

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST FORM

Department: Human Resources

Meeting Date: 10/1/2026

1. Nature and purpose of agenda item:

Columbia County has a committee reviewing and updating policies on a regular basis. Attached is the updated Drug-Free Workplace Policy. Kari Guy has provided a redlined copy and what the final version will look like after the changes are accepted for ease of reading.

2. Recommended Motion/Action:

Approve Revised Drug-Free Workplace Policy

3. Fiscal impact on current budget:

This item has no effect on the current budget.

ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the Columbia County, Florida Drug-Free Workplace Act Policy revised and adopted by the Columbia County Board of County Commissioners on October 1, 2026.

The Columbia County, Florida Drug-Free Workplace Act Policy contains personnel rules that apply to me. I agree to read the Columbia County, Florida Drug-Free Workplace Act Policy and follow it during my employment with the County. I further understand it may be amended at any time. In that case, the County will communicate the changes.

I understand this Columbia County, Florida Drug-Free Workplace Act Policy is County property and, upon my separation from County employment, is to be returned to the Human Resources Director's office.

Employee Signature

Date

Employee Name (Print or Type)

Witness

**COLUMBIA COUNTY
DRUG-FREE WORKPLACE ACT**



**COLUMBIA COUNTY BOARD OF COUNTY
COMMISSIONERS APPROVED 10/01/2026
TIM MURPHY, CHAIRMAN**

Revised: October 1, 2026

I. GENERAL STATEMENT OF POLICY

This is your official notice of the Drug- Free Workplace Policy of Columbia County, Florida. This policy is implemented pursuant to Florida Statutes, Sections 440.101-440.102; Florida Administrative Code, Rule 69L-9.015; and all federal Department of Transportation regulations, including 49 C.F.R. Parts 391, 40, and 383, and all other applicable federal, state, and local laws. The Director of Human Resources will maintain a copy of this policy and make it available for review at 135 NE Hernando Avenue # 203, Lake City, FL.

The County has developed its drug-free workplace policy in substantial compliance with the Workers' Compensation Premium Reduction Act, Fla. STAT. ANN. §440.101 to .102 and FLA. ADMIN. CODE ANN. r. 59A-24 *and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities.*

The County acknowledges the problem of substance abuse, including alcohol, in our society. Furthermore, the County sees substance abuse as a serious threat to its employees and the community we serve. The County has always been committed to providing a safe work environment and fostering the health and well-being of its employees. Illegal drug use or alcohol abuse may jeopardize this commitment and undermine the capability of the County in providing the quality service that the community expects of it. The County has adopted a policy regarding the illegal use of drugs and alcohol abuse that best serves the interests of all employees. The policy formally and clearly states that the illegal use of drugs and abuse of alcohol will not be tolerated.

As a condition of employment, all employees must refrain from reporting to work or working in the presence of illegal drugs or alcohol in their body. In addition, all employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing, using, or being under the influence of illegal drugs at any place and at any time, and alcohol or prescribed drugs with the potential to impair the employee while on County property or any worksite at any time, and while on County business at any place at any time.

Employees must report any criminal infractions related to drugs and/or alcohol to their supervisor within 24 hours of the infraction. This includes, but is not limited to, citations or arrests for possession of a controlled substance, driving under the influence of drugs and/or alcohol, sale or trafficking of a controlled substance. Failure to notify your supervisor or the County of receipt of any criminal infraction relating to drugs and/or alcohol is a violation of this Policy.

Violation of this policy shall subject the employee to disciplinary action up to and including dismissal.

Employees who refuse to submit to a test, as authorized below, for drugs or alcohol, or who test positive in a confirmed positive drug and/or alcohol test are subject to disciplinary action, up to and including dismissal. Furthermore, employees who refuse to submit to a test, as authorized below, for drugs or alcohol, or who test positive in a confirmed positive drug and/or alcohol test, following an injury while on duty forfeit eligibility for medical and indemnity

benefits under the workers' compensation laws. See §440.101, Florida Statutes. Job applicants who refuse to submit to a test for drugs or alcohol, or who test positive in a confirmed positive drug and/or alcohol test, will be denied employment with the County.

A list of drugs for which the County will conduct drug testing is contained herein under subsection V. In addition, subsection IV sets forth over-the-counter and prescription medications that could alter or affect the outcome of a drug test.

COVERAGE

Covered Employees

The County's drug-free workplace policy covers all non-DOT part-time and full-time employees, as well as DOT employees on occasions when they are involved in accidents that would not otherwise be classified as a "DOT accident". Employees who are leased or subcontracted to clients may be required to submit to testing if it is a condition of a client's substance abuse program, provided such testing is within the parameters of Florida law as well as any federal laws.

All employees who perform safety-sensitive functions, all final applicants for positions where safety-sensitive functions are performed, and all other employees where reasonable suspicion exists. Safety-sensitive employees are those who discharge duties (either in their normal job classification or in times of emergency reassignment) so fraught with risks of injury to others that even a momentary lapse of concentration can have disastrous consequences, such that the health and welfare of other employees or the public mandates environmental injury and/or significant property damage that steps be taken to ensure that the people in these positions are not under the influence of drugs or alcohol at work. Using the above criteria, the County has classified the positions designated on Form E as safety sensitive. Elected officials who are not otherwise classified as employees are not subject to testing under this Policy.

This policy also covers DOT-covered County employees who possess a Commercial Driver's License (CDL) when they are not performing DOT-related covered functions. The Federal Motor Carrier Safety Administration (FMCSA) policy, which covers all employees holding a CDL, is available for those employees to review.

Applicants

This policy also covers all job applicants for non-DOT positions to the extent the County has extended a conditional offer of employment.

DEFINITIONS

The following terms and their definitions are taken directly from statutory language of Section 440.102 of the Florida Workers' Compensation Code. Additional terms are defined at the end of this section of the policy.

1. **Chain of custody** refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.

2. **Confirmation test, confirmed test, or confirmed drug test** means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure. It must provide requisite specificity, sensitivity, and quantitative accuracy.
3. **Drug** means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; cannabinoids; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opioid; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the above substances and mind- altering synthetic narcotics or designer drugs. The term “illegal use of drugs” includes any controlled or scheduled drug not used in accordance with a health care provider’s lawful prescription for the user, or any substances banned by Federal or applicable State laws. An employer may test an individual for any or all of such drugs.
4. **Drug rehabilitation program** means a service provider, established pursuant to s. 397.311(28), that provides confidential, timely, and expert identification, assessment, and resolution of employee drug abuse.
5. **Drug test or test** means any chemical, biological, or physical instrumental analysis administered by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.
6. **Employee** means any person who works for salary, wages, or other remuneration for an employer.
7. **Employee Assistance Program (EAP)** means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services about employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by service providers pursuant to s. 397.311(28).
8. **Employer** means a person or entity that employs a person, and the Workers’ Compensation Law covers that.
9. **Initial drug test** means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.

10. **Job applicant** means a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a drug test and may have begun work pending the results of the drug test. For a public employer, "job applicant" means only a person who has applied for a special-risk or safety-sensitive position.
11. **Medical Review Officer or MRO** means a licensed physician, employed with or contracted with an employer, who knows about substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.
12. **Post-Accident/Incident Testing** means testing that may be conducted of safety-sensitive employees under the following circumstances: 1) the employee involved in the incident/accident was actively engaged in the activity which objectively could have caused or contributed to the injury or damage; or 2) the employee was operating, controlling, or repairing any machinery, tool, device, equipment or vehicle that was involved in the incident/accident; or 3) the employee's action or in-action was likely a contributing factor to the incident/accident or cannot be completely discounted as a contributing factor based on current info; or 4) testing is being conducted as part of the County's Post Incident/Accident Investigation related to possible Workers' Compensation Disqualification; or 5) testing is being conducted for other non-injured employees whose actions, or in-action, could have contributed to the incident/accident as part of a root cause investigation; or 6) post-accident drug testing is required by the Workers' Compensation State Compliant Drug Free Workplace Policy as a loss time injury, or by the Workers' Compensation Carrier, Site Owner, Customer, or General Contactor as part of premises access requirement.
13. **Prescription or nonprescription medication** means a drug or medication obtained pursuant to a prescription as defined by s. 893.02 or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
14. **Public employer** means any agency within state, county, or municipal government that employs individuals for a salary, wages, or other remuneration.
15. **Reasonable-suspicion drug testing** means drug testing based on a belief that an employee is using or has used drugs in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts considering experience. Among other things, such facts and inferences may be based upon:
- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - c. A report on drug use, provided by a reliable and credible source.

