

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

A. Policy

The Otay Water District ("District") has zero tolerance for the use of controlled substances or the abuse of alcohol. Employees who are under the influence of a drug or alcohol on the job compromise the District's interests and endanger their own health and safety as well as the health and safety of others. The District prohibits the use, possession, manufacture, distribution, or being under the influence of alcohol or controlled substances by any District employee while on District property or while on duty, except as specified herein. Violation of this policy is an act of misconduct meriting dismissal without prior warning or disciplinary action in accordance with the District's Discipline Policy and Procedures.

B. Exceptions

The following exceptions apply to this policy:

1. **Events - Authorized Use of Alcohol**
The General Manager or his/her designee, at his/her discretion, may authorize the use of alcohol at a District event, subject to any conditions he/she elects to impose.
2. **Customary Use of Over-the Counter or Prescription Drugs**
The exceptions set forth in this section do not extend to the use of marijuana, or any product made or derived from marijuana, regardless of whether the employee's doctor prescribes, recommends, or authorizes its use. With respect to an employee, use of an over-the-counter drug, or a prescription-only drug under a prescription for the employee, in the manner prescribed, will not be treated as a violation of this policy unless the drug has potential side effects which impair the employee's ability to perform any safety-sensitive duty and/or the core duties of his/her position and the employee has failed to notify his/her supervisor or Human Resources of such side effects before performing duties while under the influence of the drug. The District may require a note from the employee's doctor concerning authorization for a prescription and/or the possible side effects of the prescribed drugs. The District shall comply with all applicable laws concerning the privacy of employees' medical information.

With respect to an applicant, use of an over-the-counter drug, or a prescription-only drug under a prescription for the applicant, in the manner prescribed, will not disqualify the applicant for employment if he/she satisfactorily explains such use upon being informed of a positive test for controlled

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

substances. The District may require a note from the applicant's doctor concerning authorization for a prescription and/or the possible side effects of the prescribed drugs.

C. Definitions

1. Accident:

a. Any accident, in which an employee is driving on District business, and is at fault or suspected of having significantly contributed to an accident. This shall apply to employees covered by the Department of Transportation ("DOT") policy only if the accident is not subject to the DOT policy.

b. Any accident, not involving the driving of a District vehicle, that is reasonably believed by management or credibly reported by another person to have been caused by an on-duty employee and which results in serious physical injury.

2. Controlled Substance:

a. Any drug or substance identified by section 40.85 of title 49 of the Code of Federal Regulations or sections 11054-11058 of the California Health and Safety Code.

b. Any drug or substance.

3. Dilute Specimen: A specimen with creatinine and specific gravity values that are lower than expected for human urine or a specimen that is adulterated in any way.

4. Drug Paraphernalia: This term has the same definition as is used in section 11364.5(d) of the California Health and Safety Code and applies only to paraphernalia deemed unlawful under section 11364.5(d).

5. Manager/Management: A District employee who is designated as a supervisor, manager, or executive.

6. Medical Review Officer: A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results for substance tests and evaluating medical explanations for certain test results.

7. Negative: A person is considered to have tested negative for a substance if his/her substance test does not produce a positive result.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

8. Positive: A person is considered positive for alcohol if he/she has a blood alcohol concentration of 0.04 or greater at the time he/she submits to testing. A person is considered positive for a controlled substance if he/she has any amount of a controlled substance at or above a "cutoff concentration" specified in section 40.87 of title 49 of the Code of Federal Regulations at the time he/she submits to testing.

9. Reasonable Suspicion: A reasonable suspicion exists that a person is under the influence of a substance if a trained observer reasonably comes to the conclusion that the person is under the influence of a substance due to having personally observed, with respect to the person, some or all of the effects specified in Appendix A of this policy.

Additionally, a reasonable suspicion exists that a person is under the influence of a substance if an observer has seen the person use a substance.

No one factor is sufficient to create a reasonable suspicion, but an observer may make a reasonable assessment based on the quantity, degree, and/or severity of applicable factors.

