

Drug-Free Workplace Program Handbook

**EMPLOYEE HANDBOOK ON
ALCOHOL MISUSE AND DRUG ABUSE**



PREPARED BY:

Manatee County Government
Human Resources Department
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COMMITMENT

Manatee County's commitment is to maintain a safe, healthy and productive work environment for all its employees; to provide professional services for its customers in a timely and efficient manner; to maintain the integrity and security of its equipment and workplace and; to perform all these functions in a fashion consistent with the interests and concerns of the community.

Pursuant to these goals, the Board of County Commissioners has established a Drug-Free Workplace Program. This program is intended to comply with the Drug-Free Workplace program requirements outlined in Chapter 440, Florida Statutes; the implementing regulations, promulgated by the State of Florida, Department of Labor and Employment Security, Division of Workers' Compensation; the Federal Urban Mass Transit Act of 1964, 49 U.S.C. app. §1601, et. seq.; the drug testing provisions of 49 U.S.C. app. §1618a; and the implementing regulations in Title 49 of the Code of Federal Regulations, parts 29, 40, 382, and 655.

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WELCOME

Welcome to Manatee County Government's Drug-Free Workplace! Manatee County's drug-testing program is administered by First Hospital Laboratories Inc. DBA FSSolutions, located in Chalfont, PA.

As you read through this handbook, you will find information regarding substance abuse, the dangers of prohibited substance use on personal health, drug testing procedures, general County policy references, and other sources of information and help.

The language contained in this handbook is not intended to create a contract between Manatee County and its employees. It is intended to provide a general overview of the Manatee County Government Drug-Free Workplace Program drug testing rules. It should not be relied upon for specific Personnel Policy, Rules, and Procedures, or Federal and State drug testing regulations. The County reserves the right to change, modify or delete any of the Program's provisions and policies at any time.

For additional or specific information relating to the Manatee County Drug-Free Workplace Program and applicable policies and procedures, please contact:

**Tamie Langman, Drug-Free Workplace Program Coordinator (DAPM/DER)
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Bradenton, FL 34206
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STATISTICS - DID YOU KNOW THAT...

- One out of every ten Americans has an alcohol problem?
- One out of every 20 Americans has a problem with illicit drugs?
- There are 500 new cocaine users in the United States every day?
- The average absentee rate of an addicted employee is 22 days per year?
- Drug and alcohol abusers are involved in four times the number of workplace accidents as non-abusers?
- On average, an addicted employee costs his or her company \$8,600 a year?
- 23% of all-American workers abuse drugs on the job?

WHY TEST FOR DRUGS AND ALCOHOL?

The Department of Transportation (DOT) developed updated rules for drug and alcohol testing of individuals performing safety-sensitive functions. The updated rules took effect on January 1, 1995, for public entities with 50 or more workers and January 1, 1996, for employers with fewer than 50 workers in such jobs.

DOT developed the new rules at the prompting of Congress which acted in the aftermath of the 1987 Amtrak accident that killed 16 people and the 1991 New York City subway crash that killed 5. Operators' use of alcohol and drugs were found to be factors in both accidents.

The rules expand previous regulations to include all federal, state, and local governments and cover employees who operate vehicles requiring commercial driver licenses (CDLs).

WHAT IS PROHIBITED CONDUCT?

Manatee County Government prohibits the unlawful possession, use, consumption, sale, purchase, distribution, dispensation or manufacture by any employee of alcohol or any illegal drugs, or the misuse of legally obtained drugs in the workplace, on County premises or within its facilities, in the conduct of County-related work on County premises, or when operating County vehicles or equipment.

Manatee County will not permit any employee to report to work or to perform safety-sensitive duties with the presence of any illegal drug or alcohol in his/her body. An employee with an alcohol concentration of 0.02 or greater, based on breath alcohol testing, will be removed from performing safety-sensitive duties and will be subject to disciplinary action. Safety-sensitive employees are prohibited from consuming alcohol within 4 hours of performing safety-sensitive functions or use of illegal drugs at any time.

Manatee County employees are required to report in writing, any criminal drug statute conviction, or a finding of guilt whether adjudication is withheld, or the entry into a diversionary program in lieu of prosecution to the Human Resources Director no later than three days after such conviction. Any employee who fails to notify the Human Resources Director will be subject to disciplinary action, up to and including termination.

WHAT ARE THE CONSEQUENCES OF PROHIBITED CONDUCT?

If an employee engages in any of the prohibited drug or alcohol-related conduct, the employee will immediately be removed from performing his/her duties and discharged. Employees terminated from employment due to a positive drug/alcohol test, refusal to test, or violation of the Drug-Free Workplace Policy shall be disqualified from re-employment for a period of thirty-six (36) months.

