



COUNTY OF TEHAMA

DRUG AND ALCOHOL TESTING POLICY FOR POSITIONS REQUIRING A COMMERCIAL DRIVER'S LICENSE

Established August 31, 1999
Revised September 26, 2023

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DEFINITIONS

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

Consortia/Third-Party Administrators (C/TPAs): Manage all, or part, of an employer's DOT drug and alcohol testing program, sometimes including maintaining required testing records.

Controlled Substance: Cocaine, amphetamines, opiates, marijuana, phencyclidine (PCP). Use, sale, distribution and/or manufacture of these substances is against the law and a direct violation of this policy.

Drug: Any controlled or illegal substance (subject to regulation by the state or federal government) capable of altering the mood, perception or judgment of the consuming individual.

Medical Review Officer MRO: A licensed physician certified to review and interpret all drug tests before they are reported to the employer.

Panel 5 Drug Test: The test which evaluates the presence of five categories of drugs established by the federal government which fall under the definition of "controlled substances."

Pre-Employment Test: Conducted after a conditional offer to hire but before actually performing safety-sensitive functions. Required when employees transfer, promote, demote or reassign to a safety-sensitive position.

Premises: Buildings, property, work areas, vehicles, parking lots and attached ways and means the employee happens to be during the course and scope of County employment during regular working hours or pay status.

Prescription Drugs: Any drug or medication prescribed by a licensed physician for a medical condition. Use of prescribed drugs is not in violation of the County's policy as long as the employee's physician has advised that the prescribed drug will not impair the ability to drive and/or operate equipment; however, inappropriate use or prescribed use which may cause significant impairment, thus creating a safety hazard on the job, is in direct violation of the County's policy.

Random Selection: An announced selection of covered employees. All covered employees remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing.

Reasonable Suspicion: A belief based on specific, contemporaneous, or articulated observations concerning the appearance, behavior, speech, and/or body odors of the employee and reasonable inferences drawn from those facts related specifically to job performance, a threat to themselves, or the safety of others. For more information on reasonable suspicion, reference TCPR 1306: Drug & Alcohol Free Workplace.

Refusal: Refusal to submit to testing means:

- a. A refusal to provide a urine sample for a drug test;
- b. An inability to provide a urine sample without a valid medical explanation;
- c. A refusal to complete and sign the breath alcohol testing form or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
- d. An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
- e. Tampering with or attempting to adulterate the urine specimen or collection procedure;
- f. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
- g. Leaving- the scene of an accident without a valid reason as to why authorization from a supervisor or manager who shall make a determination whether to send the employee for a post-accident drug and/or alcohol test was not obtained.

- h. Consuming alcohol during the eight (8) hours immediately following an accident, unless the employee has been informed that his/her actions have been discounted as a contributing factor, or if the employee has been tested.

Safety-Sensitive Personnel: Employees who hold a commercial driver's license and who may operate a vehicle covered under the Act on a full-time, part-time or intermittent basis.

Substance Abuse Professional (SAP): Substance Abuse Professionals (SAPs) are licensed or certified professionals that have knowledge not only of the diagnosis and treatment of alcohol and controlled substances related disorders, but also of DOT drug and alcohol testing and return-to-duty processes as required by §40.281.

Under the Influence: Having a controlled or illegal substance(s) in one's system and having a verified positive result; or being impaired physically and/or mentally as a result of drug, alcohol and/or prescription drug ingestion.

PURPOSE

The purpose of this policy is to comply with Federal Motor Carrier Safety Administration (FMCSA) regulations regarding drug and alcohol testing for safety-sensitive employees.

BACKGROUND

Congress passed the Omnibus Transportation Employee Testing Act of 1991 requiring alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad and mass transit industries. The program is under the general overview of the Department of Transportation and related agencies. The policy must be implemented for all employers with safety-sensitive drivers in the calendar year beginning January 1, 1996.

POLICY/PROCEDURE

See Attached (Beginning on page 6)

RESPONSIBLE DEPARTMENTS

Agriculture Department

Fire Department

Department of Public Works

REFERENCES

49 CFR Parts 382, 40, et al.

POLICY STATEMENT

The County of Tehama is committed to providing a safe, alcohol-free and drug-free work environment. This commitment is placed in jeopardy when any employee participates in the illegal use of drugs or in the abuse of alcohol. Employees who abuse drugs/alcohol, on or off duty, tend to be less productive, less reliable and prove to have greater absenteeism, accidents and injury to themselves and others, resulting in the potential for increased losses, delays, risks and liabilities.

