

ALCOHOL AND DRUG FREE WORKPLACE

I. POLICY STATEMENT

In order to effectuate an alcohol and drug free workplace, the following general policy statements are hereby adopted:

- A. Employees shall not be permitted to report to work while under the influence of alcohol or drugs, or to possess or transfer drugs or alcohol to any person while on duty. Provided however, this policy statement shall not be construed to apply to members of the City Police Department or Emergency Medical Technicians when their duties require the lawful possession of seized of alcohol or drugs, or the transport thereof.
- B. Employees who are reasonably suspected of being under the influence of alcohol or drugs shall be prohibited from engaging in further work, and shall be subject to immediate testing in accordance with the procedures herein established.
- C. In recognition of serious duties and responsibilities entrusted to employees of the City and that use of alcohol or drugs hinder one's ability to perform and fulfill such duties and responsibilities, these policies are adopted to establish guidelines for the detection and deterrence of alcohol and drug abuse.
- D. When applying the policies contained herein, Management should always focus on the ability of the employee to prosecute his work. Tests and procedures outlined herein are only intended as tools to assist Management, not as a replacement of Management's responsibilities over employees in the performance of their duties.

II. PURPOSE OF POLICIES

The purpose of the alcohol and drug free workplace policies contained herein is as follows:

- A. To promote and maintain a safe, healthy, and productive work environment for all city employees.
- B. To ensure the safe and efficient delivery of services to the citizens of the city.
- C. To eliminate the abusive use of alcohol, illegal drugs, prescription drugs, or any other substance which could impair an employee's ability to perform safely and effectively the functions of any given job; and

- D. To establish compliance by the city with any and all state and federal rules and regulations relating to the establishment and maintenance of an alcohol and drug free workplace.

III. DEFINITIONS

For the purpose of these policies the following words, terms, and phrases shall have the meanings ascribed thereto:

- A. **“Alcohol”** means any beverage that contains ethyl alcohol (ethanol), including but not limited to, beer, wine and distilled spirits.
- B. **“Biological Testing”** or **“chemical testing”** or **“drug testing”** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting alcohol or drugs.
- C. **“Chain of custody”** means procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen to collection to final disposition of the specimen. These procedures shall require that an approved chain of custody form be used from time to collection to receipt by the laboratory and that upon receipt of the laboratory an appropriate chain of custody form(s) account for the sample or sample aliquot within the laboratory. Chain of custody forms shall, at minimum, include an entry documenting date and purpose each time a specimen or aliquot is handled or transferred and identifying every individual in the chain of custody.
- D. **“Collection site”** means a place where individuals present themselves for the purpose of providing body fluids or tissue samples to be analyzed for specified controlled substances. A collection site will have all necessary personnel, materials, equipment, facilities and supervision to provide for collection, security, temporary storage, and transportation or shipment of the samples to a laboratory.
- E. **“Collection site person”** means a person who instructs and assists individuals as a collection site and who receives and makes initial examination of the specimens provided by those individuals. A collection site person shall have successfully completed training to carry out this function.
- F. **“Contract vendor”** means an independent testing or administrative agency engaged for the purpose of implementing one or more procedures in the collection or testing of employees for alcohol or drug use.
- G. **“City Premises”** or **“City Facilities”** means all property of the City including, but not limited to, buildings and surrounding areas on City-

owned or leased vehicles and equipment wherever located. It also includes premises where the city performs contract services.

- H. **“Confirmatory test”** means a second analytical procedure to identify the presence in urine specimen of a specific drug or metabolite which is independent of initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmatory test method.
- I. **“Contraband”** means any article, the possession of which on City premises or while on City business,, causes as individual to be in violation of a City work rule. Contraband includes illegal drugs and alcohol beverages and drug paraphernalia.
- J. **“Controlled Substances”** means all substances listed in Schedule I through V of the Controlled Substances Abuse Act as those schedules may be revised from time to time.
- K. **“Drug”** means any substance that is a controlled substance.
- L. **“Employee”** means an employee, contractor, subcontractor, agent, officer, or representative of the City.
- M. **“Illegal Drug”** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; and over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer or being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are Cannabis substance such as marijuana and hashish, cocaine, heroin, phencyclidine (PCP), and so –called designer drugs and look-alike drugs.
- N. **“Initial test”** or **“screening test”** or **“preliminary test”** means in the context of drug detection an immunoassay screen to eliminate negative uria specimens from further consideration. In the context of alcohol detection, these terms mean an analysis of breath or saliva specimens for the purpose of eliminating negative specimens from further consideration.
- O. **“Legal drug”** means any prescribed drug or over-the-counter drug, which has been legally obtained and is being used for the purpose of which prescribed or manufactured.
- P. **“Medical practitioner”** means a licensed physician.
- Q. **“Under the Influence”** means any detectable trace or amount.

**CONTRACTOR'S CERTIFICATION FOR COMPLIANCE TO
THE CITY OF FRIENDSWOOD
ALCOHOL AND DRUG FREE WORKPLACE POLICIES**

This is to certify that the officers and operating management of [INSERT CONTRACTOR NAME] have read and acknowledge understanding of and agreement with the provisions of the City of Friendswood, Texas Alcohol and Drug Free Workplace policies, and the implementing procedures related thereto.

This certification confirms our obligation to comply with the above-named policies and we further acknowledge and agree that our failure to comply with the provisions thereof shall constitute a material breach of that certain Contract dated [INSERT MONTH] [INSERT DATE], [INSERT YEAR] by and between the aforescribed and the City of Friendswood, Texas.

[INSERT CONTACT NAME]
[INSERT CONTACT TITLE]

Date

END OF DOCUMENT