Safety-sensitive employees who have violated DOT drug and alcohol regulations cannot perform any DOT safety-sensitive duties for any employer until and unless they complete the certified Substance Abuse Professional's evaluation, referral, and education/treatment process set forth by the Code of Federal Regulations. Additionally, any DOT employee returning to County employment at the end of his/her restriction period will be required to show proof of completing the Substance Abuse Professional's evaluation and recommendations and stating his/her ability to return to safety-sensitive duties. This must be done by a written report on the letterhead from the SAP.

Failure or refusal to provide specimens or attempts to contaminate specimens or otherwise interfere with County procedures has the same consequences as a positive test and will be grounds for discharge and disqualification from further employment consideration for thirty-six (36) months.

An employee who is injured in the course and scope of his/her employment and either refuses to test or tests positive, may forfeit his or her eligibility for all medical and indemnity benefits under the Florida Workers' Compensation Act.

Employees who are covered by a collective bargaining agreement shall have recourse to any grievance procedure provided in the bargaining agreement in the event disciplinary action is taken against them. Contact your supervisor or the Human Resources Department for specific disciplinary actions, policies, and administrative procedures.

WHO MUST BE TESTED?

Federal and state laws mandate random testing of safety sensitive employees. Percentage rates for safety-sensitive employees are set by applicable statutes. Safety-sensitive and special risk employees are those individuals in which a drug impairment would constitute an immediate and direct threat to public health and safety. Safety-sensitive/special risk functions are defined by job or position description of duties.

"Safety-sensitive positions" includes the following functions:

- **A revenue service vehicle, including when not in revenue service (Examples: Transit and Para-transit vehicle operators and attendants)**
- **Operating a nonrevenue service vehicle, when required to be operated by a holder of a CDL**
- **Controlling dispatch or movement of a revenue service vehicle (Examples: Transit and Para-transit dispatchers, schedulers, and movement controllers)**
- **Maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service (Examples: Fleet Mechanics who perform maintenance on Transit and Para-Transit vehicles and equipment)**
- **Carrying a firearm for security purposes**
- **All the time inspecting equipment as required by Part 40 Sections 392.7 and 392.8, or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time**
- **All time spent at the driving controls of a commercial motor vehicle in operation (Example: Employees who, as a condition of employment, must possess a Commercial Driver's License (CDL))**
- **All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth**
- **All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving a receipt for shipments loaded or unloaded**
- **All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle**

“Special risk positions” includes the following positions: (Note: The term “Special Risk” as used herein, is not related to any similar designation by the Florida Retirement System.):

- Pool lifeguards
- Emergency Communications Division dispatchers
- Emergency Medical Technicians, Paramedics, Supply Officers, and Trainees
- Emergency Medical Lieutenants, Captains, and Chiefs
- Beach lifeguards and officers
- Water treatment plant operators and laboratory technicians
- Any employee not listed above who has the use of heavy equipment or machinery, such as, but not limited to dump trucks, forklifts, bulldozers, compactors, backhoes, and chain saws which could, during a momentary lapse of attention, cause great harm to others, or who work with toxic or hazardous chemicals, high voltage, pressurized gasses, or volatile chemicals.

WHEN WILL YOU BE TESTED FOR DRUGS OR ALCOHOL?

Drug and alcohol testing will be conducted under the following circumstances:

- **Pre-employment/pre-promotion (safety-sensitive only)** - When an applicant is offered a job or when you are promoted to a vacant position; or transferred to a safety-sensitive position. Pre-employment alcohol testing is not a DOT requirement
- **Career Ladder Reclassifications (safety-sensitive only)**: Employees who have been authorized to receive this reclassification
- **Post-accident**- When you are involved in an on-the-job accident
- **Workers' Compensation** - When you seek medical treatment for an on-the-job injury
- **Reasonable Suspicion**- When a supervisor observes conduct, behavior or appearance consistent with alcohol misuse or drug use
- **Post-absence (safety-sensitive only)** - When you are returning to work after an absence of 90 days or more (Only if removed from random pool during absence).
- **Random** - When you are randomly selected for unannounced testing (**safety-sensitive/special risk positions only**). In random testing, the names and employee ID# of all safety-sensitive employees are loaded into FSSolutions (Third Party Administrator) computer system. A special computer program randomly selects a certain number of social security numbers for drug and or alcohol testing each month.

WHAT SUBSTANCES WILL BE TESTED?

