

CITY OF DUNEDIN
Substance Abuse Prevention Program

I. PURPOSE

The City of Dunedin holds the safety and health of its employees and the public in highest regard. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

Drug and alcohol abuse is a tremendous problem in our society from a legal, economic, social, medical, political and managerial perspective. Substance abuse results in increased absenteeism, tardiness and on-the-job accidents as well as a potential danger to fellow employees and the public. In accordance with the Federal Drug-Free Workplace Act of 1988, unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drug, or use of alcoholic beverages in the workplace is prohibited. This policy is implemented in compliance with the Federal Drug-Free Workplace Act of 1988, the Workers' Compensation Drug-Free Workplace, Section 440.102 Fla. Stat. and Fla. Admin. Code Rules 59A-24.

II. FEDERAL DRUG-FREE WORKPLACE ACT OF 1988

In order to comply with the Drug-Free Workplace Act of 1988, the City has established the programs, procedures and goals listed in this policy. However, it is not intended, for certain categories of employees, that this policy supersede any state or federal requirements with regard to drug testing. If a category of employee is held to a stricter or different policy, that policy will also apply. Employees required to hold a CDL license must also abide by the Controlled Substances and Alcohol Use and Testing Policy for Commercial Motor Vehicle Drivers.

- A. A policy statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and that specific action will be taken against employees for violation of such prohibition:

Copies of the City's Substance Abuse Prevention Program (which includes the City of Dunedin's Controlled Substances and Alcohol Use and Testing Policy for City Commercial Motor Vehicle Drivers) are available for inspection during business hours by the public in the City's Human Resources and Risk/Safety Office. A copy is also posted on each of the City's bulletin boards in the place where the federal and state compliance posters are located.

- B. A Drug-Free Awareness Program at orientation and annually to inform employees about:
1. The dangers of drug abuse in the workplace.
 2. The City's policy and intent of maintaining a drug-free workplace.
 3. Available drug counseling, rehabilitation and employee assistance programs.
 4. The penalties that may be imposed upon employees for drug abuse violations.
 5. Identification of personal and emotional problems which may result in misuse of alcohol or drugs.
 6. The legal, social, physical, and emotional consequences of the misuse of alcohol or drugs.
- C. To provide a copy of the Drug-Free Workplace Policy to each employee/applicant.
- D. To notify each employee, in the Drug-Free Workplace Policy Statement, that as a condition of employment the employee must abide by the terms of the Drug-Free Workplace Policy Statement and notify the City of any criminal drug statute conviction for a violation occurring in the workplace or outside the workplace no later than five (5) days after such conviction.
- E. To notify any contracting agency within ten (10) days after receiving notice from an employee of such on-the-job drug conviction or otherwise receiving actual notice or learning of such conviction.
- F. To take appropriate personnel action (up to and including termination) against, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by the convicted employee, within thirty (30) days after receiving notice of such a drug conviction.
- G. To continue to make a good faith effort to maintain a drug-free workplace by enforcement of its safety policy on illegal drugs, substances and prohibited items.

III. POLICY

Employees of the City of Dunedin are to remain free from influence, possession, or use of drugs or alcohol in the workplace unless prescribed by a health care provider. The City understands that employees and applicants under a physician's care may be required to use prescribed drugs. An employee who takes any prescribed or over-the-counter drugs which impair his/her abilities to

perform his/her essential job functions or which cause a direct threat to the health or safety of the employee or others in the workplace, must advise their supervisor of such use before reporting to work under such medication. The City will try to reasonably accommodate the employee. Failure to report such use may result in disciplinary action. Additionally, reporting to work or working while impaired under the influence of illegal drugs or alcohol or using drugs in a manner other than prescribed or directed is prohibited.