- d. Evidence that an individual has tampered with a drug test during his or her employment with the current employer.
 - e. Information that an employee has caused, contributed to, or been involved in an accident while at work.
 - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment. If conduct occurs that may constitute a criminal offense, the employer may contact law enforcement and pursue any available or necessary legal remedies.
16. **Safety-sensitive position** means, with respect to a public employer, 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 about criminal investigations, or work with controlled substances; a position subject to s. 110.1127; or a position in which a momentary lapse in attention could result in injury or death to another person.
17. **Special-risk position** means, with respect to a public employer, a position that is required to be filled by a person who is certified under chapter 633 or chapter 943.
18. **Specimen** means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.
19. **Credible Source** means a witness and/or source whose statements are known to be reliable, worthy of belief, consistent, honest, truthful, and able to convey accurate information.
20. **Objectively**, in a way that will not be influenced by personal feelings or opinion.

Employees shall be subject to the following drug and alcohol testing:

1. Job Applicant Testing

Job applicants for employment may be tested for the presence of drugs and alcohol. **A job applicant who refuses or fails to take a test as required by the County will be disqualified from employment with the County.** A job applicant with a confirmed positive drug test will likewise be disqualified from employment consideration. As used in this section, the term "job applicant" includes any person who will begin work for the County pending the results of the drug and alcohol test. It is the obligation of the job applicant to notify the approved testing facility of any controlled substances prescribed for the job applicant by a physician or dentist.

2. Reasonable Suspicion Testing

The County may require any employee to submit to a drug/alcohol test if there is a reasonable suspicion that the employee is using drugs or alcohol in violation of this policy. Reasonable suspicion is a belief, based on specific, objective, and articulable facts and reasonable inferences drawn from those facts considering experience, that an employee

is using or has used drugs or alcohol in violation of this policy. Among other things, such facts and inferences may be based on, but are not limited to:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug;
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - c. A report on drug use, provided by a reliable and credible source;
 - d. Evidence that an individual has tampered with a drug test during their employment with the County;
 - e. Information that an employee has caused, contributed to, or been involved in an accident while at work;
 - f. Evidence that an employee has used, possessed, sold, solicited, or transferred illegal drugs while working or while on the County's premises or while operating County vehicles, machinery, or equipment.
 - g. An employee's arrest for a drug- or alcohol-related offense.
3. Follow-up Testing

If an employee enters a drug or alcohol rehabilitation program, upon return to work, the employee will be required to submit to a follow- up drug or alcohol test at least once a year for 2 years thereafter. **The employee will not be given advance notice of follow-up testing.**

4. Post-Accident Testing

Testing of Safety-sensitive employee may be conducted of safety-sensitive employees under the following circumstances: 1) the employee involved in the incident/accident was actively engaged in the activity which **objectively** could have caused or contributed to the injury or damage; or 2) the employee was operating, controlling, or repairing any machinery, tool, device, equipment or vehicle that was involved in the incident/accident; or 3) the employee's action or in-action was likely a contributing factor to the incident/accident or cannot be completely discounted as a contributing factor based on current info; or 4) testing is being conducted as part of the County's Post Incident/Accident Investigation related to possible Workers' Compensation Disqualification; or 5) testing is being conducted for other non-injured employees whose actions, or in-action, could have contributed to the incident/accident as part of a root cause investigation; or 6) post-accident drug testing is required by the Workers' Compensation State Compliant Drug Free Workplace Policy as a loss time injury, or by the Workers' Compensation Carrier or Fund.

If an employee causes, contributes to, or is involved in an accident. In contrast, if an employee, while on duty for the County, causes excessive damage or bodily injury, the

employee must submit to a post-accident drug test as soon as reasonably possible. If an injured worker refuses to submit to a drug or alcohol test following an accident, it shall be pronounced that the injury was occasioned primarily by the influence of drugs or alcohol. Accordingly, delaying to report a work-related accident may jeopardize eligibility for workers' compensation benefits under Florida law. Failure to report any accident or injury sustained while on duty within twenty-four (24) hours of its occurrence will result in immediate drug testing and discipline up to and including termination.

Question?	YES 	NO 
1. Did a fatality occur?	Drug and Alcohol Test	Go to #2
2. Were there other people involved?	Drug and Alcohol Test	Go to #3
3. Was there Disabling Damage ? Severe destruction affecting critical systems (steering, suspension, or frame) that prevents the vehicle from being driven safely and necessitates a tow.	Drug and Alcohol Test	Go to #4
4. Was there Functional Damage ? Non-Structural harm, such as a bent alignment, rubbing wheel well, or damaged door latch – that affects parts of the vehicle or how it operates, though it may still be driven.	Drug and Alcohol Test	Go to #5
5. Was there Minor Damage ? Surface scrapes, cosmetic dents, or broken lenses that do not affect the safe operation or drivability of the car.	Drug and Alcohol Test	Go to #6
6. Was there No Damage ? Zero visible or functional impairments to the vehicle.	Do not test	

5. **Routine Fitness for Duty Testing.** Employees required to submit to routine fitness-for-duty medical examinations pursuant to their position may also be required to submit to a drug and alcohol test.

6. **CDL Holders Testing**

Those employees required by the County to possess a valid Commercial Driver's License (CDL) are subject to drug and alcohol testing as mandated and regulated by federal law, including job applicant testing, reasonable suspicion testing, post-accident testing, return to duty testing, follow-up testing, biennial (periodic) testing, and random testing. Pursuant to the Federal Highway Administration Controlled-Substance Testing Regulations, a person who tests positive for the use of a controlled substance, defined as Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP), is medically unqualified to operate a commercial motor vehicle. Refusal or failure to take the required test will constitute a positive result.

Random alcohol testing must be conducted just before, during, or just after a driver performs safety-sensitive duties. The driver is randomly selected for testing from a "pool" of subject drivers. Testing dates and times are unannounced and reasonably spread throughout the year. Each year, the employer must conduct at least 10% of the average number of driver positions subject to the regulations.

Random drug testing must be conducted on at least 50% of the total number of safety-sensitive drivers the County employs each year. For example, if the County employs 100 CDL holders, the County must conduct 50 drug tests during the year. Therefore, if the County tests CDL holders quarterly, or every 3 months, it must randomly select either 12 or 13 employees holding CDL licenses each quarter and require the employees to submit

to a drug test. Some drivers may be tested more than once each year; some may not be tested at all depending on the random selection. Random drug testing does not have to occur immediately before performing safety-sensitive functions. Once notified of selection for testing, however, a driver must proceed immediately to a collection site to provide the urine specimen.

II. APPLICABLE PROCEDURES

1. Testing Procedures

All initial and confirmation testing under the Drug Free Workplace Program shall be conducted in accordance with Florida Statutes, including Section 440.102, and the applicable rules of the Florida Agency for Healthcare Administration. Alternatively, all testing performed on CDL employees shall be conducted in accordance with the Federal Highway Administration Controlled-Substance Testing Regulations. All confirmed tests shall be received by the County's designated Medical Review Officer ("MRO").

Employees and job applicants, where applicable, are required to sign a Consent to Employee Testing Form when requested to submit for drug testing.

Qualified collection site personnel conduct drug testing at a site designated by an approved laboratory. Drug testing, excluding alcohol, will normally be performed on a urine sample. Blood or breath testing will be used as the initial and confirmation test for alcohol. To the extent possible, individuals collecting samples shall respect the employee's privacy. If, however, there is reason to believe that an employee has tampered with the sample, retesting may be conducted in the collector's presence.

The County shall pay the cost of the initial and confirmation drug test. Employees shall pay the cost of any additional drug test. Employees shall be given the opportunity to disclose any lawful medication they are taking that might affect test results.

No employment decision will be made on the basis of the initial drug test without giving the applicant the opportunity to consult with the MRO.

Observed urine collections will be conducted only with the donor's consent, and the observer will be a person whose gender matches the donor's as identified by the donor at the beginning of the observed collection. Observed collections will be conducted professionally to minimize donor discomfort, and a medical professional may serve as the monitor, regardless of gender. The Medical Review Officer may recommend the collection of an alternate specimen (e.g., oral fluid) when a donor is unable to provide enough urine specimen at the collection site.

2. Right to Consult with MRO for Technical Information

Employees and applicants may consult with the MRO for technical information regarding prescription and non-prescription drugs.