When testing is conducted in conjunction with this Program, the County may test for any or all of the following drugs: **amphetamines; cannabinoids; cocaine; opiates; phencyclidine; barbiturates; benzodiazepines; methaqualone; hallucinogens; synthetic narcotics; designer drugs; alcohol, including distilled spirits, wine, malt beverages or an intoxicating liquor; or a metabolite of any of the substances listed in this paragraph. Screening test cut off levels for amphetamines, cannabinoids, cocaine, opiates, and phencyclidine will be as set forth in 49 C.F.R. Part 40.87.**

Breath samples will be tested for:

- Alcohol (includes distilled spirits, wine, malt beverages or an intoxicating liquor) 0.02> concentration

Note: The ingestion of hemp or hemp products, and/or “coca” products will not be accepted as a legitimate explanation for a THC positive test.

It remains unacceptable for any Manatee County Government employee (safety-sensitive/special risk/non-safety sensitive regular) to use marijuana. Since the use of CBD products could lead to a positive drug test result, employees should exercise caution when considering whether to use CBD products. The bottom line, it continues to be a “buyer beware” situation.

DRUGS THAT CAN ALTER OR AFFECT DRUG TEST RESULTS

Over-the-Counter and Prescription Drugs which could alter or affect drug test results*

Category	Examples
Alcohol	All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick’s Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof)
Amphetamines	Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex, Ionamine, Fastine
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, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
Barbituates	Phenobarbitol, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebral, Butabarbitol, Butalbital, Phenirinin, Triad, etc.
Benzodiazepines	Ativan, Azene, Clonopin, dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax
Methadone	Dolphine, Metadose
Propoxyphene	Darvocet, Darvon N, Dolene, etc.

*Due to the large number of obscure brand names and constant marketing of new products, this list cannot and is not intended to be all-inclusive.

Employees and job candidates can both confidentially report or discuss their current prescriptions and/or over the counter medications with FSSolutions' Medical Review Officer, at 800-732-384, both before and after being tested. The MRO will use this information only for interpreting any positive result, unless you work in a safety sensitive or special risk position and the MRO believes that such information is relevant to your safety or the safety of others.

HOW ARE THE SPECIMENS COLLECTED?

Drug and alcohol specimens will be collected by certified staff at licensed laboratories designated by the County, that affords privacy for the employee or applicant. Specimen donors arriving at the collection site will be instructed to do the following:

Urine Specimen Collection

When a specimen donor arrives at the collection site:

1. Provide photo identification
2. Remove bulky articles, such as coats, sweaters, hats, purses, etc.
3. Collection technician selects individually sealed specimen collection kit and opens collection kit in view of the donor
4. The Donor takes collection kit and provides urine specimen in private unless donor conduct indicates an attempt to adulterate or tamper with the specimen
5. The Donor gives the specimen to the collection technician. Technician will instruct donor when to wash hands and flush toilet
6. Technician separates specimen into 2 separate containers (if specimen provided by a DOT safety-sensitive employee) and seals the specimen containers in view of donor
7. The Donor initials the seal(s) then signs urine custody and control forms, ensuring integrity, security and identification of specimen
8. The Donor receives a copy of the custody and control form
9. Collection technician packs and ships specimen to the laboratory for analysis

Breath Specimen Collection

When a specimen donor arrives at the collection site:

1. Provide photo identification
2. Breath alcohol technician (BAT) completes breath alcohol testing form
3. BAT selects individually sealed mouthpiece, opens in view of the donor and places on breath testing device
4. BAT instructs the employee to blow into a mouthpiece for at least 6 seconds
5. Breath testing device prints results onto a form
6. BAT shows donor display test results
7. BAT and donor date and sign breath testing form

* Saliva alcohol testing may also be used.

HOW ARE THE SPECIMENS TESTED?

Urine specimens will be tested for drugs at laboratories certified by the U.S. Department of Health and Human Services (DHHS) or the Agency for Health Care Administration. Any specimen reported as positive must undergo two independent analyses for drugs, including a confirmation test using gas chromatography/mass spectrometry. Detection or cut-off levels are established by Federal regulation to determine if a specimen is reported as positive or negative. Additionally, the laboratory may conduct analyses to determine if a urine specimen has been adulterated, tampered with, or diluted.

Breath specimens will be tested for the presence of alcohol using evidential breath testing devices (EBTs) that meet Federal standards for accuracy and precision and are listed on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List. Breath alcohol specimens will be tested by trained breath alcohol technicians (BATs). Two separate breath tests, taken approximately 15-20 minutes apart, are necessary to report a positive test. Any breath test resulting in an alcohol concentration of 0.02 or greater will be reported immediately to the employer.

WHAT IS A REFUSAL TO TEST?

An employee must submit to alcohol and drug testing when required by the rules and applicable policies and procedures. Failure to cooperate with the testing process, as described in the Personnel Policy Section XX.B.2.c., is considered a refusal to test and the employee must be removed from duties. Refusing to test, adulterating, or substituting a urine specimen, etc., is considered a "refusal to test" and the employee will be terminated.