- a. The City will conduct pre-employment drug screenings. The applicant will be given advance notice that drug testing will be conducted.
- b. Under the Fourth Amendment, if "reasonable suspicion" has been established that an employee is under the influence of alcohol, an illegal drug, or a controlled substance by a supervisor, the employee will be subject to a blood and/or urine test.
- c. Professional counseling assistance is provided through the City's Employee Assistance Program (EAP) to help resolve problems that may impact work performance or personal life. Counselors are available 24 hours a day, seven days a week, by telephone to help employees overcome problems. Office appointments are also available. The program is strictly confidential. It is the responsibility of each employee to seek assistance from the EAP or any personally-selected counseling professional before drug abuse and/or alcohol problems lead to disciplinary actions.
- d. Employees who test verified positive and enroll in the EAP will have to undergo follow-up testing after rehabilitation for up to two (2) years.

IV. DEFINITIONS

Abuse of a Prescribed Drug: Use of any drug ordered by a physician in a manner not in compliance with the prescription.

Alcohol: Ethyl alcohol (ethanol). References to use of a beverage, mixture or preparation containing ethyl alcohol or a derivative.

Applicant: A person who has applied for a position with the City and has been offered employment conditioned upon successfully passing a drug test.

Appointed Authority: The City's Risk/Safety Manager located in the Division of Human Resources & Risk/Safety.

Confirmed Positive Test Result: "Specimens are confirmed positive" with a second, independent, analytical procedure to identify the presence of a specific drug or metabolite which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. All confirmation tests will be according to "cut-off" levels provided in 59A-24 Fla. Adm. Code, unless otherwise dictated by State and/or Federal regulation.

Controlled Substances: Any mind altering and/or addictive substances included in the provisions of the U.S. Government Controlled Substance Act of 1970 as amended and any substance described in Schedules I through V of Chapter 893.03 of the Fla. Stat. entitled "Florida Comprehensive Drug Abuse Prevention and Control Act".

Drug: Means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbituate; a benzodiazepine; a synthetic narcotic; a designer drug or metabolic of any of the substances listed in this paragraph.

Employee Assistance Program (EAP): Established program capable of (1) providing expert employee assessment of employee personal concerns, short-term counseling and referral services to employees for a wide range of drug, alcohol and mental health problems, (2) monitoring the progress of employees while in treatment and (3) conducting follow-up services for employees who participate in the program and require monitoring after they return to work.

Illegal Drug: Any drug which is not legally obtained; a drug which may have been legally obtained but has not been used under the care and supervision of a physician or in the manner prescribed; use of a substance listed in § 877.111 Fla. Stat. in a manner which may violate § 877.111 Fla. Stat.

Medical Review Officer: Licensed physician, knowledgeable of substance abuse and disorders, laboratory testing procedures and chain of custody whose primary responsibility is to review and verify confirmed positive test results obtained from the laboratory. All medical review officers must be certified by the American Association of Medical Review Officers, or by the American College of Occupational and Environmental Medicine.

Positive Alcohol Test: A verified "confirmed" blood test that reveals a blood alcohol content of 0.05 g/dl% or higher.

Positive Drug Test: A verified "confirmed" blood or urine test that reveals the presence of an illegal drug at a specified level in accordance with the Fla. Adm. Code Rule 59A-24.006 "cut-off" levels.

Reasonable Suspicion Testing: Employees will be tested when there is a reasonable suspicion that an employee is or has used drugs or alcohol. "Reasonable Suspicion Testing" means drug testing based on a belief that an employee is using or has used drugs in violation of the City's policy, drawn from specific, objective, and articulable facts and reasonable inference drawn from those facts in light of experience. Among other things, such facts and inferences may be based on:

- Observable phenomena while at work, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A report of drug use, provided by a reliable and credible source.
- Evidence that an individual has tampered with a drug test during his or her employment with the City.
- Information that an employee has caused or contributed to an accident while at work.¹
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the City's premises or while operating the City's vehicle, machinery or equipment.
- Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while off duty or on duty but off City premises.

