Employees will be provided with a copy of these regulations upon request. Also, links to the regulations may be found via the City Employee Intranet (refer to Ch. 1000). These safeguards are mandated to assure protection, integrity and accuracy of the results. Testing for DOT-covered employees consists of urine tests for the drugs identified in this policy and breath tests for alcohol. A test for drugs not required by DOT regulations may be conducted separately. Drug testing will be conducted in accordance with all applicable regulations. The identification of laboratories will be identified by the City in advance upon request.
2. Drug Testing Procedure. Regulations require the City test for certain drugs as stated in this policy. The employee reporting to the test site must provide photographic identification. All urine specimens must be collected at an appropriate collection site and testing shall be conducted by a certified laboratory. A collection site is defined as a place designated by the City that meets the DOT, FTA and FMCSA requirements. The collection site will maintain personnel responsible for the integrity of the specimen. The collection shall conform to the standards and regulations stated in 49 CFR Part 40. Payment for split sample testing shall be the responsibility of the employee when a verified positive result

occurs. If an employee produces a diluted specimen, he or she will be subject to all recollection requirements as stated in applicable regulations. In a case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of your provision of a specimen shall constitute a refusal to take the test. For an observed collection, failure to follow the instructions of the observer to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process will also constitute a refusal to take the test. Possessing or wearing prosthetic or other devices during testing that could be used to interfere with the collection process constitutes a refusal to take the test. You have also refused to take a test if you fail or decline to take a second test the City or collector has directed you to take, or if you admit to the collector or MRO that you adulterated or substituted the specimen. If the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a test.

3. Alcohol Testing Procedure. Regulations require the City test for alcohol as stated in this policy. Breath testing will be conducted through the use of an Evidential Breath Testing (EBT) devices approved in accordance with applicable regulations. The test must be performed by a breath alcohol technician ("BAT") or by an appropriately certified law enforcement officer. Testing sites shall be designated by the City and will conform to applicable regulations. Regulations prohibit the City from allowing an employee with an alcohol concentration of 0.04 or greater to perform safety-sensitive or commercial vehicle driving functions until being evaluated by a SAP and being deemed medically qualified by a return to duty test. An employee with an alcohol concentration of 0.02 or greater but less than 0.04 must be removed from safety-sensitive functions for 24 hours until a retest shows an alcohol concentration less than 0.02. A failure to complete all required steps, including signing the certification on the Alcohol Testing Form, shall constitute a refusal to take a test.
4. Return to Work Pending Test Results. An employee must await negative test clearance under the following circumstances: return to work after a drug and/or alcohol related leave; reasonable suspicion testing; post-incident testing; and pre-employment and transfer to safety sensitive position.

### **318.6 Voluntary Acknowledgment and Rehabilitation**

1. Voluntary Acknowledgment. If no violations of this or other applicable policy have occurred, employees who voluntarily acknowledge a substance misuse or abuse problem, and request, in writing, a Medical Leave, shall be approved Medical Leave (as long as the employee is eligible, and such leave does not exceed the total amount allowable, in accordance with applicable City policy and applicable laws), with the use of benefit days (i.e., vacation, sick, compensatory) to attend any professionally approved drug and/or alcohol rehabilitation program recommended by the SAP subject to the approval of the City's Loss Prevention Manager, and at the employee's own expense, until the employee has been released by the SAP in writing as being able to return to work, and undergone Return to Duty testing, in accordance with applicable law. The employee shall be required to undergo follow-up testing as defined in this policy. If the result of any such testing is positive, or if the employee fails to successfully complete rehabilitation, the City shall seek disciplinary action, up to and including termination from employment, as allowed by applicable policy and law. If the employee's refusal to cooperate or failure to admit the condition for which treatment is recommended precludes the qualification or acceptance of the employee for treatment, the employee will be deemed not to have successfully completed rehabilitation. Medical Leave may be offered a maximum of one time to an employee for reasons related to drugs or alcohol, throughout the duration of his or her

employment, whether or not his or her employment is continuous, unless otherwise required by the Americans with Disabilities Act, the Family and Medical Leave Act, or other applicable law.

An employee concerned about drug and/or alcohol use should immediately seek assistance. There are several resources available including, but not limited to, an Employee Assistance Program (“EAP”), the availability of substance abuse professionals, local substance abuse services and hotlines and websites. Please contact the City or consult the City Employee Intranet (refer to Ch. 1000) for additional information.

2. Rehabilitation Program. If an employee voluntarily acknowledges a substance misuse or abuse problem, or if the need so arises at the discretion of the City, the employee may be referred to a rehabilitation program, if eligible and approved by the City’s Loss Prevention Manager. The rehabilitation program shall consist of treatment deemed appropriate by the SAP and approved by the City Loss Prevention Manager. Such program may consist of a single counseling session, out-patient sessions, 30-day in-patient programs, or any other program appropriate for the circumstances. The employee may be eligible to return to duty once rehabilitation has been successfully completed and the SAP has determined the employee is fit to return to duty, in writing, and the employee has successfully completed the return-to-duty testing. An employee who fails to appear for any of his or her appointments/sessions required as part of the rehabilitation shall again be subject to disciplinary action, up to and including termination of employment.