The purpose of this policy is to implement the requirements of the United States Omnibus Transportation Employee Testing Act of 1991, which mandates drug and alcohol testing of ALL EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVERS LICENSE. Employees covered by this policy include those individuals who are required to possess a commercial driver's license (Class A or Class B) and drive a commercial motor vehicle as referenced in 49 CFR 382.107.

Employees required to possess a commercial driver's license will be subject to drug and alcohol testing as follows:

1. Random testing.
2. Pre-employment or transfer into from an uncovered to a safety sensitive position – Must receive a negative drug test result before permitting driver to operate a commercial motor vehicle.
3. Reasonable suspicion that the employee is impaired by the use of drugs or alcohol.
4. Post accident.
5. Upon return to duty after a violation of the rules on drugs or alcohol testing.
6. Follow-up testing after it has been determined the employee has committed an act prohibited by the regulations.

This policy prohibits affected employees from reporting to work under the influences of alcohol or a controlled substance. Employees who have prohibited amounts of alcohol or controlled substances in their system when they report to work or during working hours are subject to this policy, regardless of when or where the substance entered the employee's system (this includes during off-duty hours).

Although the purchase and consumption of alcohol is legal, reporting to work under the influence or consuming alcoholic beverages on County premises or at a work site is in direct violation of this policy.

Use of prescribed drugs is not in direct violation of the County's policy as long as the employee uses the prescribed drugs pursuant to the instructions of a physician who has advised the employee that the substance will not affect the employee's ability to drive, however, inappropriate use or prescribed use which may cause significant impairment, thus creating a safety hazard on the job, is in direct violation of the County's policy.

If a drug or alcohol test shows the employee is under the influence, he or she may be disciplined or terminated from employment. The employee may also be eligible for treatment or rehabilitation.

Both supervisors and employees will be provided with information on drug and alcohol use and treatment resources available. Supervisors will be required to attend training on signs and symptoms of drug and alcohol abuse. Tehama County will periodically provide reasonable suspicion training for Department Heads, managers, supervisors or their designees to ensure an adequate number of trained observers exist countywide.

DRUGS FOR WHICH TESTS WILL BE CONDUCTED

When drug screening is required under the provisions of this policy, a urinalysis test will be given to detect the presence of the following drugs. A Panel 5 drug screen will be used for all testing. The urine sample will be split into two (2) bottles, a "primary" sample and a "split" sample tested by a different laboratory of at least equal professionally licensed and credentialed status. The results must be interpreted by a physician before being reported to the County.

Initial Test Analyte

Marijuana (THC)
Cocaine Metabolites as Benzoyl Ecgonine
Phencyclidine (PCP)
Opioids (Codeine/Morphine)
Amphetamines (Amphetamine/Methamphetamine)

The threshold levels used to determine when a Panel 5 drug screen is positive ("screening cutoff" and "confirmation cutoff") are referenced in DOT 49 CFR Part 40 Subpart F Section 40.87 and have been established as levels above which a person is considered under the influence. The procedures are immunoassay (EMIT) screens with gas chromatography/mass spectrometry (GC/MS) confirmation, the industry standard of the Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratories (formerly NIDA).

ALCOHOL TESTING

An alcohol screening test requires breath testing using evidential breath-testing devices (EBT) approved by the National Highway Traffic Safety Administration (NH TSA). Alcohol testing should occur before, during, or just after performing safety-sensitive functions.

Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.01 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.01 or greater, a second or confirmation test must be conducted. The employee and the individual conducting the breath test, a Breath Alcohol Technician (BAT), complete the alcohol testing form to ensure that the results are properly recorded. The confirmation test, if required, must be conducted using an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure the reliability of the results. The confirmation test result determines any actions taken.

PROHIBITED ACTS

Any of the following conditions constitutes a violation of this policy and will result in the driver being removed from performing safety-sensitive duties.