Safety sensitive Position: A position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances; a position similar to state employment positions subject to security checks under Fla. Stat. § 110.1127; or a position in which a momentary lapse in attention could result in injury or death to another person. (Attachment A)

¹ If this is the only indicia of reasonable suspicion, please refer to Section V. 3. for criteria upon which to test.

Special risk Position: A position that is required to be filled by a person who is certified under Chapter 633, Fire Protection or Chapter 943, Law Enforcement. (Attachment A)

Specimen: Tissue, hair or a product of the human body capable of revealing the presence of drugs and/or alcohol or their metabolites as approved by United States Food and Drug Administration and the Agency for Health Care Administration.

Substance Abuse: Inappropriate use of any drug, unless used as prescribed, and/or alcohol in such a manner as to jeopardize the individual's physical or mental health or impair judgment or motor function. A verified positive drug and/or alcohol test is absolute evidence of substance abuse.

Verified Positive Test Result: Confirmed positive test results that the Medical Review Officer has reviewed and discussed with the individual tested. The Medical Review Officer may obtain all necessary information, including medication history, general medical history, physical examination findings, and other information necessary to verify the results as positive or negative for evidence of the presence of illicit or illegal drugs.

V. PROCEDURES

A. Types of Drug Testing

1. Applicants/New Hires:

The City will conduct pre-employment drug screenings as a part of the employment selection process. A refusal to take a drug test or a verified positive test result will preclude further consideration for employment for one year from the date of the test.

For drug testing purposes, City employees transferring to a special risk or safety sensitive position in the City will be treated as a new hire and will be subject to a drug screening as part of the employment selection process.

The City shall provide notice of drug testing on all vacancy announcements.

2. Reasonable Suspicion Drug Testing:

A supervisor who has witnessed any questionable behavior shall consult with the employee to determine the cause for the behavior, as defined under "reasonable suspicion testing" in Section IV. Similar

consultations may be required by reports from other employees or written correspondence from employees or citizens. A supervisor who has witnessed any questionable behavior shall complete the Supervisor's Checklist documenting the behavior. This checklist should be completed prior to the testing but in no case should it be completed later than seven (7) days following the observed behavior. If after the consultation, in the opinion of the supervisor reasonable suspicion exists, the employee will be required to sign the checklist and submit a blood and/or urine test in accordance with the Substance Abuse Testing Procedures. The supervisor shall present the employee with a copy of the checklist upon request.

Employees who are requested to undergo a test of their blood and/or urine shall be informed that they may request that the specimen be forwarded for testing to another approved laboratory at the employee's expense if the test is confirmed positive. If the re-test provides a negative result, the City will bear the expense of the employee's requested test and the results of both tests shall be deemed negative. All laboratories shall be licensed and approved by the Agency for Health Care Administration or, in certain cases, a facility certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly NIDA).

During normal laboratory office hours, the employee shall be taken by an appointed representative of the appointed authority to the designated laboratory for substance abuse testing and thereafter suitable arrangements for transportation home will be made. An employee will be told not to drive home. If the employee insists on driving, the employee shall be told that the Sheriff's Office will be notified or called in to assist in the escort of the employee from the premises. After normal laboratory hours, the employee shall be taken to another designated collection site. The collection site person shall require, for identification purposes, that the employee being tested present a photo ID. If the employee does not have proper photo identification, the collection site person shall contact the designated agency authority who can positively attest to the identity of the employee.

The employee will not be allowed to return to work until all test results are received from the Medical Review Officer (MRO). During this time, the employee will be on a paid leave of absence, but must hold himself or herself reasonably available for consultation with the City during the employee's normal working hours. If the employee tests negative, he/she can return to work according to schedule.