3. Confidential Reporting Procedure

Employees and job applicants may confidentially report the use of prescription or non-prescription medications to the drug testing facility, both before and after testing.

4. Employee's Right to Contest Results

An employee or job applicant who receives a positive confirmed test result may contest or explain the result to the MRO within five (5) working days after receiving written notification of the test result. If an employee's or job applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the County.

Within five (5) working days after receipt of a positive confirmed test result from the MRO, the County will inform the employee or job applicant in writing of such positive test result, the consequences of such result, and the options available to the employee or job applicant, including the right to file an administrative or legal challenge. Upon request, the County will provide the employee or job applicant with a copy of the test result. The employee or job applicant may contest the results pursuant to law and the rules adopted by the Agency for Healthcare Administration.

An employee or job applicant may submit information to the County explaining or contesting the results within five (5) working days after receiving notice of the positive confirmed test result from the County. Within fifteen (15) days after receiving the explanation or challenge, the County will provide a written explanation as to whether the employee or job applicant's explanation is satisfactory or unsatisfactory, along with the report of the positive test result. The employee's or job applicant's explanation or challenge, the County's response, and the employee's positive test result will remain confidential and will be retained by the County for at least one year.

5. Notice of Administrative and/or Civil Proceeding

Pursuant to Florida Statutes, Sections 112.0455(8)(h) and 440.102(3)(a)(9), an employee or job applicant who institutes an administrative and/or civil proceeding because of the test must notify the laboratory taking the test of such proceeding.

6. Confidentiality

Unless authorized by written consent of the employee or applicant, all information, interviews, reports, statements, memoranda, and drug test results received will be treated as strictly confidential and will only be divulged in accordance with Florida Statutes, Section 440.102, or as otherwise required or permitted by law.

III. REFUSAL TO SUBMIT TO DRUG TEST

Employees who refuse to submit to a drug or alcohol test are subject to disciplinary action, up to and including dismissal. If the refusal follows a work-related injury, employees will face disciplinary action up to and including dismissal; employees forfeit eligibility for

medical and indemnity benefits under workers' compensation laws. Job applicants who refuse to submit to a drug or alcohol test will be denied employment with the County.

IV. COMMON MEDICATIONS THAT COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST

The following is a list of prescription and over-the-counter medications which alter or affect the outcome of a drug test:

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), Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
Amphetamines	Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.
Cannabinoids	Marinol (Dronabinol, THC).
Cocaine	Cocaine HCl topical solution (Roxanne)
Phencyclidine	(Not legal by prescription)
Methaqualone	(Not legal by prescription).
Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin, an Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad, Etc.
Benzodiazepines	Ativan, Azene, Clonipin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restirol, Centrax
Methadone	Dolophine, Metadose
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

Because of the large number of obscure brand and generic medicine names, this list cannot be all-inclusive and is not intended to be.

V. DRUGS TESTED

The following is a list of substances for which employees and job applicants may be tested:

CHEMICAL NAME OR GROUPING	STREET OR BRAND NAME
1. Cocaine, Crack	Coke, Snow, Toot, C, Flake, Happy Dust, Rock, Crack Freebase, Bernice, Bernies
2. Methamphetamines	Crystal Meth, Meth
3. Cannabinoid (Marijuana)	Pot, Grass, Joint, Weed, Reefer, Hash, Mary Jane, Green
4. Amphetamines	Speed, Uppers, Pep Pills, Bennies, Black Beauties
5. Opioids	Opium, Morphine, Codeine, Heroin, Hydrocodone, Oxycodone, HCl, Meperidine, Hydromorphone Smack, Black Tar, Junk, and oxymorphone
6. Phencyclidine (PCP)	Angel Dust, Hog, Peach Pill, Zoot, Crystal, DOA, Dummy Dust, Goodn, Embalming Fluid, Killer Weed, Monkey Dust, Tic Tac, Trang
7. Alcohol	Booze, Liquor, Moonshine, Cocktails, Drinks, Beer, Wine
8. Methaqualone	Quaalude
9. Barbiturates	
10. Benzodiazepines	
11. Synthetic Narcotics	Methadone, Propoxyphene

VI. CONSEQUENCES OF A POSITIVE DRUG/ALCOHOL TEST

A. Voluntary Disclosure of Substance Abuse

Voluntary disclosure by an employee of substance abuse will be handled without penalty for the first occasion, so long as disclosure is prior to any drug screen provided herein. Management will refer the employee disclosing substance abuse to an appropriate rehabilitation program.

Management will make every effort to minimize time lost from work. However, any County employee in a position classified as special-risk or safety-sensitive who thereafter enters a drug or alcohol rehabilitation program may not continue working in that position but may be assigned to a non-safety-sensitive position or placed on leave while participating in the program. These employees may use any accumulated annual leave credits. However, as necessary, the County will place the employee on unpaid leave for the duration of the rehabilitation program.

Any employee working in a safety-sensitive position as defined by County Policy is required, as a safety rule, to provide pre-duty disclosure that they are taking or using ANY impairing effect prescription, including medical marijuana, over-the-counter medications, mind-altering synthetic or designer drugs, or other substance which may have an effect on performance of safety-sensitive duties. This includes medical and recreational Marijuana, the use of which the County, for safety reasons, will not be able to accommodate for employees working in safety-sensitive positions. However, for employees who are qualifying medical marijuana cardholders reporting to work in those states which have statutory anti-discrimination against the use of medical marijuana laws, qualifying employees and applicants may request a reasonable accommodation by contacting the DER, and such request will be considered. If the fact that the employee is taking or using an impairing effect medication or substance is not disclosed pre-duty by a safety-sensitive employee and the employee tests positive, is otherwise determined to be taking or using such, or is determined by the MRO to be a potential safety risk due to taking or using an impairing effect medication or substance, that employee will be subject to discipline, up to and including termination, for violation of this safety rule. If disclosure is made, the County reserves the right to send the employee for a Fitness-for-Duty evaluation to evaluate the medication or substance and its effects on the performance of safety-sensitive duties. Before testing, employees are encouraged to have their own doctor make an individualized assessment of any safety-related risks of the medications or substances they are taking or using, provide the doctor with a copy of their job description, and have the doctor render an opinion on the safety-related risks. The employee need not disclose to the County the medication or medical condition involved to fulfill this Policy's disclosure obligation. All information provided will be kept

separate from personnel files and kept confidential. The MRO will make the final determination on the safety-related risks of any medication or substance. **Note:** *Safety-sensitive employees are those employees who discharge duties so fraught with risks of injury to self or others, environmental injury and/or property damage that even a momentary lapse of attention can have disastrous consequences. This essential job-function safety rule applies to every employee in a safety-sensitive, classified position and requires constant alertness and safe work practices.*

B. Positive Test Results

Any employee who, pursuant to the provisions of this policy, is requested to take a drug or alcohol test and the results are positive, the following consequences will occur:

1. All Employees

For all County employees, except as noted below, a positive drug test under this policy will result in the employees' suspension. The suspension will be without pay until the employee passes a subsequent drug test. If the employee is unable to pass a drug test within thirty (30) days, he or she will be discharged. If such an employee passes a drug test within thirty (30) days, he or she will be returned to work without back pay. If the employee is again unable to pass a drug test due to a second violation of this policy, the employee will be discharged.

2. Employees Required to Possess a CDL

For Department of Transportation (DOT)- covered employees, if the drug test is positive, the employee is referred to a DOT-listed Substance Abuse Professional (SAP), who refers the employee to treatment. DOT- covered employees are also subject to a testing schedule set by the SAP. Upon successfully completing the SAP process, the employee will take a return-to-duty drug and alcohol test.

3. Safety-Sensitive Positions

"Safety-sensitive position" means 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, or work with controlled substances; or a position in which a momentary lapse in attention could result in injury or death to another person. "Safety-sensitive" and "special risk" are also defined in §440.102(1).

Regardless of whether the employee is DOT covered, or required to possess a CDL, any County employee in a "safety- sensitive" position who tests positive for drugs or alcohol will be immediately removed from the safety-sensitive position. Pursuant to federal and Florida law, if the employee enters a drug or alcohol rehabilitation program, the County must assign the employee to a position other than a safety-sensitive position, or if such position is not available, place the employee on leave without pay while the employee participates in the program.