1. Having an alcohol concentration greater than 0.04 as indicated by an alcohol breath test.
2. Testing positive for the presence of drugs from a Panel 5 drug screen.
3. Refusing to submit to an alcohol or drug test as required by this policy (which may also result in administrative or disciplinary action, up to and including termination).

In addition to the above conditions, California Department of Motor Vehicles and U.S. Department of Transportation regulations prohibit a commercial driver from possessing or consuming alcohol while on the job or consuming alcohol within four hours before going on duty.

The driver will not be permitted to return to duty until he or she has been assessed and cleared by either the Medical Review Officer or the Substance Abuse Professional and have tested negative for drugs or alcohol in a return-to-duty screen.

Consequences for employees found to have alcohol concentration levels of 0.01 or greater but less than 0.04:

An employee whose alcohol test indicates an alcohol concentration level between 0.01 and 0.04 will be removed from his or her safety-sensitive position for at least twenty-four (24) hours. Such an employee may be subject to discipline up to and including termination. The County will then re-test the employee. Before the employee may be returned to his/her safety-sensitive position, the employee's alcohol concentration must indicate a concentration below 0.01.

PRE-EMPLOYMENT/TRANSFER TESTING

1. All pre-employment health screens will include a urine drug screen or other acceptable method of testing performed by the collection site. The testing will screen for marijuana, cocaine, phencyclidine, opioids and amphetamines.
2. All job announcements for covered positions shall specify that drug screening shall be part of the physical examination.
3. Only applicants who have been given a job offer conditioned upon passing a physical examination shall be given a drug screening test.
4. As a prerequisite to employment, applicants must sign a consent form and submit to pre-employment controlled substance testing. Any applicants who do not consent to such testing will not be considered for employment.
5. If the test results are positive, the County will inform the individual that he/she has not passed the pre-employment physical and will not be hired.

6. No prospective employee may begin work prior to employee health approval.
7. Testing is also required when employees transfer, promote, demote or reassign from an uncovered to a safety-sensitive position.

RANDOM TESTING

All covered employees are subject to random selection for the purpose of alcohol and drug testing of controlled substances as follows:

1. Random drug testing rates shall equal or exceed the percentage standards set by the FMCSA.
2. Random alcohol testing rates shall equal or exceed the percentage standards set by the FMCSA.
3. The County shall use a random selection process to select and request an employee to be tested for use of alcohol or controlled substances.
4. An employee shall submit to alcohol or controlled substance testing when selected by a random selection process used by the County.

To assure that the process is in fact random, all covered employees, whether or not they have been chosen for testing in the past, will remain in the pool of employees for each subsequent period, meaning employees may be selected for testing in back-to-back quarters. Random selections are made on a quarterly basis using a third-party administrator to assure that there is no bias toward any individual employee. Selected employees will be sent randomly throughout the quarter with no discernable pattern to testing dates.

REASONABLE SUSPICION TESTING

A covered employee shall submit to testing when there is reasonable suspicion to believe that the employee is under the influence of a controlled substance or alcohol. Reasonable suspicion requires an observation and determination by a trained observer such as a Department Head, manager or supervisor. The observer must have received training in the identification of appearance or conduct of an employee which are indicative of the use of drugs or alcohol. Whenever reasonably feasible, prior to requiring the employee to submit to testing, the trained observer may have the employee seen by a peace officer trained in the recognition of drug and alcohol abuse to confirm that reasonable suspicion exists.

The trained observer must directly observe the behavior. Hearsay or second-hand information is not sufficient cause to require an employee to submit to testing. The observer witnessing the impairment must document the specific observations upon which the reasonable suspicion is based.

Once a reasonable suspicion determination is made, it is the responsibility of the supervisor to assure that the employee under suspicion is evaluated and, when necessary, transported to a specimen collection site to provide a urine/breath sample. It is the responsibility of the supervisor to transport the

employee home after the test should the employee appear incapable of safely or competently completing his or her shift (the employee shall not be permitted to transport himself/herself.)

The driver tested for reasonable suspicion shall be denied Commercial Motor Vehicle (CMV) driving privileges until the test results are received from the Medical Review Officer (MRO).

Upon confirmation of reasonable suspicion by the trained observer or a peace officer, an employee may be directed to undergo reasonable suspicion alcohol testing just before, during, or just after performing safety-sensitive functions.