Failure to provide an adequate sample of urine or breath is also considered a refusal to test. If an employee cannot provide a urine sample or provides an inadequate amount of urine, he/she will be instructed to drink up to 40 ounces of fluids and have up to 3 hours to provide the specimen. *If still unsuccessful, the employee will be required to be examined by a physician designated by the County and agreed upon by the Medical Review Officer for DOT employees, to determine if there is a medical explanation for the employee's failure to provide a specimen. If the physician finds no medical explanation for the inability to produce a urine specimen, a refusal to test determination will be made. Likewise, if an employee cannot provide an adequate breath sample, he/she will be evaluated by a physician designated by the County and agreed upon by the Medical Review Officer for DOT employees, to determine if there is a medical explanation for the inability to provide a breath sample. In the absence of a medical explanation, a refusal to test determination will be made.

*Note: Other DOT certified specimen collections may be offered by the County.

If the employee refuses to sign the breath alcohol testing form, it is a refusal to test. If the employee refuses to sign the drug testing custody and control form, the collection site technician will note the refusal to sign in the remarks section of the form, and the urine specimen will be shipped to the drug-testing laboratory for analysis.

WHAT IS A MEDICAL REVIEW OFFICER?

A Medical Review Officer (MRO) is the physician designated by the County to review and analyze each drug test result. If the test is positive, the MRO will contact the employee by telephone to discuss any possible explanations for the positive result, such as possible prescriptions or over the counter medications or any other valid medical factor which could have caused a positive test result. If the employee presents a valid medical explanation for the positive test result, the MRO will report the test result to the employer as negative. However, the MRO will inform the employer if it is determined that the employee's use of the controlled substance will affect the employee's ability to perform his or her job functions.

A safety-sensitive employee who receives a confirmed positive test result is advised by the MRO that he or she has 3 days in which to request a re-test of the remaining specimen (split specimen) or a non-safety-sensitive employee has 180 days to request a retest of the original single specimen. If reanalysis is requested by the employee, the MRO will direct the laboratory in writing to retest or to provide the specimen to another certified laboratory for additional testing. The employee will be responsible for all costs associated with re-testing.

Any costs associated with retesting of the specimen are the responsibility of the employee. The MRO will assist the employee in obtaining a test of the split specimen, reanalysis of the single specimen or other information related to the test result upon request.

All employees have the right to administratively or legally challenge the County's determination (Personnel Policy XX.B.5). It is the employee's responsibility to inform the MRO of any pending legal action for purposes of specimen retention.

ARE DRUG AND ALCOHOL TEST RESULTS CONFIDENTIAL?

Drug and alcohol test results are subject to strict confidentiality requirements. The drug-testing laboratory does not have the employee's name on the urine specimen or the custody and control form. Drug test results are reported by secure electronic or written communication to the MRO. Only after verification of the laboratory result and contact with the employee does the MRO report positive drug test results to the employer. Release of drug test results to anyone other than the MRO, employee, and the employer (designated agents of the employer) is prohibited unless the employee specifically signs a written release or release of information is compelled by law.

Alcohol test results are reported by the breath alcohol technician to the employer or its agents. The employee will receive a copy of the results at the time of the test.

Employee drug and alcohol test results are maintained in confidential, secure files of the Human Resources Department. All information, interviews, reports, statements, memoranda, etc., received by any County official in conjunction with this Program will be forwarded to the Human Resources Department and is considered a confidential communication.

ARE THERE WARNING SIGNS OF SUBSTANCE ABUSE?

GENERAL BEHAVIOR CHANGES

Inappropriate giggling/laughter	Withdrawn behavior
Obscene language & gestures	Fights with coworkers
Increased irritability	Temper outbursts
Hyperactivity	Extreme apathy
Bizarre & uncontrollable actions	Hypersensitivity
Time & place disorientation	Depression
Inappropriate verbal responses	Talk about suicide
Defensiveness about alcohol/drug use	Suicide attempt

WORK ATTENDANCE

Absenteeism/Tardiness
Leaving work before and/or after lunch
Frequent call-ins, especially Mondays & Fridays

WORK PERFORMANCE

Drop in productivity
Shortened attention span
Decreased ability to think & solve problems
Inconsistent daily work

BEHAVIORS AT HOME

Missing money or objects that could be easily converted to cash
House supply of prescription medication diminishes for no reason
Increased time spent alone in room
Possessing drug paraphernalia

SOCIAL PROBLEMS

Deterioration in family relationships & communication
Frequent absence from home
Changing group of friends

PROBLEMS CAUSED BY DRUG ABUSING EMPLOYEES

Safety/Increased number of accidents
Health changes
Increased cost of benefits
Workload

IS EMPLOYEE ASSISTANCE AVAILABLE?