4. Special Risk Positions

"Special-risk position" means, with respect to a public employer, a position that is required to be filled by a person who is certified under chapter 633 or chapter 943. Chapter 633 covers Fire Prevention and Control; therefore, any position under the supervision of the State Fire Marshal. Chapter 943 covers the Department of Law Enforcement; therefore, any sworn deputies would fall into the special-risk category. "Safety sensitive" and "special risk" are also defined in §440.102(1).

Any County employee who is employed in a special-risk position may be discharged or disciplined for the first positive confirmed test result if the drug confirmed is an illicit drug under Section 893.03, Florida Statutes. A special-risk employee who is participating in a drug or alcohol rehabilitation program may not be allowed to continue to work in any special-risk or safety-sensitive position of the public employer but may be assigned to a position other than a safety-sensitive position or placed on leave without pay while the employee is participating in the program.

5. Medical Marijuana

If an applicant or employee with a legal referral for marijuana (for the treatment of a medical condition) tests positive based on the substance limits for the drug test, it will be reported by the lab as a “positive drug test” and will be treated in accordance with all other positive drug tests.

Employees and applicants shall be given an opportunity to provide any information relevant to the test, including identification of currently or recently used prescription or non-prescription medications as well as any legal referral for marijuana use for the treatment of a medical condition.

There are no additional exceptions for applicants or employees with legal referrals for marijuana.

VII. ASSISTANCE PROGRAMS

A list of names, addresses, and telephone numbers of drug and/or alcohol rehabilitation programs may be obtained by contacting Human Resources.

**COLUMBIA COUNTY'S
DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I have received, read, and understand and agree to comply with Columbia County's Drug-Free Workplace Policy, and understand that I will be subject to drug and alcohol testing as permitted under that Policy as a condition of employment. (If applying for employment, I understand that I will be tested upon receiving a conditional offer of employment.)

I understand that violating the Policy or failing a drug or alcohol test will result in disciplinary action, up to and including discharge, and may result in forfeiture of workers' compensation benefits.

Employee/Applicant's Signature

Date

FORM A

EMPLOYEE/APPLICANT INFORMATION SHEET

I understand that upon completion of the collection of my specimen(s) for the County's drug and/or alcohol test, I may contact the Medical Review Officer ("MRO") listed below to provide any information that I believe is relevant to my test or the interpretation of my test results. I understand that the MRO is a licensed physician who will not conduct the test, but will receive the test results from the laboratory, verify that proper chain-of-custody procedures were used to transmit my test specimen, and provide me an opportunity to explain my test results pursuant to Florida law. If the MRO receives a positive confirmed test result from the laboratory, he/she will contact me to provide me with an opportunity to explain my test result. Medical information that I disclose to the MRO will be kept confidential, unless (1) the MRO believes that such information is relevant to my safety or the safety of other employees, (2) I provide written consent for its release, or (3) as otherwise required or permitted by law.

I understand that if I refuse to talk with the MRO regarding a positive confirmed test result, the MRO will validate the test as positive and note my refusal to speak with him/her.

MRO:

Andrew Holtz D.O.
WorkforceQA
10808 S. River Front Parkway Suite 370
South Jordan, UT 84095
(801) 503-3400

Employee (Sign Name)

Employee (Print Name)

Date

FORM B

Dear _____:
Employee Name

This is to inform you that the County has received notice from the Medical Review Officer ("MRO") that you have tested positive on your recent drug test. You have five (5) working days to contest or explain the test result to the County. To do so, contact _____. If your explanation or challenge is unsatisfactory, you will be subject to disciplinary action in accordance with the County's Drug Free Workplace Policy. In addition, if you were injured on the job, you will forfeit your medical and indemnity benefits under the Florida Workers' Compensation Act, Chapter 440. The County will provide you with a written explanation of why your explanation or challenge was rejected, along with the report of the positive test result. A copy of the test result is also available upon request.

You have the right to file an administrative challenge to any denial of benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or a legal challenge. If you file a challenge, you must notify the testing laboratory. You may also have a portion of the sample retested, at your expense, at another qualified laboratory within 180 days.

Date: _____

Sincerely,

BOCC Representative

FORM C

REASONABLE SUSPICION REPORTING FORM

This form shall be filled out by the reporting supervisor or other management personnel reporting a Reasonable Suspicion of Drug or Alcohol use in violation of the County's Drug Free Workplace Policy. Complete the form within 24 hours of testing based on suspicion. Upon request, the employee is entitled to a copy of this form. Forward the original to the Director of Human Resources. A reasonable suspicion is a belief that an employee is using or has used drugs or alcohol in violation of the County's policy, drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts, considering experience. Among other things, such facts and inferences may be based upon:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- c. A report on drug use, provided by a reliable and credible source;
- d. Evidence that an individual has tampered with a drug test during his or her employment with the County;
- e. Information that an employee has caused, contributed to, or been involved in an accident while at work;
- f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the County's premises or while operating County vehicles, machinery, or equipment.
- g. An employee has been arrested for a drug-related and/or alcoholic offense.

_____ was asked to undergo a reasonable suspicion drug and alcohol test on _____.
(Name) (Date)

Reasonable suspicion for drug and alcohol testing was based upon the following (attach additional paper if necessary):

(Print name)

(Date)

(Sign name)

Drug Testing Locations

Preferred:

Lake City Laboratory

260 S. Marion Ave #125
Lake City, FL 32025

Phone: (386) 719-5678

Hours:

Monday through Friday
8:30 A.M. to 4:00 P.M.

After Hours Options:

Mercy Medical Urgent Care

2786 W. US Highway 90, Suite 105
Lake City, FL 32055

Phone (386) 758-2944

Open 7 Days:

9:00 A.M. to 7:00 P.M.

Baya Urgent Care

1465 W. Highway 90 Suite 100
Lake City, FL 32055

Phone (386) 755-2268

Hours:

Monday through Friday
8:00 A.M. to 7:30 P.M.

Saturday

8:30 A.M. to 5:00 P.M.

Sunday

1:00 P.M. to 5:00 P.M.

ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the Columbia County, Florida Drug-Free Workplace Act Policy revised and adopted by the Columbia County Board of County ~~C~~ommissioners on ~~December 19, 2019~~. October 1, 2026.

The Columbia County, Florida Drug-Free Workplace Act Policy contains personnel rules ~~which~~ that apply to me. I agree to read the Columbia County, Florida Drug-Free Workplace Act Policy and follow it during my employment with the County. I further understand it may be amended anytime at anytime. In that case, the County changes will ~~be~~ communicated ~~to me~~ the changes.

I understand this Columbia County, Florida Drug-Free Workplace Act Policy is County property and upon my separation from County ~~E~~mployment is to be returned to the Human Resource Director's office.

Employee Signature

Date

Employee Name (Print or Type)

Witness

|

**COLUMBIA COUNTY
DRUG-FREE WORKPLACE ACT**



**COLUMBIA COUNTY BOARD OF COUNTY
COMMISSIONERS APPROVED 10/01/2026
12/19/2019 TIM MURPHY ~~TOBY WITT~~, CHAIRMAN**

Revised ~~December 19, 2019~~ October 1, 2026

I. GENERAL STATEMENT OF POLICY

This is your official notice of the Drug-Free Workplace Policy of Columbia County, Florida. This policy is implemented pursuant to Florida Statutes, Sections 440.101-440.102, Florida Administrative Code, Rule 69L-9.015, and **additionally** conforms **with to** all federal Department of Transportation regulations including 49 C.F.R. Parts 391, 40, and 383, and all other applicable federal, state, and local laws. A copy of this policy will be maintained by the Director of Human Resources, and available for review at 135 NE Hernando Avenue # 203, Lake City FL.

If any provision of this policy differs from the Collective Bargaining Agreement (CBA) between Northeast Florida Public Employees' and **the** Columbia County Board of County Commissioners, then the CBA controls.

The County has developed its drug-free workplace policy in substantial compliance with The Workers' Compensation Premium Reduction Act FLA. STAT. ANN. §440.101 to .102 and FLA. ADMIN. CODE ANN. r. 59A-24 *and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities and the Fourth Amendment to the United States Constitution as it covers employees of governmental entities.*

The County acknowledges the problem of substance abuse, including alcohol, in our society. Furthermore, the County sees substance abuse as a serious threat to its employees and the community we serve. The County has always been committed to providing a safe work environment and fostering the **health and** well-being **and health** of its employees. Illegal drug use or alcohol abuse may jeopardize this commitment and undermine the capability of the County in providing the quality service that the community expects of it. The County has adopted a policy regarding the illegal use of drugs and alcohol abuse that best serves the interests of all employees. The policy formally and clearly states that the illegal use of drugs and abuse of alcohol will not be tolerated.