10. Refusal to Submit to Testing. Each of the following constitutes a refusal to submit to testing:
 - a. Failing to immediately report for substance testing when directed to do so;
 - b. Failing to complete the testing process (including signing any forms necessary to authenticate or identify a specimen);
 - c. Failing to provide an adequate amount of breath, saliva, or urine for a test;
 - d. Failing to cooperate with any aspect of the testing process, including but not limited to refusing to wash hands when directed, being confrontational with testing personnel, or failing to comply with instructions in a "direct observation," as that term is used in section 40.197 of title 49 of the Code of Federal Regulations;
 - e. Using or wearing a prosthetic device to interfere with the collection process;
 - f. Admitting to adulterating or diluting the specimen; or
 - g. Any act or failure to act that is intended to interfere with the results.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

11. Safety-Sensitive Duties: Duties which consist of any of the following:

- Operating any assigned District vehicle or equipment (includes management and non-management employees);
- High-voltage electrical work (600 volts or greater);
- Work in "confined spaces," as that term is defined in District regulations or OSHA regulations;
- Performing maintenance on any vehicle;
- Loading and unloading any vehicle; or
- Access to sensitive/classified information related to safety or security duties.

12. Serious Physical Injury: An injury to an employee that causes the employee to be absent from work following an accident or which requires hospitalization of the employee.

13. Substance: Any substance containing alcohol or any controlled substance.

14. Under the Influence: With respect to alcohol, a person is under the influence at the time he/she is ordered to submit to testing if he/she tests positive for alcohol at the time he/she submits to testing. With respect to controlled substances, a person is under the influence at the time he/she is ordered to submit to testing if he/she tests positive for a controlled substance at the time he/she submits to testing.

D. Conflicts with DOT Policy

As to applicants or employees to whom the DOT Policy applies, to the extent this policy imposes a requirement that is less stringent than the DOT Policy the more stringent requirements of the DOT Policy will control.

E. Testing Procedures

When an employee or applicant is to be tested, the District shall use the same testing procedures that are used for testing under the DOT Drug and Alcohol Testing Policy, including the procedures for testing a "split specimen," as that term is defined in section 40.3 of title 49 of the Code of Federal Regulations. The service providers shall comply with section 40.47 of title 49 of the Code of Federal Regulations except they shall use a non-federal custody and control form for applicants and employees.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

1. Alcohol Testing

Alcohol testing will be conducted using evidential breath testing devices ("EBT") approved by the National Highway Traffic Safety Administration. A screening test must be conducted first. If the result is an alcohol concentration level of less than 0.02, the test is considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test must be conducted. Alcohol testing shall be accomplished by a laboratory certified by the U.S. Department of Health and Human Services.

2. Controlled Substance Testing

- a. The test must be conducted by analyzing the employee's urine.
- b. The urinalysis shall be done at a laboratory certified by the U.S. Department of Health and Human Services.
- c. The urine specimen must be split into two bottles labeled as "primary" and "split" specimen. Both bottles must be sent to the laboratory.
- d. If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours from time of notification to request that the split specimen be analyzed by a different certified laboratory.
- e. The urine sample shall be tested for the following: marijuana metabolites, cocaine metabolites, opiates, amphetamines and phencyclidine ("PCP");
- f. If the test is positive for one or more of the drugs listed in subsection "e" above, a confirmation test must be performed using gas chromatography/mass spectrometry analysis.
- g. All drug test results will be reviewed and interpreted by the Medical Review Officer before they are reported to the District.
- h. With all positive drug tests, the Medical Review Officer will contact the employee to determine if there is a medical explanation for the positive test result. If documentation is provided and the Medical Review Officer determines that there is a legitimate medical use for the prohibited drug, the test result may be reported to the District as negative.

