

RESOLUTION 1865

A RESOLUTION ACCEPTING THE ADDITION OF A NEW DRUG AND ALCOHOL POLICY FOR CDL DRIVERS TO THE OVERALL EMPLOYEE DRUG AND ALCOHOL POLICY.

WHEREAS, the City of West Branch is committed to ensuring that its employees work in a safe, drug and alcohol free environment; and the City is meeting the requirements of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse; and

WHEREAS, the City Council was presented with the City of West Branch CDL Employee Drug & Alcohol Testing Policy Handbook at the December 16, 2019 City Council Meeting and discussed the policy at that meeting; and

WHEREAS, it is now necessary for the City Council to approve said policy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa:

Section 1. The City Council hereby approves the attached policy handbook entitled "City of West Branch CDL Employee Drug & Alcohol Testing Policy Handbook"

Section 2. All Resolutions or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed.

Passed and approved this 16th day of December, 2019.


Roger Laughlin, Mayor

ATTEST:


Redmond Jones II, City Administrator / City Clerk

CITY OF WEST BRANCH

EMPLOYEE

DRUG & ALCOHOL TESTING POLICY

HANDBOOK

December 16, 2019

City of West Branch DOT Drug and Alcohol Policy

City of West Branch (hereinafter referred to as “**City of West Branch**”) has a vital interest in the safety and well being of our employees as well as the general public. It is well recognized that individuals who use illegal drugs or abuse alcohol are more likely to have workplace accidents, incur greater amounts of lost time, and perform their jobs in a substandard manner.

Therefore, it is City of West Branch intent to continue to promote a safe and secure work environment, free of illegal drug use and alcohol abuse. It is also our intent to comply with all U.S. Department of Transportation rules and regulations (49 CFR Part 40), the Drug Free Workplace Act of 1988, the Americans with Disabilities Act and the Family and Medical Leave Act.

All applicants will be notified of City of West Branch drug and alcohol testing policy at the time they apply for a position with City of West Branch. Anyone possessing a valid CDL will comply with the following rules and regulations. Any questions or concerns regarding City of West Branch Drug and Alcohol Policy shall be directed to the Designated Employee Representative (DER) Gordon Edgar at 319-643-5888.

The goal of City of West Branch policy and the testing of employees are to ensure a drug and alcohol free work environment, to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and property damage.

The following conduct is prohibited:

- Employees are prohibited from using, being under the influence, or possessing illegal drugs or any look alike substances that may mimic the effects of other illicit substances. Substances such as these may not be regulated or scheduled by the FDA/DEA, but still pose safety or job performance issues within the workplace.
- Employees are prohibited from using or being under the influence of legal drugs that can adversely affect their ability to work safely.
- Employees are prohibited from buying, selling, soliciting to buy or sell, transport or possess illegal drugs while on or in City of West Branch time or property.
- Employees are prohibited from using alcohol within 4 hours of performing a safety sensitive function.
- Storing any prohibited substance in a locker, desk, vehicle or other repository on City of West Branch premises or refusing to submit to a search.
- Employees are prohibited from using or being under the influence of alcohol at any time while on duty, 8 hours post accident, or until tested post accident.
- Employees are prohibited from possessing ANY amount of alcohol (including medications or over-the-counter remedies containing alcohol) while on duty. This is a new DOT regulation.
- Testing positive for drugs and/or alcohol while on duty.
- Refusing to be tested for drugs and/or alcohol when circumstances warrant.

- Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- Reporting for duty or remaining on duty to perform a safety-sensitive function with an alcohol concentration of 0.04 or greater.

NOTE: A driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 may not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

An employee who violates this policy may be subject to disciplinary action by City of West Branch up to and including termination.