As a condition of employment, all employees must refrain from reporting to work or working **with-in** the presence of illegal drugs or alcohol in his or her body. In addition, all employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing, using, or being under the influence of illegal drugs at any place and at any time, and alcohol or prescribed drugs with the potential to impair the employee while on County property or any work-site at any time, and while on County business at any place at any time.

Employees must report any criminal infractions **received** **relat****ed****ing** to drugs and/or alcohol within 24 hours of the infraction to their supervisor. This includes, but is not limited to, citations or arrests for possession of a controlled substance, driving under the influence of drugs and/or alcohol, sale or trafficking of a controlled substance. Failure to notify your supervisor or the County of receipt of any criminal infraction relating to drugs and/or alcohol is a violation of this Policy.

Violation of this policy shall subject the employee to disciplinary action up to and including dismissal.

Employees who refuse to submit to a test, as authorized below, for drugs or alcohol, or who test positive in a confirmed positive drug and/or alcohol test are subject to disciplinary action, up to and including dismissal. Furthermore, employees who refuse to submit to a test, as authorized below, for drugs or alcohol, or who test positive in a confirmed positive drug and/or alcohol test, following an injury while on duty forfeit eligibility for medical and indemnity benefits under the workers' compensation laws. See §440.101, Florida Statutes. Job applicants who refuse to submit to a test for drugs or alcohol, or who test positive in a confirmed positive drug and/or alcohol test, will be denied employment with the County.

A list of drugs, for which the County will conduct drug testing, is contained herein under subsection V. In addition, subsection IV sets forth over-the-counter and prescription medications that could alter or affect the outcome of a drug test.

COVERAGE

Covered Employees

The County's drug-free workplace policy covers all non-DOT part-time and full-time employees, as well as DOT employees on occasions when they are involved in accidents that would not otherwise be classified as a "DOT accident". Employees who are leased or subcontracted to clients may be required to submit to testing if it is a condition of a client's substance abuse program, provided such testing is within the parameters of Florida law as well as any federal laws.

All employees performing safety-sensitive functions, ~~and~~ all final applicants for positions where safety-sensitive functions are performed and all other employees where reasonable suspicion exists. Safety-sensitive employees are those who discharge duties (either in their normal job classification or in times of emergency re-assignment) so fraught with risks of injury to others that even a momentary lapse of concentration can have disastrous consequences, such that the health and welfare of other employees or the public mandates environmental injury and/or significant property damage that steps be taken to ensure that the people in these positions are not under the influence of drugs or alcohol at work. Using the above criteria, the ~~following~~ positions designated on Form E have been classified by the County as safety-sensitive: ~~***attached list of job classifications***~~. Elected officials who are not otherwise classified as employees are not subject to testing under this Policy.

This policy also covers DOT-covered County employees who possess ~~and~~ Commercial Driver's License (CDL) when they are not performing DOT-related covered functions. Attached to this policy as an addendum is the Federal Motor Carrier Safety Administration (FMCSA) policy, which covers all employees ~~of the County~~ holding a CDL.

Applicants

All job applicants for non-DOT positions are also ~~are~~ covered by this policy in so ~~much~~ far as the County has extended a conditional offer of employment.

DEFINITIONS

The following terms and their definitions are taken directly from statutory language of Section 440.102 of the Florida Workers' Compensation Code. Additional terms are defined at the end ~~later in~~ of this section of the policy.

1. **"Chain of custody"** refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.
2. **"Confirmation test," "confirmed test," or "confirmed drug test"** means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
3. **"Drug"** means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; cannabinoids; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opioid; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the above substances and mind-altering synthetic narcotics or designer drugs. The term "illegal use of drugs" includes any controlled or scheduled drug not used in accordance with a health care provider's lawful prescription for the user, or any substances banned by Federal or applicable State laws. An employer may test an individual for any or all of such drugs.
4. **"Drug rehabilitation program"** means a service provider, established pursuant to s. 397.311(28), that provides confidential, timely, and expert identification, assessment, and resolution of employee drug abuse.
5. **"Drug test" or "test"** means any chemical, biological, or physical instrumental analysis administered by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.
6. **"Employee"** means any person who works for salary, wages, or other remuneration for an employer.
7. **"Employee Assistance Program" (EAP)** means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and

follow-up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by service providers pursuant to s. 397.311(28).

8. **"Employer"** means a person or entity that employs a person and that is covered by the Workers' Compensation Law.
9. **"Initial drug test"** means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.
10. **"Job applicant"** means a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a drug test, and may have begun work pending the results of the drug test. For a public employer, "job applicant" means only a person who has applied for a special-risk or safety-sensitive position.
11. **"Medical Review Officer" or "MRO"** means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.
12. **"Post-Accident/Incident Testing"** means testing that may be conducted of safety-sensitive employees under the following circumstances: 1) the employee involved in the incident/accident was actively engaged in the activity which objectively could have caused or contributed to the injury or damage; or 2) the employee was operating, controlling, or repairing any machinery, tool, device, equipment or vehicle that was involved in the incident/accident; or 3) the employee's action or in-action was likely a contributing factor to the incident/accident or cannot be completely discounted as a contributing factor based on current info; or 4) testing is being conducted as part of the County's Post Incident/Accident Investigation related to possible Workers' Compensation Disqualification; or 5) testing is being conducted for other non-injured employees whose actions, or in-action, could have contributed to the incident/accident as part of a root cause investigation; or 6) post-accident drug testing is required by the Workers' Compensation State Compliant Drug Free Workplace Policy as a loss time injury, or by the Workers' Compensation Carrier, Site Owner, Customer, or General Contactor as part of premises access requirement.

13. **"Prescription or nonprescription medication"** means a drug or medication obtained pursuant to a prescription as defined by s. 893.02 or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
14. **"Public employer"** means any agency within state, county, or municipal government that employs individuals for a salary, wages, or other remuneration.
15. **"Reasonable-suspicion drug testing"** means drug testing based on a belief that an employee is using or has used drugs in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:
- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
 - c. A report of drug use, provided by a reliable and credible source.
 - d. Evidence that an individual has tampered with a drug test during his or her employment with the current employer.
 - e. Information that an employee has caused, contributed to, or been involved in an accident while at work.
 - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment. If conduct occurs that may constitute a criminal offense, the employer may contact law enforcement and pursue any available or necessary legal remedies.
16. **"Safety-sensitive position"** means, with respect to a public employer, 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 subject to s. 110.1127; or a position in which a momentary lapse in attention could result in injury or death to another person.
17. **"Special-risk position"** means, with respect to a public employer, a position that is required to be filled by a person who is certified under chapter 633 or chapter 943.
18. **"Specimen"** means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.

19. **Credible Source** means a witness and/or source whose statements are known to be reliable, worthy of belief, consistent, honest, truthful, and able to convey accurate information.

20. **Objectively** in a way that will not be influenced by personal feelings or opinion.

Employees shall be subject to the following drug and alcohol testing:

1. Job Applicant Testing

Job applicants for employment may be tested for the presence of drugs and alcohol. **A job applicant who refuses or fails to take a test as required by the County will be disqualified from employment with the County.** A job applicant with a confirmed positive drug test will likewise be disqualified from employment consideration. As used in this section, the term “job applicant” includes any person who will begin work for the County pending the results of the drug and alcohol test. It is the obligation of the job applicant to notify the approved testing facility of any controlled substances prescribed for the job applicant by a physician or dentist.

2. Reasonable Suspicion Testing

Any employee may be required by the County to submit to a drug/alcohol test if there is a reasonable suspicion ~~exists to believe that~~ the employee is using drugs or alcohol in violation of this policy. ~~A reasonable suspicion is a belief, that an employee is using, or has used drugs or alcohol in violation of this policy drawn from based on~~ specific, objective, and articulable facts and reasonable inferences drawn from those facts in light of experience, that an employee is using or has used drugs or alcohol in violation of this policy. Among other things, such facts and inferences may be based ~~upon~~, but are not limited to:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug;
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- c. A report ~~of~~on drug use, provided by a reliable and credible source;
- d. Evidence that an individual has tampered with a drug test during his/her employment with the County;
- e. Information that an employee has caused, contributed to, or been involved in an accident while at work;
- f. Evidence that an employee has used, possessed, sold, solicited, or transferred illegal drugs while working or while on the County’s premises or while operating County vehicles, machinery, or equipment.
- g. An employee’s arrest for a drug or alcohol related offense.