Manatee County Government offers confidential employee assistance for drug and alcohol-related problems through the **Lifestyle Assistance and Modification Center (LAMP), (941) 741-2995. After hour urgent support: (941) 782-4617.**

The County supports sound treatment efforts. Employees are encouraged to seek rehabilitation or assistance voluntarily, prior to any management action, to address and resolve any drug and or alcohol-related problems. No employee will be retaliated against for voluntarily seeking assistance for problems relating to drug, or alcohol use or abuse. An employee who realizes that he/she has developed a dependence on drugs, alcohol or any controlled substance should inform his or her supervisor of that condition and seek trained, professional assistance immediately.

The County reserves the right to require an employee to use an EAP or drug and/or alcohol rehabilitation program. In all cases, the cost will be paid by the employee, unless it is covered by insurance.

FACTS ABOUT ALCOHOL

Alcohol is the most widely used and abused drug in America. Alcohol is a central nervous system depressant that slows down the body's functions such as heart rate and respiration. Alcohol affects the brain in predictable ways that are linked to the amount of alcohol in the bloodstream. Alcohol concentrations in the bloodstream can be measured accurately by analyzing a sample of breath.

The more alcohol a person consumes, the stronger the effect. People who weigh more are less affected by the same amount of alcohol than people who weigh less. Alcohol is water-soluble - heavier people have more blood and water in their bodies, so the same amount of alcohol will be more diluted.

Hangovers occur after heavy alcohol use and create problems with thinking, digestion, and muscle aches. A hangover is a mild withdrawal syndrome, experienced by the body which includes nausea, disorientation, headache, irritability, and tremors. The symptoms experienced by an alcoholic or long-term chronic drinker are extremely serious.

In cases of severe alcoholism, the process of detoxification must be carried out under medical supervision. Alcohol abuse and alcoholism can cause damage to the liver, heart, brain, and other vital body organs. Chronic abuse can result in permanent, irreversible damage to these and other body systems. Without treatment, alcoholism is often a progressive, fatal disease.

Physical and Behavioral Effects of Alcohol:

One drink for the average person (a 12-ounce beer, five ounces of wine, or one and one-half ounces of 80-proof whiskey) will create a feeling of relaxation. Two and a half drinks in an hour can affect the drinker's judgment and lower inhibitions.

Five drinks in two hours will raise the blood alcohol content (BAC) to .10, the point of illegal intoxication in Florida is .08. After this amount, the average drinker will experience blurred vision, slurred speech, poor muscle coordination, and a lack of rational judgment. Ten drinks will yield a BAC of .20. It will take 10 hours for the alcohol to be completely metabolized. After 12 drinks, the BAC will rise to .30 and the drinker will be in a stupor. A BAC of .40 to .50 may induce coma. A drinker in this condition may be near death because he/she could vomit and choke while unconscious. Breathing is likely to stop with a BAC of .60.

Alcohol & Pregnancy - One of the most tragic results of alcohol consumption is "Fetal Alcohol Syndrome" (FAS). FAS can cause fetal damage that ranges from low birth weight to mental retardation. It has been shown to be the leading cause of mental retardation in newborns.

FACTS ABOUT DRUGS

MARIJUANA

Marijuana is made from the dried leaves and particles of the Cannabis Sativa plant. Marijuana contains several agents that produce mildly hallucinogenic and sedative reactions. One of the active ingredients, THC is stored in body fat cells and is stored in the body for days or even weeks after use. Marijuana is commonly rolled in very thin paper and smoked like a cigarette called a "joint." It is also commonly used in baked foods and eaten. More recent research shows that marijuana is "habit-forming" and that tolerance to the drug builds with chronic use. It takes a week to one month for all the chemicals from one marijuana cigarette to leave the body.

Physical and Behavioral Effects of Marijuana:

- Redness or watery appearance to eyes
- Dry mouth and throat, increased appetite
- Impaired short-term memory, reduced concentration
- Altered sense of time, distance, visual & depth perception
- Slowed reaction time and reflexes, moodiness
- Leads to chronic bronchitis, emphysema and lung cancer

COCAINE

Cocaine is a powerful central nervous system stimulant that comes from the South American coca bush and is used in a number of ways; inhaled in powder form, injected in liquid form (shooting up), or smoked (crack). Dependence to this drug develops quickly. Effects of intoxication are immediate upon ingestion, especially if smoked in crack or free-base forms. Cocaine can cause

brain seizures, a disturbance in the brain's electrical signals, some of which regulate the heart and muscles controlling breathing. Some users have suffered strokes and death after cocaine use.