Prescription / Over-The-Counter Medications

Employees should use both prescription and over-the-counter medications in the prescribed manner and must be kept in the container in which they were received from the pharmacy or original packaging. Employees are encouraged to discuss their job functions / duties with their medical provider prior to the medical provider prescribing medications that may have potential adverse effects posing a safety risk to the employee or others. Employees using prescriptions that may cause side effects or who are under the influence of any prescribed medication may advise their manager of that fact before reporting to work. If a potential side effect could cause an unsafe condition in the workplace, City of West Branch may determine that the employee cannot work. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Assistance to Employee in Overcoming Alcohol or Drug Abuse

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation and for reduced personal, family and social disruption. City of West Branch encourages the earliest possible diagnosis and treatment for alcohol and drug abuse. The decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual employees' responsibility.

Voluntary requests for assistance from the EAP will not prevent disciplinary action for violation of this alcohol and drug abuse policy. Employees who undergo voluntary counseling or treatment pursuant to a referral by City of West Branch, and who continue to work, must meet all established standards of conduct and job performance.

Confidentiality

Employee test results are confidential. Test results and other confidential information will only be released to the employer and the substance abuse professional. Any other release of this information is only with the employee's consent as mandated by the D.O.T. 49 CFR §40.321.

Abbreviations and Terms You Should Know

Abbreviations

BAT	Breath Alcohol Technician
CDL	Commercial Driver's License
CMV	Commercial Motor Vehicle
DER	Designated Employer Representative
DHHS	Department of Health and Human Services
DOT	Department of Transportation
EAP	Employee Assistance Program
EBT	Evidential Breath Testing Device
MRO	Medical Review Officer
STT	Screening Test Technician

Definitions

Actual Knowledge

Knowledge by the employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the driver, information provided by the driver's previous employer(s), a traffic citation for driving a commercial motor vehicle (CMV) while under the influence of alcohol or a controlled substance, or a driver's admission of alcohol or a controlled substance use per §382.121.

Alcohol

An intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or Content)

Alcohol in a volume of breath (shown as grams of alcohol per 210 liters of breath) as indicated by an evidential breath test. Alcohol Screening Device (ASD) breath or saliva device, other than an evidential breath testing device (EBT), that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.

Alcohol Use

Is the consumption of any beverage, mixture, or preparation, including medications containing alcohol.

Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

Confirmation Test (BAT)

In testing for alcohol a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. An evidential breath testing device must be used.

In testing for controlled substances, a second procedure to:

- Identify and quantify the presence of a specific drug or metabolite. Further support a validity test result in the case of an adulterated, diluted, or substituted specimen.

In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

Confirmed Drug Test

A confirmation test result received by a medical review officer (MRO) from a laboratory.

Controlled Substances

In the regulation, the terms “drugs” and “controlled substances” are interchangeable and have the same meaning.

Designated Employer Representative (DER)

An individual identified by the employer who is:

- Able to receive communications and test results from service agents.
- Authorized to take immediate actions to remove drivers from safety-sensitive duties.
- Able to make required decisions in the testing and evaluation processes.

The individual must be an employee of the company. Service agents cannot serve as Designated Employee Representative (DER).

Driver

Any person who operates a commercial motor vehicle (CMV), including:

- Full time, regularly employed drivers.
- Casual, intermittent or occasional drivers.
- Leased driver, independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle (CMV) at the direction of or with the consent of an employer.

Evidential Breath Testing Device (EBT)

A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration.

Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program. The MRO must have knowledge about and clinical experience in substance abuse disorders and appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his/her medical history and other relevant bio-medical information.

Safety-Sensitive Function

A driver is considered to be performing a safety-sensitive function when he/she begins work-or is required to be in readiness to work-until the time he/she is relieved from work and all responsibilities for performing work. Safety-sensitive functions include six specific items found in §382.107 of the Federal Motor Carrier Safety Regulations.

Screening Test (Initial Test)

In testing for alcohol: a procedure to determine if a driver has a prohibited concentration of alcohol in his/her system. In testing for controlled substances a test to eliminate “negative” urine specimens from further consideration or to identify a specimen that requires additional testing for the presence of drugs.