If an alcohol test is not administered within two (2) hours following a reasonable suspicion determination, the supervisor shall document the reasons for the delay. If an alcohol test is not administered within eight (8) hours, the test shall not be administered and the supervisor shall document the reasons.

If an alcohol test indicates a concentration of 0.01 or greater, the employee will not be permitted to perform any safety-sensitive functions until no less than 24 hours have elapsed following the determination of reasonable suspicion.

The attached Incident Report (Attachment A) should be used to document reasonable suspicion.

POST-ACCIDENT TESTING

An employee involved in an accident while operating qualifying equipment shall contact a supervisor or manager as soon as practical. Employees involved in an accident while operating qualifying equipment shall be subject to post-accident testing if:

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
Human fatality	Yes	Yes
	No	
Bodily injury with immediate medical treatment away from the scene	Yes	Yes
	No	No
Disabling damage to any motor vehicle requiring tow away	Yes	Yes
	No	No

As soon as practicable after an accident, alcohol and drug tests shall be administered to every surviving employee who receives a citation for the operation of the commercial motor vehicle or whose operation of the vehicle cannot be ruled out by the supervisor as a contributing factor.

The following criteria will be applied in conducting drug and alcohol tests due to accidents:

1. An alcohol test should be administered as soon as possible. If it is not within two (2) hours, the supervisor shall document the reasons for the delay. If eight (8) hours have passed, no test may be given. Again, the supervisor must document why they were unable to administer the test.
2. If a drug test is not administered within 32 hours following the accident, the test may not be administered, and the supervisor shall document the reasons.
3. Following an accident, the employee shall remain available for such testing or may be deemed to have refused to submit to testing. This rule does not require the delay of necessary medical attention for injured people following an accident nor prohibit the employee from leaving the scene to obtain assistance or necessary emergency medical care.
4. An employee subject to post-accident testing may not use alcohol within (8) hours following the accident or before an alcohol test, whichever comes first.

RETURN TO DUTY

A covered employee who has committed any act prohibited by this policy will be referred to a Substance Abuse Professional (SAP) for assessment. The SAP may require, as a condition of return to duty, that the employee successfully complete a rehabilitation program. A covered employee who has violated this policy shall submit to a return-to-duty test and must test negative for drugs or indicate an alcohol concentration of less than 0.01 to be allowed to resume performing safety sensitive functions. All return-to-duty tests will occur in accordance with the DOT's direct observation regulations

SPLIT TEST RESULTS

If, as a result of the primary sample testing positive, the employee exercises his/her option to have the split sample tested by another laboratory of at least equal professionally licensed and credentialed status, and the results are negative as to the presence of prohibited substances in the split sample, the employee shall immediately present such results to the Department Head for consideration in any action taken against the employee as a result of the primary sample results.

NEGATIVE DILUTE TEST RESULTS

If the laboratory concludes that a drug screening test resulted in a negative dilute, the County will immediately conduct one additional retest. The result of the second test will be considered the test of record.

FOLLOW UP TESTING

All employees identified as violators will be subject to random follow-up testing upon returning to duty. Follow-up testing is determined by the SAP and violators will be subject to a minimum of six (6) unannounced tests over the following 12 months. The SAP can direct additional testing during this period or for an additional period up to a maximum of 60 months from the date the employee returns to duty. The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time if the SAP determines the testing is no longer necessary and is supported by the Department Head. If employees are in the follow-up testing phase, they are still subject to random DOT quarterly testing. These tests do not count for each other. For example, if an employee is selected for a random quarterly test and they are also subject to a follow-up test, they will be taking two separate tests throughout that period.

Follow-up testing may include tests for other substances beyond the employee's initial positive test of alcohol and/or drug when the SAP has reason to suspect other drug or alcohol during the follow-up period. All follow-up tests will occur in accordance with the DOT's direct observation regulations.

CONSENT

Before a drug and/or alcohol test is administered, employees and job applicants will be required to sign the County of Tehama Acknowledgement of Policy/Consent Form (attached) to acknowledge that they have been notified of the Tehama County Drug and Alcohol Testing Policy for Positions Requiring a Commercial Driver's License and agree to comply with all the requirements contained therein.

REFUSAL TO CONSENT

A job applicant who refuses to consent to a drug/alcohol test will be denied employment with the County of Tehama.