In addition to having a positive drug or alcohol test, any acts of misconduct committed by an employee while under the influence of drugs or alcohol, will also subject the employee to disciplinary action including discharge. The progressive discipline policy, Fire discipline policy and Employee Service System Rules (ESSR), §12 should be reviewed for possible disciplinary actions. Any employee who refuses to take a test under the provisions of this policy, shall be terminated immediately. An employee who is found to be in violation of this policy a second time, or who tests verified positive while in rehabilitation or EAP, shall be terminated. The supervisor, with the approval of the department head, may indefinitely reclassify or demote affected employees if it is deemed appropriate to prevent the employee from working in a position that could result in harm to the employee, fellow employees, or members of the public.

Non-Special Risk or Non-Safety Sensitive Positions - If the employee tests verified positive and does not hold a safety sensitive or a special risk position, and the positive test is the only basis for discipline, the employee will be allowed to return to work provided the employee enters the City's EAP program and completes required rehabilitation successfully with follow-up testing for up to two (2) years. The City shall test as frequently as they shall deem appropriate to responsibly monitor the employee's status during this period without any necessity for reasonable suspicion. Absent the grounds for discipline, employees not holding a safety sensitive position or special risk position who submit to a test shall not normally be subject to discharge the first time they are found in violation provided they enroll in the Employee Assistance Program offered by the City and successfully complete the prescribed rehabilitation program.

Special Risk or Safety Sensitive Positions - An employee who is employed in a special risk or safety sensitive position may be discharged or disciplined even for the first verified positive test result if the drug confirmed is an illegal or illicit drug under § 893.03 or 877.111 Fla. Stat. A special risk or safety sensitive employee who is participating in an employee assistance program or drug rehabilitation program may not be allowed to continue to work in any special risk or safety sensitive position but may be assigned to a position other than a special risk or safety sensitive position, if such position is available, or placed on unpaid leave while the employee is participating in the program. However, the employee shall be permitted to use any appropriate accrued leave before leave may be ordered without pay. If an employee holds a special risk or safety sensitive position, and tests verified positive while in rehabilitation or the EAP, or is a second time offender, the employee shall be terminated immediately.

3. Reasonable Suspicion Drug Testing - On the Job Accident or Injury:

Employees who are in special risk or safety sensitive positions and in an accident on the job will be required to submit to a drug and/or alcohol test, if: (a) the accident results in damages of \$2,000.00 or more; or (b) if the accident results in personal injury requiring medical treatment by a physician. Additionally, testing may also be required any time the supervisor has reasonable suspicion that any on the job accident was caused or contributed to by an employee's use of drugs or alcohol, notwithstanding the absence of any of the foregoing conditions and regardless of whether the employee is in a special risk or safety sensitive position. Any passengers in a vehicle involved in a accident who are also City employees will be tested only if the supervisor has reasonable suspicion of drugs or alcohol use by the employees. **See attachment B for the substance abuse prevention testing guidelines.**

The special risk or safety sensitive employee who is tested as a result of being involved in an on the job injury or accident will be allowed to return to work (assuming the employee is medically able to do so) unless further indicia of reasonable suspicion of drug or alcohol use exist in addition to the on the job injury or accident. If such additional indicia of possible drug or alcohol use exist, the employee will not be allowed to return to work until verified confirmed negative test results are received from the Medical Review Officer (MRO). During this time, the employee will be on paid leave of absence, but must hold himself or herself reasonably available for consultation with the City during the employee's normal working hours. If the employee tests negative, the employee can return to work according to schedule.

Any employee who is injured on the job and who refuses to take a drug test will be denied all worker's compensation, medical and indemnity benefits, as provided in the Florida Worker's Compensation Act, and shall be terminated from employment. Unemployment Compensation will also be forfeited.

Any employee who is injured on the job, and has a verified confirmed positive drug test, is also disqualified from all worker's compensation medical and indemnity benefits subject to review consistent with due process to allow the employee to disprove causation. Employees who refuse EAP or are found to be in violation of this policy a second time shall be terminated from employment and Unemployment Compensation will be denied.