Physical and Behavioral Effects of Cocaine:

- Short term euphoria, hyperactive
- Depression following euphoria, confusion
- Dilated pupils, distorted vision
- Shortened attention span, loss of concentration
- Irritability, anxiety, restlessness
- Impaired judgment
- Impaired hand-eye coordination, dexterity
- Loss of appetite, insomnia
- Sensory hallucinations

AMPHETAMINES

Amphetamines are stimulants that affect the central nervous system; a group of synthetic drugs that act in a similar way to the body's adrenaline. The amphetamine class includes amphetamine, dextroamphetamine, and methamphetamine. They are available legally by prescription and have been used to help people to lose weight, increase alertness and treat depression. Today, medical use of amphetamines is limited to treating minimal brain dysfunction (MBD) in children and narcolepsy, a rare disorder in which an individual is overcome by sudden and uncontrollable attacks of deep sleep. Users of large doses over a long period of time can develop an amphetamine psychosis, which is a mental disorder similar to schizophrenia. The psychosis is manifested by hallucinations, delusions and paranoia. Amphetamines are quickly addicting, and long-term use causes severe medical problems.

Physical and Behavioral Effects of Amphetamines:

- Temporary euphoria, exhilaration
- Hyperactivity, restlessness, insomnia
- Loss of appetite, irritability, anxiety, apprehension
- Increased heart rate, blood pressure, respiratory rate
- Dilated pupils, difficulty in focusing
- Perspiration, dizziness
- Exaggerated reflexes, impaired coordination, tremors
- Visual and auditory hallucinations, distorted thinking and judgment

PHENCYCLIDINE (PCP)

Phencyclidine is a synthetic drug once used as an anesthetic in human surgery in the 1950s. It was taken off the market because of its unwanted side effects. Today its only legal use is in

veterinary medicine. PCP comes in several forms - in its original white or yellowish-white powder, as a tablet, or capsule.

The most popular method of PCP use is smoking marijuana, parsley, or tobacco sprinkled with PCP powder.

Because PCP is an anesthetic, it deadens feelings in the extremities, making it almost impossible for users to feel any pain. Cuts, burns, bruises, and broken bones go undetected until the drug wears off.

Physical and Behavioral Effects of PCP:

- Extreme agitation
- Sensory hallucinations
- Confusion, memory loss, disorientation to time and place
- Increased pulse, blood pressure, temperature and respiration
- Repetitive speech patterns, incomplete verbal responses, slurred speech
- Increased physical strength & pain tolerance
- Impaired coordination, muscle rigidity

OPIATES

Opiates are central nervous system depressants that are used medically to relieve pain. Opiates are a group of drugs commonly referred to as narcotics. A narcotic is a drug that induces sleep. Some opiates come from the pod of the Asia Poppy; other opiates are synthetic or manufactured drugs.

Opiates are highly addictive and have severe withdrawal effects when use is stopped. Opiates are depressants, slowing down bodily functions and motor activity and producing tolerance when used over time. Opiates are found in a variety of forms including powders, liquids, tablets, syrups, and capsules. Some opiates, such as morphine, codeine, and dilaudid, are prescribed by a physician. Other opiates, such as heroin, are popular street drugs. Heroin is the most frequently used and illicit opiate has severe withdrawal effects when use is stopped.

Physical and Behavioral Effects of Opiates:

- Relaxed, drowsy state
- Constricted (pinpoint) pupils, reduced vision
- Cold, clammy sweats
- Decreased heart rate and respiration
- Decreased sensitivity to pain
- Depressed reflexes and poor coordination
- Moody, depressed, sad feelings

PRESCRIPTION AND OVER-THE-COUNTER DRUGS

Over \$44 billion prescriptions and over the counter (OTC) drugs are produced each year in the United States. Although most people use these medications properly, a significant number do not. They might take them without a doctor's prescription, use more than prescribed, or take them for reasons other than prescribed.

Misuse of prescription and OTC drugs can often lead to psychological and physical dependence. People may use increased amounts to ensure a sense of well-being, to treat unrelated illnesses or health problems, or for non-medical purposes. Many medications contain alcohol and narcotics such as codeine, which can be addictive and life-threatening. Use of alcohol, a depressant, with some prescription and OTC drugs may inhibit or increase the drug's effectiveness as well as cause depression, drowsiness, confusion, and loss of coordination. **Note: See Personnel Policy Rules & Procedures, Section: XX-A.6.d for prescription policy.**

Drugs & Pregnancy - Drug use during pregnancy can lead to fetal damage, premature delivery, low birth weight, respiratory difficulties, and increased risk of Sudden Infant Death Syndrome (SIDS).

SPECIMEN COLLECTION LOCATIONS

Please refer to our Drug & Alcohol Referral Form for an updated listing of collection site locations.