Screening Test Technician (STT)

A person who instructs and assists employees in the alcohol testing process and operates an alcohol screening device (ASD).

Stand-down

The practice of temporarily removing a driver from the performance of safety-sensitive functions based only on a report from a laboratory to the medical review officer (MRO) of a confirmed positive drug test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

Substance Abuse

Refers to patterns of use that result in health consequences or impairment in social, psychological, and occupational functioning.

Substance Abuse Professional (SAP)

A licensed physician (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or certified addiction counselor who evaluates employees who have violated a DOT drug and alcohol regulation. The SAP makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Introduction

This handout provides a general overview of the Department of Transportation regulations on drug and alcohol use. A review of the effects of alcohol and certain drugs on the body is also included. Throughout this handout “substance abuse” will be used in place of the terms “alcohol abuse” or “drug abuse” in reference to both substances. Chemical dependency comprises all chemicals, whether they are controlled substances or alcohol.

City of West Branch Time and Premises

Includes but is not limited to all property (real or personal), whether owned, leased or used by City of West Branch. This policy also includes any other locations, such as job-sites or mode of transportation to and from those locations/job-sites while in the course and scope of employment.

Who is Covered by the Drug and Alcohol Regulations?

All drivers that operate a commercial motor vehicle, as defined in 49 CFR §382.107, which requires a driver holding a commercial driver’s license, are subject to the Drug and Alcohol testing requirements in 49 CFR Parts 40 and 382. This includes, but is not limited to: full time, regularly-employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

What is a Safety-Sensitive Function?

Safety-sensitive functions for operators of commercial motor vehicles (CMV) are listed under §382.107.

A safety-sensitive function means all time from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- ❖ All time at an employer terminal, facility, or on any public property or job-site, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- ❖ All time inspecting equipment as required by §392.7 and §392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;

- ❖ All time spent at the driving controls of a commercial motor vehicle in operation;
- ❖ All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393. subchapter);
- ❖ All time loading or unloading a 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 loaded or unloaded; and
- ❖ All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

What Tests are Required and When Will I Be Tested?

There are five situations where testing is done to determine the presence of alcohol and/or drugs.

1) Pre Employment - Post Offer Testing

When: A controlled substances test is required before a new hire or a person transferring into a driving position from elsewhere in the company can perform any safety-sensitive function. Education will be provided to all employees regarding the effects of drugs and alcohol, signs and symptoms of a drug or alcohol problem, information regarding assistance for abuse problems and testing requirements. §382.601.

2) Post Accident *Alcohol* Testing when any of the following conditions are met:

- If there is a fatality.
- If the driver of a City of West Branch truck receives a citation under state or local law within 8 hours for a moving violation arising from the accident and if the accident involved:
 - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident OR
 - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- At the discretion of City of West Branch management following an accident.

Alcohol testing MUST be done within 2 hours of the accident. If the test cannot be performed within 2 hours, the employer must prepare a record stating why the test wasn't given. If the test cannot be performed within 8 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time.

Post Accident *Drug* Testing when any of the following conditions are met:

- If there is a fatality.
- If the driver of a City of West Branch truck receives a citation under state or local law within 32 hours for a moving violation arising from the accident AND if the accident involved:

- Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, OR
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Post-accident drug testing must be performed within 32 hours. If the test cannot be performed within 32 hours, the employer should not give the test and must prepare a record stating why the test could not be given within that time.

Nothing in the regulations should delay medical attention for those who are injured. The employer must provide the necessary information and instructions to allow the driver to be tested or to get emergency medical care.

A driver subject to post-accident alcohol testing must remain available for testing. Not remaining available for testing is considered a refusal to test.

The employer must provide drivers with necessary post-accident information, procedures, and instructions BEFORE the driver operates a commercial motor vehicle.

A driver who refuses to submit to post accident drug testing may be terminated.

Immediately notify your company's DER.