B. Tests Results

An employee or applicant who receives a positive confirmed drug test result may explain the result to the MRO within 5 working days of the MRO receiving written notification of the test result. If the employee's or applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result to the employer. If an employee's or applicant's test results are verified "confirmed positive", the employee or applicant will be notified in writing within or up to five (5) working days from the City's receipt of test results from the MRO. The employee or applicant may contest or explain the results to the City within five (5) working days of receipt of notice of the positive test result. If an applicant or employee's explanation or challenge is unsatisfactory to the City, the person may contest the test result as provided in 59A-24.008 Fla. Admin. Code.

Any employee who tests verified positive for the presence of alcohol or drugs may request a meeting with the Director of Human Resources & Risk/Safety to explain the presence of the alcohol or drugs, and present relevant testimony or documentary evidence.

Within 180 days from receipt of test results, the employee or applicant will have the right to have the specimen retested at the applicant or employee's expense, at a laboratory licensed and approved by the Agency for Health Care Administration or a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly NIDA). The employee or job applicant is responsible to notify the laboratory of any administrative or civil actions brought pursuant to Ch. 440 Fla. Stat. Employees or job applicants have a right to consult the MRO for technical information regarding prescription and non-prescription medication. Employees may contact the City's Risk/Safety Manager located in the Division of Human Resources and Risk/Safety for the current telephone number of the MRO.

C. Employee Assistance Program/Rehabilitation

Through the Employee Assistance Program, the City provides appropriate assessment, referral to treatment, and treatment of drug and alcohol abuse subject to the provisions of the City's EAP plan. Such employees may be granted a leave of absence with the provision that return to work is conditional upon signing a Return-To-Work Agreement and the successful completion of the agreed treatment regimen which includes an aftercare program.

D. Confidentiality

The results of the test will be treated as confidential and exempt from the Public Records Act to the degree permitted by Fla. Stat. Section 119.07(1) and 440.102(8). All information, interviews, reports, statements, memoranda, drug test results, written or otherwise received by the City as part of this drug testing program, are confidential communications unless authorized by State law, rules or regulations. The City will not release such information without a written consent form signed voluntarily by the person tested in compliance with Rule 38F-9.012 Fla. Admin. Code.

VI. PROHIBITIONS

The City of Dunedin Substance Abuse Prevention Program prohibits the following:

1. Illegal or unauthorized use, possession, manufacture or distribution, dispensation, or sale of drugs or alcohol on City premises, on City time, or in City supplied vehicles or the use of such vehicles or other real or personal City property to facilitate such activities.
2. Illegal or unauthorized use, possession, manufacture, distribution, dispensation or sale of drugs or alcohol off City property during working hours.
3. Testing verified positive for alcohol or drugs under the provisions of the substance abuse testing procedures.
4. Consumption of alcohol or illegal or unauthorized use of drugs during breaks or lunch.
5. Consumption of alcohol while off duty and wearing a City uniform with City insignia.
6. Consumption of illegal or unauthorized use of drugs at any time.
7. Refusing to consent to alcohol or drug testing when requested by management.
8. Interfering in any manner with the specimen collection procedures.
9. Refusing to sign a statement agreeing to abide by the City's Substance Abuse Prevention Program.

10. Any violation of the Federal Drug-Free Workplace Act of 1988.

Violations of these prohibitions may result in disciplinary action, up to and including termination.