FEDERAL MOTOR CARRIER ADMINISTRATION (FMCSA) DRUG & ALCOHOL CLEARINGHOUSE:

The Federal Motor Carrier Administration (FMCSA) established the Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse). This new database contains information pertaining to violations of the U.S. Department of Transportation (DOT) controlled substances (drug) and alcohol testing program for holders of CDLs. The Clearinghouse rule requires FMCSA-regulated employers, medical review officers (MROs), substance abuse professionals (SAPs), consortia/third party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, Parts 40 and 382 by current and prospective employees.

The Clearinghouse final rule requires the following:

- Employers must query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads.
- Employers must annually query the Clearinghouse for each driver they currently employ.

The Clearinghouse provides FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a CMV based on DOT drug and alcohol program violations and ensure that such drivers receive the required evaluation and treatment before operating a CMV on public roads. Specifically, information maintained in the Clearinghouse enables employers to identify drivers who commit a drug or alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). Records of drug and alcohol program violations will remain in the Clearinghouse for five years, or until the driver has completed the return-to-duty process, whichever is later.

For more information on the Clearinghouse, please visit <https://clearinghouse.fmcsa.dot.gov/>.

Drivers are not required to register for the Clearinghouse. However, a driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the driver's Clearinghouse record—this includes all pre-employment queries.

A driver must also be registered to electronically view the information in his or her own Clearinghouse record.

Registered drivers will have their Clearinghouse accounts and contact preferences set up, allowing them to quickly respond to query requests from employers. Registration is available at <https://clearinghouse.fmcsa.dot.gov/register>.

LOCAL AND NATIONAL HOTLINES

Below is a list of local and national organizations that can offer assistance and information to individuals concerned with substance abuse. This list is not intended to replace treatment or other professional assistance.

- Alcoholics Anonymous (24 hr. local line) (941) 426-7723
- Bayside Center for Behavioral Health (941) 917-7760
- Gulf Coastal Recovery Inc. (941) 745-2067
- First Step (941) 366-5333
- Alcoholics Anonymous Help Line..... (800) 593-3330
- Cocaine Anonymous (24 hr local line) (800) 955-9605
- National Council on Alcoholism & Drug Dependence (800) 622-2255
- National Institute on Drug Abuse Hotline (800) 662-4357

Note: **Manatee County Government does not recommend or endorse any of the above organizations. This list is provided for your information. The above telephone numbers may change, please refer to your telephone directory or directory assistance operator for current listings.**

NOTICE TO EMPLOYEES & JOB APPLICANTS

Pursuant to prevailing state statutes and county policy, all Manatee County employees and job applicants are advised:

1. Manatee County Policy on Employee Drug and Alcohol Abuse:
 - a. Manatee County has established a Drug-Free Workplace Program, which is intended to comply with: the Drug-Free Workplace Program requirements set forth in Chapter 440, Florida Statutes; the implementing regulations, promulgated by the State of Florida, Department of Labor and Employment Security, Division of Workers' Compensation; the drug testing provisions of 49 U.S.C. §§ 5301 and 5331; and the implementing regulations in Title 49 of the Code of Federal Regulations, Parts 29, 40, 382, and 655.
 - b. To enforce the County's drug and alcohol policies and programs, candidates for employment and current employees shall be required to submit to substance abuse testing under certain circumstances. These include testing of all job applicants being hired into safety sensitive or special risk positions. In addition, employees who, for any reason, accept or are assigned to a safety sensitive position, reasonable suspicion testing based on facts which indicate an employee may have used drugs or alcohol in violation of the County policy or been involved in an accident, workers' compensation incident, routine testing for fitness for duty, return to duty, follow up testing, post absence testing, and random testing of employees in safety sensitive or special-risk positions.
 - c. This policy applies to candidates for employment and to County employees in all job classifications at all locations, during their entire work day/night (includes on-call and standby-time). **Pursuant to 49 C.F.R. Parts 382 and 655, covered employees will be subject to alcohol testing only while performing safety sensitive duties or immediately before or after the performance of such functions. Alcohol testing shall only be administered if the reasonable suspicion observation is made immediately before or after the performance of safety sensitive duties, or while performing such duties.** Abiding by the terms of this policy is a condition of employment. Any job applicant who tests positive or who refuses to cooperate in drug testing or to provide samples will be disqualified from employment and may not reapply for 36 months. Any employee who violates this policy, who tests positive, or who refuses to cooperate in drug testing and to provide samples will forfeit all rights to Workers' Compensation benefits and is subject to discharge and a disqualification period of 36 months.
 - d. The unlawful possession, use, consumption, sale, purchase, distribution, dispensation or manufacture by any employee of alcohol or any illegal drugs, or the misuse of legally obtained drugs in the workplace, on County premises or within its facilities, in the conduct of County-related work off County premises, or when operating County vehicles, is strictly prohibited. Violation of this prohibition or failure to comply with any of these provisions constitutes grounds for discipline or discharge, as provided in Section XX-A of the Manatee County Personnel Policy, Rules and Procedures manual.