F. Testing

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

1. Persons Subject to Substance Screening

- All applicants for employment, in conjunction with pre-employment physical examination;
- All employees reasonably suspected of using substances while on duty or on District property or while working while under the influence of substances;
- All employees reasonably suspected of possessing, manufacturing, or distributing substances while on duty or on District property;
- Any employee at fault or reasonably suspected of having significantly contributed to an accident while on duty;
- Any employee who performs safety-sensitive duties whose name is selected for testing pursuant to the District's random testing policy; or
- Any District employee who applies for and is selected for a position that will require the performance of safety-sensitive duties.

2. Pre-employment, Promotions and Transfer Physicals

All applicants for employment shall, as part of their pre-employment physical examination, submit to a urine analysis or other legally authorized testing methods as selected by the District for substances.

Any District employee who applies for a position that will require the performance of safety-sensitive duties shall, as a precondition to appointment to such position, submit to a urine analysis or other legally authorized testing methods as selected by the District for substances.

3. Random Testing of Managers and Safety-Sensitive Duty Employees

Each year the District shall randomly conduct substance tests of employees who perform safety-sensitive duties. Based on the number of such employees employed by the District on January 1, the District shall conduct by the following December 31 a number of tests for controlled substances equal to 50 percent of the total number of employees who perform safety-sensitive duties. Within the same time period, the District shall conduct a number of tests for alcohol equal to 10 percent of the same number of safety-sensitive employees.

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

Each year the District shall randomly conduct substance tests of managers who are not randomly tested as employees performing safety-sensitive duties. Based on the number of managers employed by the District on January 1, the District shall conduct by the following December 31 a number of tests for controlled substances equal to 10 percent of the total number of such managers. Within the same time period, the District shall conduct a number of tests for alcohol equal to 10 percent of the same number of such managers. Managers who perform safety-sensitive duties and who are included in the pool of safety-sensitive duty employees selected for random testing shall not be included in the pool of non-safety-sensitive duty managers who are selected for random testing.

The General Manager will contract with a service provider to perform the random selection of employee names for substance testing and select the dates upon which the employees will be tested. The service provider must ensure that every safety-sensitive employee has an equal chance of being selected each time a name is randomly drawn and that any employee whose name is selected is not exempt from having his/her name selected in any subsequent drawing in the same year.

The service provider shall provide the selected names and dates to the Safety and Security Administrator and/or Human Resources Manager, who shall not disclose this information to any other person except to the employee selected for testing and the employee's supervisor at the time that the employee is required to submit to testing. If the employee is absent from duty on a date that he/she has been randomly selected for testing, an alternate name may be selected or he/she may be required to submit to a test immediately upon returning to work, without prior notice.

Upon being informed that he/she is required to submit to a random test, the employee must report to the testing location, as quickly as possible but no greater than one hour from being informed, and complete the test as directed by personnel at the testing location. Upon completing testing, the employee shall report back to duty if his/her duty day has not yet concluded.

Random testing is separate from the other forms of testing described in this policy. An employee who submits to a reasonable suspicion or post-accident test does not satisfy the requirement that he/she submit to a random test when ordered.

4. Post-accident Testing

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

If an employee is involved in an accident that under this policy requires that the employee submit to substance testing, the employee's supervisor shall immediately contact Human Resources and the Safety and Security Administrator to report the accident and the necessity of testing. After consultation with Human Resources, if it is determined that the employee should be tested, then the supervisor shall direct the employee to report to the testing location and complete the test as directed by personnel at the testing location. The supervisor shall arrange to transport the employee to the testing location. Upon completing testing, the employee shall report back to duty if his/her duty day has not yet concluded, unless a reasonable suspicion exists, based on the observation of the employee's supervisor and in consultation with Human Resources, that the employee was under the influence of a substance at the time or shortly after the accident. If such a reasonable suspicion exists, the employee shall be released from duty for the remainder of the day. The supervisor, in consultation with Human Resources, thereafter shall determine on a day-to-day basis whether to permit the employee to return to duty, until the results of the test have returned. If an employee has been ordered to submit to substance testing for post-accident testing, and reasonable suspicion exists, the District may place the employee on leave without pay pending the test results. If the employee's test results are negative, the District shall restore any salary lost by the employee for the days he/she was on leave, as though the employee had reported for duty.