3. Follow-up Testing

If an employee enters a drug or alcohol rehabilitation program, upon return to work, the employee will be required to submit to a follow-up drug or alcohol test at least once a year for a 2-year period thereafter. **The employee will not be given Advance notice of the follow-up testing. will not be given to the employee.**

4. Post-Accident Testing

Testing of Safety-sensitive employee may be conducted of safety-sensitive employees under the following circumstances: 1) the employee involved in the incident/accident was actively engaged in the activity which **objectively** could have caused or contributed to the injury or damage; or 2) the employee was operating, controlling, or repairing any machinery, tool, device, equipment or vehicle that was involved in the incident/accident; or 3) the employee's action or in-action was likely a contributing factor to the incident/accident or cannot be completely discounted as a contributing factor based on current info; or 4) testing is being conducted as part of the County's Post Incident/Accident Investigation related to possible Workers' Compensation Disqualification; or 5) testing is being conducted for other non-injured employees whose actions, or in-action, could have contributed to the incident/accident as part of a root cause investigation; or 6) post-accident drug testing is required by the Workers' Compensation State Compliant Drug Free Workplace Policy as a loss time injury, or by the Workers' Compensation Carrier or Fund.

If an employee causes, contributes **to** or is involved in an accident, while on duty for the County, **which causes excessive damage or bodily injury**, the employee will be required to submit to a post-accident drug test **as soon as reasonably possible**. If an injured worker refuses to submit to a drug or alcohol test following an accident, it shall be pronounced that the injury was occasioned primarily by the influence of drugs or alcohol. Accordingly, **a delay in delaying to reporting** a work-related accident may jeopardize eligibility for workers' compensation benefits under Florida law. **The failure of an employee Failure** to report any accident or injury sustained while on duty within twenty-four (24) hours of its occurrence will result in **immediate drug testing and discipline up to and including termination. the presumption that the employee was under the influence of drugs and/or alcohol at the time of the occurrence.**

<u>Question?</u>	<u>YES</u> 	<u>NO</u> 
1. Did a fatality occur?	Drug and Alcohol Test	Go to #2
2. Were there other people involved?	Drug and Alcohol Test	Go to #3
3. Was there <u>Disabling Damage?</u> Severe destruction affecting critical systems (steering, suspension, or frame) that prevents the vehicle from being driven safely and necessitates a tow.	Drug and Alcohol Test	Go to #4
4. Was there <u>Functional Damage?</u> Non-Structural harm p such as a bent alignment, rubbing wheel well, or damaged door latch – that affects parts of the vehicle or how it operates, though it may still be driven.	Drug and Alcohol Test	Go to #5

5. Was there Minor Damage? <u>Surface scrapes, cosmetic dents, or broken lenses that do not affect the safe operation or drivability of the car.</u>	<u>Drug and Alcohol Test</u>	<u>Go to #6</u>
6. Was there No Damage? <u>Zero visible or functional impairments to the vehicle.</u>	<u>Do not test</u>	

5. Routine Fitness for Duty Testing

Those employees who are required to submit to routine fitness-for-duty medical examinations pursuant to their position, may be required to submit to a drug and alcohol test.

6. CDL Holders Testing

Those employees required by the County to possess a valid Commercial Driver's License (CDL) are subject to drug and alcohol testing as mandated and regulated by federal law, including job applicant testing, reasonable suspicion testing, post-accident testing, return to duty testing, follow-up testing, biennial (periodic) testing, and random testing. Pursuant to the Federal Highway Administration Controlled-Substance Testing Regulations, a person who tests positive for the use of a controlled substance, defined as Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP), is medically unqualified to operate a commercial motor vehicle. ~~A refusal or failure to take a test as required~~ Refusal or failure to take a required test will constitute a positive result.

Random alcohol testing must be conducted just before, during, or just after a driver's performance of safety-sensitive duties. The driver is randomly selected for testing from a "pool" of subject drivers. ~~The testing dates and times are unannounced and are reasonably spread throughout the year. Each year, the number of random tests conducted by the employer must equal conduct~~ at least 10% of the average number of driver positions subject to the regulations.

Random drug testing must be conducted on at least 50% of the total number of safety-sensitive drivers the County employs each year. For example, if the County employs 100 CDL holders, the County must conduct 50 drug tests during the year. Therefore, if the County tests CDL holders quarterly, or every 3 months, ~~the County it~~ must randomly select either 12 or 13 employees holding CDL licenses each quarter and require the employees to submit to a drug test. Some drivers may be tested more than once each year; some may not be tested at all depending on the random selection. Random drug testing ~~for drugs~~ does not have to be conducted in immediate time proximity to performing safety-sensitive functions. Once notified of selection for testing, however, a driver must proceed immediately to a collection site to ~~accomplish~~ provide the urine specimen collection.

II. APPLICABLE PROCEDURES

1. Testing Procedures

All initial and confirmation testing under the Drug Free Workplace Program shall be conducted in accordance with Florida Statutes, including Section 440.102, and the applicable rules of the Florida Agency for Healthcare Administration. Alternatively, all testing performed on CDL employees shall be conducted in accordance with the Federal Highway Administration Controlled-Substance Testing Regulations. All confirmed tests shall be received by the County's designated Medical Review Officer ("MRO").

Employees and job applicants, where applicable, are required to sign a Consent to Employee Testing Form when requested to submit for drug testing.

~~Drug testing is conducted by Q~~qualified collection site personnel ~~at a collection conduct drug testing at a~~ site designated by an approved laboratory. Drug ~~testing~~, excluding alcohol, ~~testing~~ will normally be ~~accomplished by testing performed on a sample of~~ urine ~~sample~~. Blood or breath testing will be used as the initial and confirmation test for alcohol. ~~The individuals collecting the samples shall, t~~To the extent possible, ~~individuals collecting samples shall~~ respect the employee's privacy. If, however, there is reason to believe that an employee has tampered with the sample, re-testing may be conducted in the ~~collector's presence of the collector.~~

The County shall pay the cost of the initial and confirmation drug test. Employees shall pay the cost of any additional drug test. Employees shall be given the opportunity to disclose any lawful medication ~~being taken which might they are taking that might~~ affect ~~the~~ test results.

No employment decision will be made on the basis of the initial drug test ~~without giving the applicant the opportunity to consult with the MRO.. A confirming gas chromatography mass spectrometry test will be conducted prior to any employment decisions.~~

Observed urine collections will ~~only~~ be conducted ~~only~~ with the ~~donor's~~ consent ~~of the donor~~, and the observer will be ~~by~~ a person whose gender matches the donor's ~~gender~~ as identified by the donor at the beginning of the observed collection. Observed collections will be conducted ~~in a professional manner that minimizes discomfort professionally to minimize the donor discomfort~~, and a medical professional may serve as the monitor, regardless of gender. The Medical Review Officer may recommend the collection of an alternate specimen (e.g., oral fluid) when a donor is unable to provide ~~a sufficient amount of enough~~ urine specimen at the collection site.

2. Right to Consult with MRO for Technical Information

Employees and applicants may consult with the MRO for technical information regarding prescription and non-prescription drugs.

3. Confidential Reporting Procedure

Employees and job applicants will have an opportunity to confidentially report the use of prescription or non-prescription medications to the drug testing facility, both before and after being tested ~~to the drug testing facility~~.

4. Employee's Right to Contest Results

An employee or job applicant who receives a positive confirmed test result may contest or explain the result to the MRO within five (5) working days after receiving written notification of the test result. If an employee's or job applicant's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the County.

Within five (5) working days after receipt of a positive confirmed test result from the MRO, the County will inform the employee or job applicant in writing of such positive test result, the consequences of such result, and the options available to the employee or job applicant, including the right to file an administrative or legal challenge. Upon request, the County will provide the employee or job applicant with a copy of the test result. The employee or job applicant may contest the results pursuant to law and the rules adopted by the Agency for Healthcare Administration.

An employee or job applicant ~~will be allowed to~~ may submit information to the County explaining or contesting the results within five (5) working days after receiving notice of the positive confirmed test result from the County. Within fifteen (15) days after receiving the explanation or challenge, the County will provide a written explanation as to whether the employee or job applicant's explanation is satisfactory or unsatisfactory, along with the report of the positive test result. The employee or job applicant's explanation or challenges, the County's Response, and the employee's positive test result will remain confidential, and shall be retained by the County for at least one year.