3) Random Testing

When: Random testing for alcohol must be completed just before, during, or immediately after performing a safety-sensitive function. Random testing for drugs can be done anytime you are at work for your employer. Once you are notified that you have been selected for testing, you must proceed immediately to the test site.

Unannounced random testing is required for a certain percentage of drivers each year. The tests must be reasonably spaced throughout the year. The random selection process must ensure that each driver has an equal chance of being tested each time selections are made. One method is a computer-generated system using social security number, payroll identification number, or other identifying number.

Testing rates are as follows:

10% of the average number of driver positions must be randomly tested for alcohol during the year.

25% of the average number of driver positions must be randomly tested for controlled substances during the year.

NOTE: DOT will change the testing rates. The testing rates were changed 1/2016.

Once you are notified that your name is included in the random selection you must report to the collection site IMMEDIATELY.

A driver who refuses to submit or tests positive for drugs and/or alcohol may be terminated.

4) Reasonable Cause

When: If the employer has reason to believe that your behavior or appearance may indicate alcohol or drug use. Observations for alcohol testing must be made just before, during or just after the performance of a safety-sensitive function. Observations for drug testing will be made at any time while you are at work for your employer.

Employees, while on City of West Branch premises or job-site, are required to submit to searches of their persons, vehicles, lunch boxes, personal effects, desks or similar repositories, etc., when management has a reasonable suspicion that (1) the employee possesses a prohibited substance; or (2) the employee ingested a prohibited substance.

A driver will be required to submit to a drug and/or alcohol test when reasonable suspicion exists. §382.307 Reasonable suspicion exists when a driver's appearance, speech, or odors of breath and/or body, or physical symptoms indicate drug and/or alcohol use. Observations must be personally observed and documented by at least one City of West Branch trained official. A "trained official" is one who has undergone at least 2 hours of education, which included behavioral, physical, speech, and performance indicators of possible drug and/or alcohol use.

5) Return-to-Duty and Follow-up Tests

When: Return-to-duty testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. In order to return to performing safety-sensitive functions an alcohol concentration of less than 0.02 and/or a negative drug test is required. There are also referral, evaluation and treatment requirements that must be met.

When: Follow-up testing is required for drivers who tested positive for drugs, failed an alcohol test, or refused to take a drug or alcohol test. The regulations call for a minimum of six (6) follow-up tests during the first year back in a safety-sensitive position, in addition to the random tests. However, follow-up testing can continue for up to five (5) years.

Only the Substance Abuse Professional can set the number, frequency and length of time that follow-up testing is required.

Should City of West Branch choose to retain the driver, all Return-To-Duty and Follow-up testing will be at the employee's expense.

What Happens if I Refuse to Be Tested?

As part of the alcohol and drug regulations, you must submit to alcohol and drug testing. A refusal to test is treated the same as a positive test. If you refuse to be tested, you cannot continue to perform safety-sensitive functions and are subject to disciplinary action, up to and including termination.

"Refusal" occurs when:

- You fail to appear for any test within a reasonable time
- You fail to remain at the testing site until the testing process is complete
- You fail to provide:
 - A urine specimen for drug testing
 - A saliva or breath specimen for alcohol testing

- You fail to provide enough urine and there is no medical explanation for the failure
- In the case of a directly observed or monitored drug test collection, you fail to permit the observation or monitoring of your provision of the specimen;
- You fail or decline taking a second drug test when directed by an employer or collector.
- You fail to undergo a medical examination or evaluation as part of:
 - The verification process for drug testing or as directed by the designated employer representative (DER);
 - “shy bladder” procedures for drug testing
 - insufficient breath procedures for alcohol testing.
- You fail to cooperate with any part of the testing process.

A verified adulterated or substituted drug test is also considered a refusal to test.

Testing Procedures

Once notified to report for testing, a CDL driver must report to the collection site immediately (For additional information on the collection, please refer to: www.transportation.gov/odapc).

How is Drug Testing Done?