An employee's failure to submit to drug/alcohol testing required by the County for any reason may result in administrative action, up to and including termination.

Any supervisor or manager encountering an employee who refuses an order to submit to a drug and/or alcohol screening shall remind the employee of the policy requirements and disciplinary consequences of such action.

CONFIDENTIALITY

Confidentiality is an essential element of this policy. The results of any testing done pursuant to this policy shall be used for employment purposes only and shall not be released for use in the criminal justice system.

All records pertaining to drug and alcohol testing of an employee shall be securely contained in a separate confidential medical file, which will be kept separate from the employee's other personnel records.

Absent the employee's consent, test results may only be disclosed to the employee's Department Head and other County officials (on a strictly need-to-know basis). At the appropriate time, the employee will be advised of the results of a positive test.

The County may disclose test results only when:

1. The information is compelled by law or by judicial or administrative process;
2. The information has been placed at issue by the employee in a formal dispute between the employee and the County;
3. The information is necessary to administer workers' compensation or other employee benefit plans;
4. The information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

Any positive test results which are later determined to be invalid shall be removed from the employee's file and not used for any purpose.

DRUG & ALCOHOL CLEARINGHOUSE

The Drug and Alcohol Clearinghouse is an online national database that gives employers, the FMCSA, State Driver Licensing Agencies (SDLAs), and State law enforcement personnel real-time information about commercial driver's license and Commercial Learner's Permit (CLP) holders' drug and alcohol program violations. An act of Congress directed the Secretary of Transportation to establish the Clearinghouse.

The Clearinghouse enables employers to identify drivers who commit a drug and alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). The Clearinghouse provides the FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a commercial motor vehicle (CMV) based on U.S. Department of Transportation (DOT) drug and alcohol program violations, and ensure that such drivers receive the required evaluation and treatment before operating a CMV on public roads.

The Clearinghouse rule requires FMCSA-regulated employers, MROs, SAPs, Consortia/Third-party Administrators (C/TPAs), and other services agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, Parts 40 and 382 by current and prospective employees.

The Clearinghouse also requires the following:

1. Employers are required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a CMV on public roads.

2. Employers are required to annually query the Clearinghouse for each driver they currently employ.

Both pre-employment full queries and annual limited queries requires that the individual driver give specific consent.

An employee who is hired into a position that is, or will be, required to operate a commercial motor vehicle (CMV) will be given instructions for creating an account to login and give the County consent to run a pre-employment full query within the Drug & Alcohol Clearinghouse system. All pre-employment full queries must be ran and a "Driver Not Prohibited" result must have been received before the employee is authorized to participate in any safety sensitive functions or operate a CMV, and the employee must have obtained either a CLP or commercial driver's license. At time of hire, the employee will also be required to sign a form consenting to limited annual queries. Upon an employee receiving their commercial learner's permit or their commercial driver's license, limited annual queries will be ran annually throughout the duration of their employment.

The Tehama County Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse Query Consent Form is attached (Attachment B).

RECORD KEEPING

The County will maintain the following records for the period specified. These records will be under the control of the Responsible Department.

1. Results of an employee's alcohol test which indicate an alcohol concentration level of 0.01 or higher; results of an employee's controlled substance test which are positive; documentation of any employee who refused to submit to a required alcohol or drug test; employee assessments and referrals by substance abuse professionals. **Retention period: Five (5) years.**
2. Records of information obtained from previous employers concerning drug and alcohol test results of employees. **Retention period: Three (3) years.**
3. Records documenting the collection process for the alcohol and controlled substances test and training of supervisors; records of the inspection, maintenance, and calibration of EBTs. **Retention period: Two (2) years.**
4. Results of any alcohol test which are less than 0.01, documentation of any negative or canceled drug test. **Retention period: One (1) year.**

SUBSTANCE ABUSE PROFESSIONAL (SAP)

All employees who engage in conduct prohibited under this policy shall be evaluated by a Substance Abuse Professional (SAP). The County will provide employees with the designated SAPs to choose from. The County will provide for the SAP evaluation to assess employees with drug and/or alcohol misuse problems and ensure that the employee will successfully comply with the SAP's evaluation. All further

treatment or rehabilitation, including costs, is the responsibility of the employee. Where care is provided under the employees' health care plan, employees may avail themselves of that option.