If the employee requires immediate medical assistance due to the accident, such that he/she is unable to report to the testing location, the supervisor shall coordinate with the hospital to conduct the test or require the employee to report to the testing location as soon as is practicable.

The determination as to whether an employee is involved in an accident shall be made by the employee's supervisor in consultation with the Safety and Security Administrator and Human Resources, based on the information available to him/her. If it cannot be immediately determined whether the employee was involved in an accident, the supervisor shall not order the employee to testing until a determination can be made.

The following criteria apply when conducting drug and alcohol tests due to an accident:

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

- a. A breath alcohol test must be administered as soon as possible. Every effort should be made to ensure that a breath alcohol test is performed within eight hours following the accident. If testing has not occurred within eight hours, attempts to test should be discontinued. However, if testing did not occur within eight hours, and reasonable suspicion existed at the time or shortly after the accident the employee may resume duties with his/her next shift that begins after the eight hours have passed. Prior to the employee's return, management shall observe the employee's condition before the employee is allowed to resume duties to ensure that there is no longer reasonable suspicion.
- b. A drug screening test should be initiated prior to the 32nd hour following an accident.
- c. The employee must remain readily available for testing or he or she will be deemed to have refused the test (see Refusal to Submit to Testing). This rule does not require the delay of necessary medical attention for injured persons following the accident nor prohibit the employee from leaving the scene to obtain assistance or necessary emergency medical care.
- d. An employee subject to post-accident testing may not use alcohol within eight hours following the accident or before an alcohol test, whichever comes first.
- e. Testing will not be conducted on any deceased employee.
- f. The results of a breath or blood test for the use of alcohol or a urine test for controlled substances, conducted by Federal, State, or local officials having independent authority for the test, shall be considered to meet the requirements of this policy provided such results are obtained by the employer, and conform to the applicable Federal, State or local requirements.
- g. The potentially affected employee will not be allowed to proceed alone to or from the collection site. Time spent in complying with post-accident testing is compensable.
- h. Documentation of the activity being performed by the employee that supports the determination to conduct post-accident testing should be prepared and signed by the supervisor requesting the test within 24 hours of the accident or before the results of the drug test are released, if possible.

5. Reasonable Suspicion Testing

If a supervisor, manager, the Safety and Security Administrator, or other personnel has a reasonable suspicion

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

that the employee is under the influence of a substance while on District property or on duty, he/she shall consult with Human Resources of this observation to determine if testing is appropriate. After consultation with Human Resources, if it is determined that the employee should be tested, a supervisor shall direct the employee to immediately report for testing and complete the test as directed by personnel at the testing location. The supervisor shall arrange to transport the employee to the testing location. If the person who advises Human Resources of the observation is not the employee's supervisor, Human Resources must immediately notify the supervisor that the employee is reporting to Human Resources and why, and the supervisor shall arrange to transport the employee to the testing location. The supervisor(s) witnessing the impairment must document the specific observations upon which the reasonable suspicion is based.

Upon completing testing, the employee shall be released from duty for the remainder of the day. The supervisor, in consultation with Human Resources, thereafter, shall determine on a day-to-day basis whether to permit the employee to return to duty, until the results of the test have returned. If an employee has been ordered to submit to substance testing for reasonable suspicion, the District may place the employee on leave without pay pending the test results. If the employee's test results are negative, the District shall restore any salary lost by the employee for the days he/she was on leave, as though the employee had reported for duty.

The following criteria apply when conducting drug and alcohol tests due to reasonable suspicion:

- a. Alcohol
A breath alcohol test must be administered as soon as possible. Every effort should be made to ensure that a breath alcohol test is performed within eight hours. If testing has not occurred within eight hours, attempts to test should be discontinued and the employee may resume duties with his/her next shift that begins after the eight hours have passed. However, prior to the employee's return, management shall observe the employee's condition before the employee is allowed to resume duties to ensure that there is no longer reasonable suspicion.
- b. Controlled Substances
A urinalysis test for controlled substances must be administered as soon as possible. Every effort should be

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

made to ensure the urinalysis is performed within 32 hours of the observation.