DOT drug testing only recognizes urinalysis as a valid means for drug testing. If problems are identified, a driver may be required to retest under direct observation. All drug testing is conducted by a trained collection site person in an appropriate, private setting. The urine sample will be collected at your place of employment or at a certified collection site. A driver is only permitted three hours to produce a urine specimen. Leaving the collection site before the process has been completed may be declared a “refusal.” In addition, if unable to provide a specimen as required, a driver is subject to the “shy bladder” evaluation that can result as a refusal due to the absence of a medical condition as deemed by the medical review officer (MRO). If in the ‘shy bladder’ situation, the driver has up to five days to obtain an evaluation from a licensed physician that contains a medical reason for the failure to provide a urine sample that would be acceptable to the medical review officer (MRO). The MRO must receive a copy of the evaluation and related medical records, and will decide whether the test is cancelled or declared a refusal. The regulations governing this process, including individual responsibilities are found in 49 CFR §40.193 and §40.195. The drug test collection must be in compliance with 49 CFR Part 382, and 49 CFR Part 40 of the regulations.

Once tested, the laboratory will report the analysis to a MRO. If the analysis indicates a positive result, the MRO will contact the driver to determine whether there are circumstances that would explain the positive result. If there are none, the MRO will report a positive result to the employer.

The Department of Transportation (49 CFR Part 40) is harmonizing with HHS guidelines and will test for the following drugs: (5 panel with expanded opioids) (1) Marijuana, (2) Cocaine, (3) Phencyclidine (PCP), (4) Amphetamines (includes Methamphetamines, MDMA, MDA) (5) Opioids (Codeine/Morphine, 6-AM (Heroin), Hydrocodone/Hydromorphone, Oxycodone/Oxymorphone.

How is Alcohol Testing Done?

All alcohol testing is conducted by a trained technician in a private setting using an evidential breath-testing device (EBT). In compliance with Title 49 Part 40 and part 382 of the regulations.

What are the Consequences of Violating the Alcohol or Drug Prohibitions?

If you fail an alcohol test:

- You must be removed from all safety-sensitive functions.
- You will not return to a safety-sensitive function until an evaluation by a substance abuse professional (SAP) has been done, you have complied with prescribed treatment, and you pass a return-to-duty test. You are then subject to six follow-up tests in the first 12 months after your return to duty and will be subject to follow-up testing for up to five years.
- You will not return to safety-sensitive duties for at least 24 hours if alcohol concentration is determined to be 0.02 or greater but less than 0.04.
- If you fail an alcohol breath test you may be subject to disciplinary action, up to and including termination.

If you test positive for drug(s), or have a verified adulterated or substituted test result:

- You must be removed from all safety-sensitive functions.
- You will not return to a safety sensitive function until an evaluation by a substance abuse professional (SAP) has been done, you have complied with prescribed treatment, and you pass a return-to-duty test. You are then subject to six follow-up tests in the first 12 months after your return to duty and will be subject to follow-up testing for up to five years.
- If you fail a drug test you may be subject to disciplinary action, up to and including termination.

NOTE : A confirmed positive test results will be mailed to the terminated employee by the employer, by certified mail, return receipt requested.

The drug and alcohol regulations require that your employer advise you of the resources available for appropriate treatment for alcohol and drug use. For a list of certified SAP's, go to www.saplist.com However, the regulations do not require an employer to pay for rehabilitation or to hold a job open for your while you undergo treatment.

Before you can return to safety-sensitive functions, you must:

- Have an alcohol test of less than 0.02 and/or a verified negative drug test (depending on the violation).
- Have complied with prescribed treatment.
- You must then complete a minimum of six (6) follow-up tests within the first year back to work. (Follow-up testing can be done for up to five (5) years after returning to safety-sensitive functions.)

Self-admission of Alcohol and Drug Use

The regulations include a provision that allow an employer to establish a program that lets a driver voluntarily admit to drug use or alcohol abuse without DOT consequences.