In cases when the SAP determines the employee needs further assistance, before returning to duty, the employee must:

1. Be evaluated again by a SAP to determine whether the employee has successfully complied with the treatment program prescribed following the initial evaluation;
2. Undergo a drug and/or alcohol test to satisfy established acceptable results for return to duty;
3. Be subject to a minimum of six (6) unannounced, follow-up drug and/or alcohol tests over the following 12 months.

It should be noted that employees who engage in conduct prohibited under this policy are disqualified from performing safety-sensitive duties until they have complied with any program prescribed by the SAP and have obtained the results from a return-to-duty drug and/or alcohol test which results in a "negative" reading for the presence of drug or alcohol. Employees will not be entitled to use sick leave, unless the employee is participating in a rehabilitation treatment program and provides proof of attendance. There is no restriction on the use of other paid leave during that period.

COUNTY OF TEHAMA

ACKNOWLEDGEMENT OF POLICY/CONSENT FORM

Federal Motor Carrier Safety Administration/Commercial Drivers

I hereby acknowledge that I have received a copy of Tehama County's Drug and Alcohol Testing Policy concerning drug and alcohol testing as required by the Federal Motor Carrier Safety Administration (FMCSA), 49 CFR Part 382 and DOT Procedures for Transportation Workplace Drug Testing Programs, 49 CFR Part 40.

I have read and understand the provisions outlined in the Drug and Alcohol Testing Policy and agree to comply with all the requirements contained therein. I understand that compliance with the Drug and Alcohol Testing Policy is a condition of employment with the County. I understand that disciplinary action may be taken if I am found in violation of the policy.

Employee Signature

Date

Witness

Date

ATTACHMENT A



Incident Report Trained Observers for Reasonable Suspicion

Observed Employee Name:			
Position:	Department:		
INCIDENT DETAILS			
Date of observation:	Time of observation:		
Location of Employee:	Location of Observers:		
<p>Mark any of the following factors which were observed, which may constitute reasonable cause to believe that the employee was under the influence of drugs or alcohol:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Incoherent, slurred speech, or rapid, excessive talking <input type="checkbox"/> Odor of alcohol on the breath or odor of marijuana on person <input type="checkbox"/> Staggering gait, disorientation, or loss of balance <input type="checkbox"/> Red, watery eyes (not environmentally caused) <input type="checkbox"/> Dilated or constricted pupils </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Paranoid or confused behavior <input type="checkbox"/> Unexplained drowsiness <input type="checkbox"/> Involved in an accident <input type="checkbox"/> Possession of drugs or alcohol on County property </td> </tr> </table>		<input type="checkbox"/> Incoherent, slurred speech, or rapid, excessive talking <input type="checkbox"/> Odor of alcohol on the breath or odor of marijuana on person <input type="checkbox"/> Staggering gait, disorientation, or loss of balance <input type="checkbox"/> Red, watery eyes (not environmentally caused) <input type="checkbox"/> Dilated or constricted pupils	<input type="checkbox"/> Paranoid or confused behavior <input type="checkbox"/> Unexplained drowsiness <input type="checkbox"/> Involved in an accident <input type="checkbox"/> Possession of drugs or alcohol on County property
<input type="checkbox"/> Incoherent, slurred speech, or rapid, excessive talking <input type="checkbox"/> Odor of alcohol on the breath or odor of marijuana on person <input type="checkbox"/> Staggering gait, disorientation, or loss of balance <input type="checkbox"/> Red, watery eyes (not environmentally caused) <input type="checkbox"/> Dilated or constricted pupils	<input type="checkbox"/> Paranoid or confused behavior <input type="checkbox"/> Unexplained drowsiness <input type="checkbox"/> Involved in an accident <input type="checkbox"/> Possession of drugs or alcohol on County property		
Incidents, actions, or behaviors observed which gave cause for reasonable suspicion:			
Observers' statement of what occurred:			
Others present during activities or observations:			
Incident reported to:	Title:		
TRAINED OBSERVERS			
Trained Observer:			
Title:	Department:		
Signature:	Date:		
Second Trained Observer:			
Title:	Department:		
Signature:	Date:		