Drug Free Workplace Program

Manatee County will not permit any employee to report to work or to perform duties with the presence of any illegal drug in his/her system; or with a blood-alcohol level as defined in §316.1932(1)(b), Florida Statutes, of 0.08 percent or more; or if his/her senses are impaired due to misuse of legally obtained drugs. Employees covered by Parts 655 and 382 of Title 49 of the Code of Federal Regulations are not permitted to report to work with an alcohol concentration of .02 or greater, perform safety sensitive functions within four hours of using alcohol, consume alcohol for

8 hours following an accident unless employee has undergone and tested clean after being administered a post-accident alcohol test, or to perform or continue to perform safety sensitive functions with an alcohol concentration of .02 or greater. Employees are required to notify their supervisors of all medication use which may adversely affect their job performance.

All employees holding safety sensitive/special risk positions must comply with this requirement by completing the official reporting form developed by the Human Resources Department for this purpose (HR 193 DFWP Release to Work Form for Prescription Medications). The County also reserves the right, once in receipt of notice, to require submission of additional documentation from the prescribing physician(s) confirming the ability to work under County policy. Medical advice will then be sought, as appropriate, before allowing the employee to perform work-related duties.

2. Will require any employee to report any criminal drug statute conviction, or a finding of guilt whether adjudication is withheld, or the entry into a diversionary program in lieu of prosecution to the Human Resources Director no later than three (3) days after such conviction. Any employee who fails to notify the Human Resources Director will be subject to disciplinary action, up to and including termination.
3. All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received by the employer through this drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except for disciplinary personnel actions or in determining eligibility for Workers' Compensation benefits or unemployment benefits.
4. Employees and job applicants may consult with the Manatee County Medical Review Officer (MRO) for technical information regarding prescription and nonprescription medication and may report use of such medication to the MRO (using the "Report of Use of Medication" form) before or after being tested for drugs. A list of some of the common medications which may alter or affect a drug test is printed on the reverse of the "Report of Use of Medication" form.
5. An employee or job applicant who receives a positive confirmed test result or notice of refusal as defined by Section XX.B.2.c.(1), has (5) working days after notification of result, to submit a written, signed statement to the Human Resources Director explaining the test results and providing all relevant information you believe should result in the automatic dismissal/disqualification provisions of the Drug-Free Workplace Policy not being applied. The donor may be required to submit additional statement or materials to facilitate the Human Resources Director's review. The purpose of this submission would be to explain how the positive test result/refusal was not the fault of the donor, not to challenge the underlying test result. An employee or job applicant may also contest a positive

Drug Free Workplace Program

drug test result pursuant to rules adopted by the Department of Labor and Employment Security, or in a court of competent jurisdiction. The employee or job applicant is responsible for notifying the laboratory that the sample should be preserved pending any administrative or civil court action.

Note: Applicants/employees who do not report to the drug/alcohol collection site “immediately” upon referral (Pre-Employment/Promotion within 24 hours of referral), will be considered a refusal to test and treated as a positive result.

6. Employees who are covered by a Collective Bargaining Agreement shall have recourse to any grievance procedure in the Agreement in the event disciplinary action is taken against them.
7. No employee will be retaliated against for voluntarily seeking assistance (prior to any management action) for problems relating to drug or alcohol use or abuse. Individuals will be allowed to address and resolve such problems on a confidential basis. An employee who realizes that he or she has developed a dependence on drugs, alcohol or any controlled substance should inform his/her supervisor or the Human Resources Director, of that condition and seek trained, professional assistance immediately. Employees are encouraged to seek rehabilitation voluntarily (without disciplinary action) prior to any management action, to address and resolve any drug/alcohol related problems on a confidential basis. The County reserves the right to require an employee to use an EAP or drug rehabilitation program. In all cases, the cost will be paid by the employee, through insurance or otherwise.
8. When testing is conducted in conjunction with the Drug-Free Workplace Program, the County may test for any or all of the following drugs: amphetamines; cannabinoids; cocaine; opiates; phencyclidine; barbiturates; benzodiazepines; methaqualone; hallucinogens; synthetic narcotics; designer drugs; alcohol, including distilled spirits, wine, malt beverages or any intoxicating liquor; or a metabolite of any of these substances. Screening test cut off levels for amphetamines, cannabinoids, cocaine, opiates and phencyclidine will be as set forth in 49 C.F.R. Part 40.87.