FMCSA Clearinghouse

The FMCSA Clearinghouse is an electronic database that will contain information about commercial motor vehicle drivers' drug and alcohol program violations. FMCSA regulations require City of West Branch to inform drivers and driver-applicants that the following information will be reported to the Clearinghouse (beginning 1/6/2020):

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test required by FMCSA regulations;
4. An employer's report of actual knowledge of:
 - a. On duty alcohol use (see 49 CFR § 382.205);
 - b. Pre-duty alcohol use (see 49 CFR § 382.207);
 - c. Alcohol use following an accident (see 49 CFR § 382.209);
 - d. Controlled substance use (see 49 CFR § 382.213);
5. A substance abuse professional's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and,
7. An employer's report of completion of follow-up testing

FMCSA requires motor carrier employers to:

- Query the system for information on driver applicants (full query), and
- Search the database annually for current employees (limited query).

Before City of West Branch can access the full query information in the Clearinghouse, the driver must grant electronic consent within 24 hours through the Clearinghouse. Failure to provide consent prevents the City of West Branch from using the CDL driver in a safety-sensitive function.

SIGNS AND SYMPTOMS OF DRUG AND ALCOHOL USAGE

Drug Name	Substances Detected in Urine	What to Look For & Physical Symptoms	Dangers	Time Detectable in Urine
Amphetamines ●Uppers ●Speed ●Meth ●Dexies ●Crank ●black Beauties	Methamphetamine, Amphetamine	Tablets of varying colors, possible chain smoking, long periods without rest or sleep. Loss of appetite, irritability, rapid speech, tremors, mood elevations	Disorientation, severe depression, paranoia, possible hallucinations, increase in blood pressure, fatigue	1-2 Days
Cocaine ●Coke ●Crack ●Flake ●White Candy ●Free Base ●Toot ●Blow	Benzoylcegonine	Glassine envelopes, razor, small spoons, odorless, bitter white crystalline powder, granular rocks, short-lived euphoria changing to depression, irritability, nervous, tightness of muscles	Shallow breathing, fever, anxiety, tremors, possible death from convulsions or respiratory arrest	1-3 Days
Marijuana ●Dope ●Pot ●Reefer ●Joint ●Grass ●Blow	11-Nor-delta9-tetrahydrocannabinol-9-carboxylic acid THC	Plastic baggies, rolling paper, 'roach' clips, odor of burnt rope. Altered perception, dilated pupils, lack of concentration and coordination, craving for sweets, increased appetite, laughter	Psychological dependence, increased heart rate, impaired short-term memory, anxiety, lung damage, possible psychosis with chronic use	Occasional use: 1-3 days Chronic use: Up to 30-60 days
Opiates ● Heroin (smack, horse, junk) ●Morphine ('M', Miss Emma) ●Codeine (school boy)	Codeine, Morphine	Glassine Envelopes, needles and syringes, caps or spoons, tourniquets, needle marks on arms. Insensitivity to pain, euphoria, sedation, nausea, vomiting, itchiness, water eyes, running nose)	Lethargy, weight loss, hepatitis, slow and shallow breathing, possible death	1-3 Days
Phencyclidine ●Angel Dust ●Devil Stick ●PCP ●Dummy Dust	Phencyclidine	Liquid Capsules. White or brown powder can be put on paper stamps, sugar cubes, cigarettes or joints. May be injected. Increased pulse and heart rate, blood pressure and temperature. Mood and perception alteration possible, paranoia, panic, anxiety, nausea, tremors, suicidal urge	Unpredictable behavior, flashbacks, possible emotional instability and psychosis, hallucination	Occasional use: 1-3 days Chronic use: Up to 30 days
Barbiturates ●Downers ●Dolls ●Reds ●Tuinal ●Rainbows ●Yellows ●Blues ●Goof Balls	Secobarbital Phenobarbital Pentobarbital Butobarbital Amobarbital	Capsules of varying colors, longer periods of rest or sleep, dizziness, cold and clammy skin. Depression, decreased alertness and muscle control, intoxication and slurred speech, drowsiness	Rigidity and painful muscle contraction, emotional instability, possible overdoses and death, especially when mixed with alcohol	Pentobarbital and others: 1-3 Days Phenobarbital: 1-3 Weeks
Benzodiazepines Downers	Diazepam Chlordiazepoxide Oxazepam Nordiazepam Temazepam	Oral/Injection. Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, cold and clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	1-7 Days
Methadone ● Done ●Dolophine ●Methadose	Methadone	Tablets. Liquid injection. Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow, shallow breathing, clammy skin, convulsions, coma, possible death	1-3 Days