5. Notice of Administrative and/or Civil Proceeding

Pursuant to Florida Statutes, Sections 112.0455(8)(h) and 440.102(3)(a)(9), an employee or job applicant who institutes an administrative and/or civil proceeding ~~as a result of~~ because of the test must notify the laboratory taking the test of such proceeding.

6. Confidentiality

Unless authorized by written consent of the employee or applicant, all information, interviews, reports, statements, memoranda, and drug test results received will be treated as strictly confidential, and will only be divulged in accordance with Florida Statutes, Section 440.102, or as otherwise required or permitted by law.

III. REFUSAL TO SUBMIT TO DRUG TEST

Employees who refuse to submit to a ~~test for~~ drugs or alcohol test are subject to disciplinary action, up to and including dismissal. If the refusal follows a work-related

injury, ~~in addition to employees will face~~ disciplinary action up to and including dismissal, employees forfeit eligibility for medical and indemnity benefits under workers' compensation laws. Job applicants who refuse to submit to a ~~test for drugs~~ or alcohol ~~test~~ will be denied employment with the County.

IV. COMMON MEDICATIONS THAT COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST

The following is a list of prescription and over-the-counter medications which alter or affect the outcome of a drug test:

<u>Alcohol</u>	<u>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), Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).</u>
<u>Amphetamines</u>	<u>Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.</u>
<u>Cannabinoids</u>	<u>Marinol (Dronabinol, THC).</u>
<u>Cocaine</u>	<u>Cocaine HCl topical solution (Roxanne)</u>
<u>Phencyclidine</u>	<u>(Not legal by prescription).</u>
<u>Methaqualone</u>	<u>(Not legal by prescription).</u>
<u>Opiates</u>	<u>Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin, an Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.</u>
<u>Barbiturates</u>	<u>Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad, Etc.</u>
<u>Benzodiazepines</u>	<u>Ativan, Azene, Clonipin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restirol, Centrax</u>
<u>Methadone</u>	<u>Dolophine, Metadose</u>
<u>Propoxyphene</u>	<u>Darvocet, Darvon N, Dolene, etc.</u>

~~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), Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).~~

~~Amphetamines — Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastin.~~

~~Cannabinoids — Marinol (Dronabinol, THC).~~

~~Cocaine — Cocaine HCl topical solution (Roxanne).~~

~~Phencyclidine — (Not legal by prescription).~~

~~Methaqualone — (Not legal by prescription).~~

~~Opiates — Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.~~

~~Barbiturates — Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad, etc.~~

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

~~Methadone — Dolophine, Metadose.~~

~~Propoxyphene — Darvocet, Darvon N, Dolene, etc.~~

~~Due to~~ Because of the large number of obscure brand and generic ~~names of~~ medicines names, this list cannot and is not intended to be all-inclusive.

V. DRUGS TESTED

The following is a list of substances for which employees and job applicants may be tested:

<u>CHEMICAL NAME OR GROUPING</u>	<u>STREET OR BRAND NAME</u>
1. <u>Cocaine, Crack</u>	<u>Coke, Snow, Toot, C, Flake, Happy Dust, Rock, Crack Freebase, Bernice, Bernies</u>
2. <u>Methamphetamines</u>	<u>Crystal Meth, Meth</u>
3. <u>Cannabinoid (Marijuana)</u>	<u>Pot, Grass, Joint, Weed, Reefer, Hash, Mary Jane, Green</u>
4. <u>Amphetamines</u>	<u>Speed, Uppers, Pep Pills, Bennies, Black Beauties</u>
5. <u>Opioids</u>	<u>Opium, Morphine, Codeine, Heroin, Hydrocodone, Oxycodone, HCl, Meperidine, Hydromorphone Smack, Black Tar, Junk, and oxymorphone</u>
6. <u>Phencyclidine (PCP)</u>	<u>Angel Dust, Hog, Peach Pill, Zoot, Crystal, DOA, Dummy Dust, Goodn, Embalming Fluid, Killer Weed, Monkey Dust, Tic Tac, Trang</u>
7. <u>Alcohol</u>	<u>Booze, Liquor, Moonshine, Cocktails, Drinks, Beer, Wine</u>
8. <u>Methaqualone</u>	<u>Quaalude</u>
9. <u>Barbiturates</u>	
10. <u>Benzodiazepines</u>	
11. <u>Synthetic Narcotics</u>	<u>Methadone, Propoxyphene</u>

CHEMICAL NAME OR GROUPING

STREET OR BRAND NAME

1. Cocaine, Crack	Coke, Snow, Toot, C, Flake, Happy Dust, Rock, Crack-Freebase, Bernice, Bernies
2. Metamphetamines	Crystal Meth, Meth
3. Cannabinoid (Marijuana)	Pot, Grass, Joint, Weed, Reefer, Hash, Mary Jane, Green
4. Amphetamines	Speed, Uppers, Pep Pills, Bennies, Black Beauties
5. Opioids	Opium, Morphine, Codeine, Heroin, Hydrocodone, Oxycodone, HCl, Meperidine, Hydromorphone Smack, Black Tar, Junk, and oxymorphone
6. Phencyclidine (PCP)	Angel Dust, Hog, Peach Pill, Zoot, Crystal, DOA, Dummy Dust, Goodn, Embalming Fluid, Killer Weed, Monkey Dust, Tic Tac, Trang
7. Alcohol	Booze, Liquor, Moonshine, Cocktails, Drinks, Beer, Wine
8. Methaqualone	Quaalude
9. Barbiturates	
10. Benzodiazepines	
11. Synthetic Narcotics	Methadone, Propoxyphene

VI. CONSEQUENCES OF A POSITIVE DRUG/ALCOHOL TEST

A. Voluntary Disclosure of Substance Abuse

Voluntary disclosure by an employee of substance abuse will be handled without penalty for the first occasion, so long as disclosure is prior to any drug screen provided herein. Management will refer the employee disclosing substance abuse to an appropriate rehabilitation program.

Management will make every effort to minimize time lost from work. However, any County employee occupying a position classified as special-risk or safety-sensitive who thereafter enters into a drug or alcohol rehabilitation program may not be allowed to continue to work in their position; but may be assigned to a position other than a safety-sensitive position or placed on leave while the employee is participating in the program. These employees ~~shall be permitted to~~ may use any accumulated annual leave credits. However, ~~to the extent~~ as necessary, the County will place the employee on unpaid leave for the duration of the rehabilitation program.

Any employee working in a safety-sensitive position as defined by County Policy is required, as a safety rule, to provide pre-duty disclosure that they are taking or using ANY impairing effect prescription, including medical marijuana, over-the-counter medications, mind-altering synthetic or designer drugs, or other substance which may have an effect on performance of safety-sensitive duties. This includes medical and recreational Marijuana, the use of which the County, for safety reasons, will not be able to accommodate for employees working in safety-sensitive positions. However, for employees who are qualifying medical marijuana cardholders reporting to work in those states which have statutory anti-discrimination against the use of medical marijuana laws, qualifying employees, and applicants, may request a reasonable accommodation by contacting the DER, and such request will be considered. If the fact that the employee is taking or using an impairing effect medication or substance is not disclosed pre-duty by a safety-sensitive employee and the employee tests positive, is otherwise determined to be taking or using such, or is determined by the MRO to be a potential safety risk due to taking or using an impairing effect medication or substance, that employee will be subject to discipline, up to and including termination, for violation of this safety rule. If disclosure is made, the County reserves the right to send the employee for a Fitness-for-Duty evaluation to evaluate the medication or substance and its effects on the performance of safety-sensitive duties. In advance of testing, employees are encouraged to have their own doctor make an individualized assessment of any safety-related risks of the medications or substances which they are taking or using, providing the doctor a copy of their job description and having the doctor ~~to~~ render an opinion on the safety-related risks. The employee need not disclose to the County the medication or medical condition involved to fulfill ~~the this Policy's~~ disclosure obligation ~~of this Policy~~. All information provided will be kept separate from personnel files and ~~in a kept~~ confidential manner. The MRO will make the final determination on the safety-related risks of any particular medication or substance. **Note:** *Safety-sensitive employees are those employees who discharge duties so fraught with risks of injury to self or others, environmental injury and/or property damage that even a momentary lapse of attention can have disastrous consequences. This ~~It is an~~ essential job function safety rule ~~applicable~~ applies to every employee ~~working in a safety-sensitive classified position to be able to work in a and~~ requires constant ~~state of~~ alertness and ~~in a safe~~ work practices manner.*

B. Positive Test Results

Any employee, who, pursuant to the provisions of this policy, is requested to take a drug or alcohol test and the results are positive, the following consequences will occur:

1. All Employees

For all County employees, ~~absent the below exception except as noted below~~, a positive drug test under this policy will result in the employee's suspension. The suspension will be without pay until ~~he or she the employee~~ passes a subsequent drug test. If the employee is unable to pass a drug test within thirty (30) days, he or she will be discharged. If such an employee passes a drug test within thirty (30) days, he or she will be returned to work without back pay. If the employee is ~~found to be~~ again unable to pass a drug test due to a second violation of this policy, the employee will be discharged.