ATTACHMENT B



COUNTY OF TEHAMA

**General Consent for Full and Limited Queries of the
Federal Motor Carrier Safety Administration (FMCSA)
Drug and Alcohol Clearinghouse**

I, _____ Date of Hire: _____ Hiring Department: _____
[Print first name, middle initial, last name as it appears on driver's license]

Personal Email address: _____ Cell phone number: _____

_____ I am in the process of obtaining my Class "A" or "B" License, I expect to obtain by _____

_____ I currently hold a Class "A" _____ "B" _____ license obtained on _____

CA Driver's License #: _____ Expiration Date: _____

Date of Birth: _____ SS #: _____

I hereby provide consent to Tehama County Personnel to conduct a Clearinghouse full query in accordance with FMCSA Clearinghouse requirements as part of the pre-employment query process, and limited annual queries when I am in possession of a valid class A or B license.

_____ [INITIAL HERE] I **Consent** to (full queries) of the FMCSA Clearinghouse as part of the pre-employment query process.

_____ [INITIAL HERE] I **Consent** to (limited queries) that will be conducted on an annual basis for all employees in the Department of Transportation (DOT) program. My consent will be valid for the duration of my employment in a DOT required position with Tehama County.

_____ [INITIAL HERE] **only if you Refuse** to consent to full queries of the FMCSA Clearinghouse.

_____ [INITIAL HERE] **only if you Refuse** to consent to limited annual queries of the FMCSA Clearinghouse.

Full pre-employment queries conducted by Tehama County Personnel indicate whether a drug or alcohol DOT violation exists in the Clearinghouse. FMCSA will not disclose specific information to Tehama County Personnel without first obtaining additional full query consent from me through the Clearinghouse portal.

I understand that I must register as a "Driver" in the DOT FMCSA Clearinghouse. Instructions provided along with this form.

I have been provided information about and an instruction sheet on how to register in the FMCSA Clearinghouse. For assistance, I can contact Personnel at 527-4183 ext. 3010 or tsmith@co.tehama.ca.us.

I understand that once my account is created, I must approve a full query consent from Tehama County Personnel through the Clearinghouse portal. Refusal to provide consent will result in the withdrawal of any conditional offer of employment.

I understand that if I refuse to provide consent for Personnel to conduct annual limited queries, Tehama County Personnel must prohibit me from performing safety sensitive functions. This would include commercial motor vehicles and equipment in accordance with FMCSA drug and alcohol program regulations. Such action would make me unable to perform the essential functions of my job and result in termination of employment from my DOT compliance required position.

Employee Signature

Date

FEDERAL MOTOR SAFETY CARRIER ADMINISTRATION (FMSCA)

Employees who hold positions subject to the Department of Transportation Administration and will be assigned to perform FMSCA sensitive functions must review the Federal Motor Safety Clearinghouse guidelines and register as a "Driver" upon receiving a conditional offer letter from the hiring department.

Tehama County Positions Subject to the FMSCA Drug & Alcohol Testing Requirements:
(Reference TC Job Description)

Public Works Maintenance Worker I (Class A within 6 mo. of hire)
Public Works Maintenance Worker II, III, IV (Class A at time of hire)
Public Works Assistant Maintenance Supervisor (Class A at time of hire)
Public Works Maintenance Supervisor (Class A at time of hire)
Operations Superintendent (Class A at time of hire)
Fleet Mechanic I, II (Class A within 6 mo. of hire)
Fleet Mechanic III (Class A at time of hire)
Assistant Fleet Operations Manager (Class A at time of hire)
Fleet Operations Manager (Class A at time of hire)
Fire-Public Safety Vehicle & Equipment Mechanic II (Class B within 6 mo. of hire)
Ag- Ag Biologist/SWM I, II, III, IV (Some positions may require a Class B)

Instructions How to Register in the FMSCA Clearinghouse:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Registration-Driver-Instructions>

FMCSA Registration Link:

<https://clearinghouse.fmcsa.dot.gov/register>

How to Respond to Consent Requests in the FMCSA Clearinghouse:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Consent-Requests-Driver>

FMSCA Driver Resources:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Driver-Brochure>

FMSCA-About Driver Query Consents:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Consent-Requests-Driver>

FMSCA-Clearinghouse Factsheet:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Factsheet>

FMSCA-Clearinghouse Resources:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/User-Roles>