VII. RIGHTS/RESPONSIBILITIES OF EMPLOYEES

- A. All employees will be provided a copy of the Substance Abuse Prevention Program and will be asked to sign a receipt form.
- B. The City's Employee Assistance Program services are provided free-of-charge for up to three (3) visits. Continuation of care needs to be coordinated with the health care provider. This can be done with the aid of the City's Risk/Safety Manager or Director of Human Resources & Risk/Safety.
- C. Current employees will be provided with a 60-day notice prior to the initial implementation of the Substance Abuse Prevention Program.
- D. An employee or applicant who receives a positive confirmed drug test result may explain the result to the MRO within five (5) working days of the MRO receiving written notification of the test result. If the employee's or applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report the positive test result to the employer. If there is a "Verified Positive Test Result," the employee or applicant may contest or explain a verified positive test result to the City within five (5) working days after written notification of the result. If the explanation is unsatisfactory, the City must provide a written explanation to the employee or applicant explaining why the explanation was unsatisfactory along with a report of the verified confirmed drug test from the Medical Review Officer (MRO). The tested individual may contest the drug test result pursuant to 59A-24 Fla. Admin. Code.
- E. An employee or job applicant will be given an opportunity, both before and after the test, to confidentially report the use of prescription or non-prescription drugs that may alter or affect a drug test or by reporting the same to the MRO on the Drug Use Information Form or by calling the Division of Human Resources & Risk/Safety for the current telephone number of the MRO.
- F. A copy of all test results will be given to the employee upon request and the original will be kept confidential to the degree permitted by Florida law and retained in the Division of Human Resources & Risk/Safety.
- G. The City will provide an annual education workshop and new hire

orientation for employees of the Substance Abuse Prevention Program to assist employees in identifying personal and emotional problems which may result in the misuse of alcohol or drugs and also the legal, social, physical and emotional consequences of misuse of alcohol or drugs.

- H. An employee has the right to appeal any disciplinary decisions resulting from a verified positive drug or alcohol test to the Personnel Review Board in accordance with the Employee Service System Rules (ESSR), Section 13. Further if the employee is employed under a collective bargaining contract, the employee may refer to the grievance procedures in their union contract and/or their union representative.
- I. An employee with a positive test may contest the result pursuant to § 440.102, Fla. Stat. or Fla. Admin. Code 59A-24.008.

VIII. TESTING

- 1. The laboratory for alcohol or drug testing must be licensed and approved by the Agency for Health Care Administration or the Substance Abuse and Mental Health Services Administration (SAMHSA) (formerly NIDA). The collection site must have a written chain of custody procedure for sample collection and testing which will eliminate the possibility of tampering and will verify the identity of each sample and test result.
- 2. An employee injured at the workplace and required to be tested shall be taken to a medical facility for immediate treatment of the injury. If the employee is not at a designated collection site, the employee shall be transported to one as soon as it is medically feasible and specimens shall be obtained. If it is not medically feasible to move the injured employee, specimens will be obtained at the treating facility under the procedures set forth in this policy and transported to an approved testing laboratory. No specimens for chemical testing will be taken prior to the administration of emergency medical care. Once this condition has been satisfied, an injured employee must release to the MRO and the City the results of any tests conducted for the purpose of showing the presence of alcohol or drugs.
- 3. The initial testing shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. All drug tests will be confirmed by the use of a gas chromatography/mass spectrometry test or an equivalent scientifically accepted method which provides quantitative data about the detected drug. The employee's blood or urine will be deemed positive if the presence of one of the following illegal or prohibited substances is confirmed. If circumstances warrant, substances other than those listed below which induce a condition of intoxication or which impairs or disturbs the auditory, visual or mental processes, may be tested for:

Alcohol - All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's NyQuil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof) (Booze, Drink).

Amphetamines - Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Delcobese, Mediatric (Uppers).

Canabinoids - Marinol (Dronabinol), Marijuana (Pot, Acapulco Gold, Grass, Reefer, Joint, Weed), Tetrahydrocannabinol (THC), Hashish (Hash), Hashish Oil.

Cocaine - Cocaine HCl topical solution (Roxanne), Coke, Flake, Snow, Crack, Nose Candy.

Phencyclidine - Not legal by prescription; PCP, Angel Dust, Hog.

Methaqualone - Not legal by prescription; Quaalude.

Opiates - Paregoric, Dover's Powders, Opium, Parepectolin, Donnagel PG, Morphine, Pectoral Syrup, Tylenol with Codeine, Empirin Compound with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc.