2. Employees Required to Possess a CDL

For Department of Transportation (DOT) covered employees, if the drug test is positive, the employee is referred to a DOT-listed Substance Abuse Professional (SAP) who refers the employee to treatment. DOT-covered employees are also subject to a testing schedule set by the SAP. ~~When the employee~~ Upon successfully completing ~~es~~ the SAP process, the employee will take a return-to-duty drug and alcohol test.

3. Safety-Sensitive Positions

“Safety-sensitive position” means 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, or work with controlled substances; or a position in which a momentary lapse in attention could result in injury or death to another person. –“Safety-sensitive” and “special risk” are also defined in §440.102(1).

Regardless of whether ~~or not~~ the employee is DOT covered, or required to possess a CDL, any County employee in a “safety-sensitive” position who tests positive for drugs or alcohol will be immediately removed from the safety-sensitive position. Pursuant to federal and Florida law, if the employee enters a drug or alcohol rehabilitation program, the County must assign the employee to a position other than a safety-sensitive position, or if such position is not available, place the employee on leave without pay while the employee ~~is~~ participating in the program.

4. Special Risk Positions

“Special-risk position” means, with respect to a public employer, a position that is required to be filled by a person who is certified under chapter 633 or chapter 943. Chapter 633 covers Fire Prevention and Control; therefore, any position under the supervision of the State Fire Marshal. Chapter 943 covers the Department of Law Enforcement; therefore, any sworn deputies would fall into the special-risk category. “Safety sensitive” and “special risk” are also defined in §440.102(1).

Any County employee who is employed in a special-risk position may be discharged or disciplined for the first positive confirmed test result if the drug confirmed is an illicit drug under Section 893.03, Florida Statutes. A special-risk employee who is participating in a drug or alcohol rehabilitation program may not be allowed to continue to work in any special-risk or safety-sensitive position of the public employer; but may be assigned to a position other than a safety-sensitive position or placed on leave without pay while the employee is participating in the program.

5. Medical Marijuana

If an applicant or employee with a legal referral for marijuana (for the treatment of a medical condition) tests positive based on the substance limits for the drug test, it will be reported by the lab as a “positive drug test” and will be treated in accordance with all other positive drug tests.

Employees and applicants shall be given an opportunity to provide any information relevant to the test, including identification of currently or recently used prescription or non-prescription medications as well as any legal referral for marijuana use for the treatment of a medical condition.

There are no additional exceptions for applicants or employees with legal referrals for marijuana.

| ~~Bcc approved: 5/4/2017~~

VII. ASSISTANCE PROGRAMS

A list of names, addresses, and telephone numbers of drug and/or alcohol rehabilitation programs may be obtained by contacting Human Resources.

**COLUMBIA COUNTY'S
DRUG-FREE WORKPLACE ACKNOWLEDGMENT FORM**

I have received, read, and understand and agree to comply with Columbia County's Drug-Free Workplace Policy, and understand that I will be subject to drug and alcohol testing as permitted under that Policy as a condition of employment. (If applying for employment, I understand that I will be tested upon receiving a conditional offer of employment.)

I understand that violation of that Policy or failure of a drug or alcohol test will result in disciplinary action, up to and including discharge, and may result in forfeiture of worker's compensation benefits.

Employee/Applicant's Signature

Date

FORM A

EMPLOYEE/APPLICANT INFORMATION SHEET

I understand that upon completion of the collection of my specimen(s) for the County's drug and/or alcohol test, ~~that~~ I may contact the Medical Review Officer ("MRO") listed below to provide any information that I believe is relevant to my test, or the interpretation of my test results. I understand that the MRO is a licensed physician who will not conduct the test, but will receive the test results from the laboratory, verify that proper chain-~~of-~~ custody procedures ~~have been were~~ used in to transmit transmitting my test specimen, and provide me an opportunity to explain my test results pursuant to Florida law. If the MRO receives a positive confirmed test result from the laboratory, he/she will contact me to provide me with an opportunity to explain my test result. Medical information that I disclose to the MRO will be kept confidential, unless (1) the MRO believes that such information is relevant to my safety or the safety of other employees, (2) I provide written consent for its release, or (3) as otherwise required or permitted by law.

I understand that if I refuse to talk with the MRO regarding a positive confirmed test result, the MRO will validate the test as positive and note my refusal to speak with him/her.

MRO

~~Paul Teynor, M.D.~~

~~Employers Drug Program Management
505 20th St. North,
Suite 1200 Financial Center
Birmingham, AL 35203
Ph: 205-326-3100 or Fax: 205-326-3122~~

Andrew Holtz D.O.
WorkforceQA
10808 S. River Front Parkway Suite 370
South Jordan, UT 84095
(801) 503-3400

Employee (Sign Name)

Employee (Print Name)

Date

Bcc Approved: 5/4/2017

FORM B

Dear _____:
Employee Name

This is to inform you that the County has received notice from the Medical Review Officer ("MRO") that you have tested positive on your recent drug test. You have five (5) working days to contest or explain the test result to the County. To do so, contact _____. If your explanation or challenge is unsatisfactory, you will be subject to ~~(disciplinary action)~~ in accordance with the County's Drug Free Workplace Policy. In addition, if you were injured on the job, you will forfeit your medical and indemnity benefits under the Florida Workers' Compensation Act, Chapter 440. The County will provide you with a written explanation of why your explanation or challenge was rejected, along with the report of the positive test result. A copy of the test result is also available upon request.

You have the right to file an administrative challenge to any denial of benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or a legal challenge. If you file a challenge, ~~it is your responsibility to~~ you must notify the testing laboratory. You may also have a portion of the sample retested, at your expense, at another qualified laboratory within 180 days.

Date: _____

Sincerely,

[BOCC Representative]

FORM C

REASONABLE SUSPICION REPORTING FORM

This form shall be filled out by the reporting supervisor or other management personnel reporting a Reasonable Suspicion of Drug or Alcohol use in violation of the County's Drug Free Workplace Policy. ~~The form should be filled out.~~ Complete the form within 24 hours of testing based ~~upon such~~ on the suspicion. Upon request, the employee is entitled to a copy of this form. The original shall be forwarded to the Director of Human Resources. A reasonable suspicion is a belief that an employee is using or has used drugs or alcohol in violation of the County's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts ~~in light of~~ considering experience. Among other things, such facts and inferences may be based upon:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol;
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- c. A report ~~of on~~ drug use, provided by a reliable and credible source;
- d. Evidence that an individual has tampered with a drug test during his or her employment with the County;
- e. Information that an employee has caused, contributed to, or been involved in an accident while at work;
- f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the County's premises or while operating County vehicles, machinery, or equipment.
- g. An employee has been arrested for a drug-related and/or alcoholic offense.

_____[Name]____ was asked to undergo a reasonable suspicion drug and alcohol test on [date].

Reasonable suspicion for drug and alcohol testing was based upon the following (attach additional paper if necessary):

(Print name)

(Date)

(Sign name)

Drug Testing Locations

Preferred:

Lake City Laboratory
260 S. Marion Ave #125
Lake City, FL 32025

Phone: (386) 719-5678

Hours:
Monday through Friday
8:30 A.M. to 4:00 P.M.

After Hours Options:

Mercy Medical Urgent Care
2786 W. US Highway 90, Suite 105
Lake City, FL 32055

Phone (386) 758-2944

Open 7 Days:
9:00 A.M. to 7:00 P.M.

Baya Urgent Care
1465 W. Highway 90 Suite 100
Lake City, FL 32055

Phone (386) 755-2268

Hours:
Monday through Friday
8:00 A.M. to 7:30 P.M.
Saturday
8:30 A.M. to 5:00 P.M.
Sunday
1:00 P.M. to 5:00 P.M.