Methaqualone ●Ludes ●Quaaludes	Methaqualone	Tablets. Slow heart rate and breathing, lowered blood pressure. Sleepiness, feeling of well being, loss of coordination, dizziness, impaired perception, confusion, later hangover		1-3 Days
MDMA ●Ecstasy ●Adam ●XTC ●MDA ●MDE ●X	Methylenedioxymethamphetamine	Tablets. Euphoria, confusion, anxiety, sleeplessness, drug craving and paranoia. Used at all night RAVE dance parties	Muscle tension, teeth clenching, nausea, tremors, rapid eye movement, chills, possible death	1-2 Days
Propoxyphene	Propoxyphene	Tablets, capsules. Dizziness, drowsiness, headache, euphoria, dysphoria	Skin rash & other allergic reactions occur occasionally and may be accompanied by drug fever and mucosal lesion, stupor or coma; convulsions, respiratory depression	1-3 Days
Buprenorphine ●Buprenex ●Temgesic	Buprenorphine	Pinpoint pupils, extreme drowsiness, dizziness, blurred vision, slowed breathing		1-6 Days
Alcohol	Ethanol	Dulled mental processes, Lack of coordination, Odor of alcohol on breath, Pupils will be constricted, Sleepy condition, Slowed reactions, Slurred speech, Anxiety or jumpiness, Shakiness or trembling, sweating, nausea and vomiting, insomnia, Irritability, headache	depression, anxiety, and suicide, Social problems, liver damage, Inflammation of the esophagus, Aggravation of peptic ulcers, Acute and chronic pancreatitis, Malabsorption of food nutrients that will lead to malnutrition, Heart attack, Hypertension, Stroke Immune system depression, Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy).	Varies - up to 8 hours

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Oxycodone	Hydrocodone/Hydromorphone, Oxycodone/Oxymorphone	Tablets of varying colors, Insensitivity to pain, euphoria, sedation, nausea, vomiting, itchiness, water eyes, running nose	Carelessness, confusion, depression, apathy, drowsiness, low blood pressure, poor coordination, slow breathing rate	1-4 days
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OR MORE INFORMATION OR ASSISTANCE YOU CAN TRY SOME OF THE FOLLOWING SOURCES:

Cocaine Anonymous: (800) 347-8998

Center for Substance Abuse: (800) WORKPLACE

National Clearinghouse for Alcohol and Drug Abuse: (800) 729-6686

NIDA's treatment Hotline: (800) 662-HELP

Some helpful and interesting websites are:

www.drughelp.org

www.doj.gov

www.dea.gov

www.samsha.gov

www.health.org

EMPLOYEE ACKNOWLEDGEMENT FORM

The undersigned, Employee of City of West Branch, does hereby acknowledge that, pursuant to United States Department of Transportation (DOT) Regulations, the undersigned will be subject to testing on a random basis for alcohol, illegal drugs or drugs taken for non-medical purposes. I hereby consent to participate in the drug and alcohol testing program.

The undersigned acknowledges receipt of City of West Branch drug and alcohol abuse policy and that it is my responsibility to read and understand the policy.

I understand that this policy is intended to supersede and replace all previous employee handbooks, manuals and policy statements, whether oral or written, issued by City of West Branch.

Employee Signature

Date

Employee Printed Name

Employee SS#