Barbiturates - Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.

Benzodiazepines - Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

Methodone - Dolophine, Methadone, Methadose.

Propoxyphene - Darvocet, Darvon N, Dolene, etc.

All confirmation tests will be according to 59A-24.006, Fla. Admin. Code "cut-off" levels for positive confirmation testing, unless otherwise dictated by State and/or Federal Regulation, as amended.

4. A list of the most common drugs or medications by brand or common name as well as chemical name which may alter or affect a drug test, is attached to the Drug Use Information Form.
5. The employee to be tested will be driven to the testing laboratory by the designated person. Suitable arrangements will then be made for her/his return

to home or return to work, if appropriate. The testing facility will ensure that any positive sample is preserved in a condition that will permit accurate re-testing within 180 days from the time the employee receives written notification of a positive test.

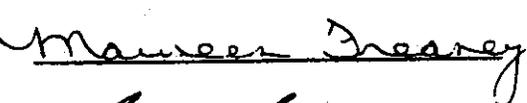
6. A verbal report from an MRO of a verified confirmed positive test result may be followed by a request by the City for a written report within 72 hours of such notification. The failure to request or receive a written report will not affect the City's right to discipline the employee.

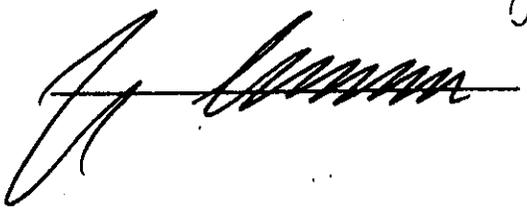
Effective Date of Policy July 5, 1994
September 12, 1994
June 3, 1995

New employees with a hire date of July 5, 1994 or later
Current employees with a hire date prior to July 5, 1994
All IAFF employees

Policy Revised July 1, 1995
July 1, 1998

Director of Human Resources & Risk/Safety  6/25/98
Date

Director of Administration  6/25/98
Date

City Manager  6/24/98
Date

CITY OF DUNEDIN
Substance Abuse Prevention Policy

ATTACHMENT A

Listed below are the positions in the City which are defined as Special Risk and Safety Sensitive in accordance with the City's Substance Abuse Prevention Policy:

Special Risk Positions:

Fire Chief	District Commander
Deputy Fire Chief	Fire Inspector
Fire Lieutenant	Firefighter
Firefighter/EMT	Firefighter/Paramedic

Safety Sensitive Positions:

Craftworker I, II	Solid Waste Driver/Loader
Crew Leader	Traffic Control Aide
Customer Service Representative	Traffic Control Technician
Equipment Operator I	TV/Seal Truck Operator
Equipment Operator II	Vehicle Mechanic II
Equipment Operator III	Vehicle Mechanic III
Equipment Operator IV	Wastewater Lab Technician
Harbormaster	Wastewater Maint Mechanic
Lifeguard I	Wastewater Plant Operator I
Lifeguard II, III	Wastewater Plant Operator Trainee
Lift Station Maintenance Mechanic	Wastewater Plant Operator II
Mail Clerk	Wastewater Service Worker I
Maintenance Worker I	Wastewater Service Worker II
Maintenance Worker II	Wastewater Technician I
Marine Maintenance Operator I	Wastewater Technician II
Meter Reader	Water Distribution Technician I
Park Operator	Water Distribution Technician II
Parks Service Worker I	Water Distribution Technician III
Parks Service Worker II	Water Plant Operator I
Parks Service Worker III	Water Plant Operator Trainee
Recreation Leader I	Water Plant Operator II
Recreation Leader II	Water Service Worker I
Resource Coordinator	Water Service Worker II

SUBSTANCE ABUSE PREVENTION TESTING GUIDELINES TO BE USED FOLLOWING AN ON-THE-JOB ACCIDENT OR INJURY

