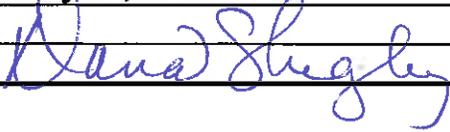


City of American Canyon
POLICY AND PROCEDURES APPROVAL

Policy Title:	Pre-Employment Drug Screen Policy
Policy Number:	14-6
Supercedes:	
Date Approved:	July 17, 2014
Approval Signature:	



Pre-Employment Drug Screening Policy 2014-06

I. PURPOSE:

In accordance with the Drug-Free Workplace Act of 1990, the City of American Canyon is committed to providing a Drug-Free workplace for all City employees. This policy is separate and apart from the City's existing policy 2011-02 Drug and Alcohol Policy pursuant to the United States Department of Transportation (DOT) Regulations. The purpose of this policy is to affirm the City's commitment to maintain a drug-free workplace by defining the criteria for pre-employment drug screening of candidates for certain types of City positions which are not subject to the DOT regulations.

II. STATEMENT OF INTENT

All City employees are expected to safely perform the duties of their positions. When employees use drugs, or are under the influence of drugs in the workplace, they threaten the safety and security of themselves, their co-workers, and the public. The City will not tolerate such behavior. Further, the City seeks to prevent the hiring of such candidates through the use of pre-employment screening for certain positions as allowed by law.

III. CRITERIA FOR PRE-EMPLOYMENT DRUG SCREENING

Applicants for certain positions within the City may be required to undergo a pre-employment drug screening because of the City's special needs regarding those positions. These positions include, but are not limited to:

- Positions within the Fire or Police Departments (Public Safety)
- Positions that are reasonably expected to perform work in the Fire and/or Police Departments which may provide access to confidential information.
- Positions responsible for emergency response or rescue of others.
- Positions reasonably expected to safely operate heavy machinery on a routine basis.
- Positions reasonably expected to safely operate City vehicles on a routine basis.
- Positions with supervisory responsibilities over minors or the elderly.

IV. PROCEDURE AND GUIDELINE:

When completing an application for employment with the City of American Canyon, all candidates acknowledge and sign a statement that they may be required to take and pass a drug and/or alcohol screening test as a condition of employment if the position they are applying for requires one. Drug testing will be required for a position when a special need exists, as determined by the City. After a conditional offer of employment is made, the candidate will be informed of each of the pre-employment tests he or she will have to undergo.

Job announcements will also specify whether a drug test will be required for the position based on the City's special need once a conditional offer is received. If a drug screen is required for a particular position because of the City's special needs, candidates with a conditional offer will be sent to one of the City's contracted providers for applicable testing procedures.

V. CHAIN OF CUSTODY

A. Procedures for the storage and transportation of test specimens shall conform to the Mandatory Guidelines for Federal Workplace Drug Testing Programs promulgated by the Department of Health and Human Services as amended from time to time.

B. The test laboratory shall maintain custody of the specimens.

VI. DISQUALIFICATION DUE TO DRUG USE

Disqualification Due to Drug Use is defined as the status of a candidate who tests positive for recent drug use as described below or who provides a "cold" or "out of range" sample at the time of the sample collection. If the clinic determines the urine sample to be "cold" or "out of range" or not meeting the standards of the clinic, the clinic shall inform the candidate that the specimen provided is questionable and therefore the candidate must repeat the drug test. Should the candidate decline or not comply, then it is understood that the candidate has abandoned the pre-employment process and the City's conditional employment offer is revoked. Should the candidate agree to repeat the drug test, the clinic will continue and complete the drug-testing process accordingly.

Disqualifying Levels and Drugs Screened in the testing process:

Type of Drug or Metabolite	Initial Test	Confirmation Test
(1) Marijuana metabolites	50	
(i) Delta-9-tetrahydrocannabinol-9-carboxylic acid (THC)		15
(2) Cocaine Metabolites (Benzoylecgonine)	150	100
(3) Phencyclidine (PCP)	25	25
(4) Amphetamines	500	
(i) Amphetamine		250
(ii) Methamphetamine		250
(iii) Methylenedioxyamphetimine (MDMA)	500	250
Methylenedioxyamphetamine (MDA)		250
Methylenedioxyethylamphetamine (MDEA)		250
Opiate Metabolites		
(i) Codeine/Morphine	2000	
(ii) Codeine		2000
(iii) Morphine		2000
(iv) 6-Acetylmorphine	10	10

VII. MAINTENANCE OF RECORDS

Drug screen results are considered confidential applicant information. The information received in enforcing this policy shall be disclosed only as necessary. Any reports or test results generated pursuant to this Policy shall be stored in a confidential file, accessible only to those authorized to receive the information. City records shall be maintained in accordance to the approved Records Retention Policy.

VIII. REAPPLICATION PERIOD

Candidates removed from an eligibility list due to disqualification resulting from a positive drug screen, may reapply for employment with the City after three months from the date of disqualification.

IX. DISTRIBUTION OF THE POLICY

The policy will be available on the City's website. Employment is contingent upon successfully completing the entire pre-employment testing process.

Any questions regarding the pre-employment drug screening should be directed to the Administrative Services Department, Human Resources Division.