### **318.7 Disciplinary Action**

1. DOT Regulated Employees Defined as Safety-Sensitive under the FTA and/or FMCSA. Engaging in prohibited activity or otherwise failing to comply with this policy or applicable law shall be a basis for taking disciplinary action, up to and including termination from employment, in accordance with applicable law. The extent of discipline shall be at the sole discretion of the City unless otherwise provided by law. Furthermore, a refusal to submit to a test, verified positive drug test, or an alcohol concentration of 0.04 or greater shall mean immediate removal from safety-sensitive or commercial vehicle driving jobs, will disqualify an applicant, constitute a positive test, and/or may result in disciplinary action up to and including termination. For FMCSA covered employees, an alcohol concentration of 0.02 or greater but less than 0.04 shall mean the employee shall not perform safety-sensitive functions for at least a 24-hour period, pending evaluation by a SAP and being deemed medically qualified by another test. For FTA covered employees, an alcohol concentration of 0.02 or greater but less than 0.04 shall mean the employee shall not perform safety-sensitive functions for at least 8 hours, pending evaluation by a SAP and being deemed medically qualified by another test. Engaging in any of the above activities shall also be a basis for taking disciplinary action, up to and including termination from employment, in accordance with applicable law.

### **318.8 Training**

1. Training. All safety-sensitive employees and those who supervise safety-sensitive employees are required to attend at least 60 minutes of training on the effects of prohibited drug use and the effects of alcohol misuse.

### **318.9 Records**

1. Retention of Records. The laboratory, unless otherwise instructed by the City in writing, will maintain records pertaining to a urine specimen in accordance with applicable

regulations. The City will maintain records of its anti-drug program for a minimum period as follows: 5 years for verified positive test results, documentations of refusals to test, covered employees referral to the SAP, and copies of annual Management Information System reports submitted to the FTA; 2 years for records related to the collection process and employee training; and 1 year for records of negative test results.

2. Confidentiality. The City will maintain confidentiality when required to do so by law. In a hearing, lawsuit or other action involving the employee, however, the City may release relevant information to the decision-maker, and to those who need to know the information to assist with the case. Information may also be released to representatives from state or federal agencies when required.

### **318.10 Contact Information**

1. **City Loss Prevention Manager**. The City's Loss Prevention Manager represents the City as the contact for all Drug and Alcohol Program inquiries. Questions may be addressed to: Loss Prevention Manager, Brent Kelley, City Hall, 101 E. 4th Street, Owensboro, KY 42303. Telephone inquiries may be made by calling: (270) 687-8544.

### **318.11 Other Information**

1. Effects of Alcohol and Controlled Substance. Use of alcohol and controlled substances can have an adverse impact upon an individual's health, work and personal life. Chronic consumption of alcohol may result in dependency, fatal liver disease, increased risk of cancer and birth defects. Use of controlled substances and other drugs may result in a number of problems, including psychological and/or physical dependence, heart attack and/or stroke, brain damage, mood swings, insomnia and/or chronic fatigue. Use of alcohol, controlled substances and other drugs can also lead to jail time, increased risk of workplace and vehicle accidents, financial problems and result in strained relationships at work and home. Additional information regarding the effects of alcohol and controlled substances is available through the City Employee Intranet (refer to Ch. 1000).
2. Signs and Symptoms. Employees should be aware of the symptoms of alcohol and controlled substance use to determine whether fellow employees or drivers are using in violation of this policy. Employees should note and report signs and symptoms of use, including aggressive or erratic behavior, impaired coordination, impaired mental functioning and alertness, nausea or vomiting, or extreme mood changes. Additional information regarding signs and symptoms of alcohol and controlled substances use is available through the City Employee Intranet (refer to Ch. 1000).
3. Methods of Intervening. When an alcohol or controlled substance problem is suspected, one may employ several methods to intervene, including confronting the individual, referring the individual to an employee assistance program, and/or referring the individual to City management. Prior to intervening, management and/or supervisors should first consult with the Human Resources Department.

### **318.12 Listing of DOT Safety Sensitive Job Classifications (Mandated to Participate in Random Drug and Alcohol Testing Process)**

Any of the below job titles are subject to a title change at any given time, in accordance with applicable policy. As such, this policy still applies to those positions.

RANDOM TESTING POOL #1A: DOT-REGULATED EMPLOYEES (FTA)

FTA-REGULATED EMPLOYEES (TRANSIT)

- BUS DRIVERS
- MECHANICS

- MECHANIC OR MAINTENANCE HELPERS
- BUS DRIVER/DISPATCHER
- (TRANSIT) OFFICE MANAGER
- TRANSIT MANAGER
- ANY AND ALL OTHER TRANSIT POSITIONS FALLING UNDER DOT REQUIREMENT, WHETHER FULL TIME, NON-FULL TIME, VOLUNTEER, OR OTHER

RANDOM TESTING POOL #1B: DOT-REGULATED EMPLOYEES (FMCSA)  
FMCSA-REGULATED EMPLOYEES (EMPLOYEES WITH COMMERCIAL DRIVERS LICENSES)

**ALL PUBLIC WORKS DEPARTMENTS, FOR PERSONS IN THE FOLLOWING POSITIONS WHO POSSESS A CDL AND USE THE CDL FOR CITY PURPOSES:**

- LABORER/MAINTENANCE HELPERS
- PARKKEEPERS
- EQUIPMENT OPERATORS
- CREW LEADERS
- ELECTRICIAN
- HVAC TECHNICIAN
- MAINTENANCE SPECIALISTS
- MANAGERS
- SUPERINTENDENTS
- DEPUTY DIRECTOR / OPERATIONS
- DIRECTORS
- MAINTENANCE WORKERS
- ROADWORKERS
- MAINTENANCE EQUIPMENT OPERATORS
- MECHANICS
- AUTO MAINTENANCE SUPERVISOR
- AUTO PARTS SUPERVISOR
- REFUSE TRUCK DRIVERS