- c. The employee may not proceed alone to or from the collection site. The supervisor or other appropriate person making the observation shall arrange to transport the employee to the testing site.
- d. Documentation to support the determination to conduct reasonable suspicion testing should be prepared and signed by the person who made the determination within 24 hours of the determination or before the results of the test are released, whichever is earlier, if possible.

6. Acknowledgment and Consent

Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or controlled substances, and (2) the release to the District of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

7. Refusal to Submit to Testing

If an applicant refuses to submit to testing for any substance, the applicant is disqualified for employment. If a District employee who has applied for a position that requires the performance of safety-sensitive duties refuses to submit to testing for any substance, the employee is disqualified for such position.

If an employee refuses to submit to testing for any substance, the District may treat such refusal as an act of insubordination. The District shall also impose the same disciplinary action of dismissal for a refusal to test that it would impose for a positive test result, so as not to encourage employees to refuse to test in the hope of avoiding more severe disciplinary action. The District may immediately place an employee on leave without pay if the employee refuses to submit for testing.

8. Refusal to Authorize Disclosure of Results of Testing

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

If an applicant refuses to authorize the disclosure of the testing results to the District, the applicant is disqualified for employment. If a District employee who has applied for a position that requires the performance of safety-sensitive duties refuses to authorize the disclosure of the test results to the District, the employee is disqualified for such position.

If an employee refuses to authorize the disclosure of results of testing to the District, the District will impose the same disciplinary action of dismissal for a refusal to authorize the disclosure of results of testing, that it would impose for a positive test result, so as not to encourage employees to refuse to authorize the disclosure of test results in the hope of avoiding more severe disciplinary action.

9. Positive Test

If an applicant tests positive for a controlled substance, he/she shall be disqualified for employment unless he/she meets the requirements for the over-the-counter/prescription drug exception set forth in Section B(2) of this policy. If a District employee who has applied for a position that requires the performance of safety-sensitive duties tests positive for a substance, the employee is disqualified for such position.

If an employee tests positive for a substance, the employee shall not be returned to duty and shall not receive pay during his/her absence until the employee requests that the split urine specimen be tested and the test of that specimen is not positive for a substance.

This unpaid absence shall not be considered a disciplinary or punitive action against the employee and any record of such absence shall be maintained separately from the employee's personnel file. The absence is for the administrative and safety interests of the District. This unpaid absence has no effect on the District's decision or ability to discipline an employee for violating this policy.

If the Medical Review Officer determines that an employee's specimen is a dilute specimen and the specimen is positive for a substance, the employee shall be considered to have tested positive for that substance. If a dilute specimen produces a negative result then the employee shall be required to submit to a second substance test, in the manner prescribed in section 40.197 of title 49 of the Code of Federal Regulations. All such

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

second tests shall be with "direct observation," as that term is used in section 40.197.

10. Request for Retest

If an employee tests positive for any substance, the employee may, within 72 hours of being notified of the positive test result, request of the Medical Review Officer that the split specimen be tested. If the employee does not timely submit a request, the employee shall be considered to have waived his/her right to have the split specimen tested. The employee shall pay for the cost of testing the split specimen. If the employee is unable to pay this cost at the time of the request, the District must ensure that the split specimen is tested even if it means that the District may have to initially bear the cost. The District may recover the cost from the employee at a later time.

If a split specimen does not produce a positive result for a substance, the District shall restore any salary lost by the employee as a result of an absence imposed because of the positive result on the first specimen. The employee shall be considered to have not tested positive for a substance. The District shall also reimburse the employee for the cost of the retest if the employee paid for the retest.

The District may not request that the split specimen be tested.

G. Employee Assistance Programs

The District may refer any employee, including an employee who is dismissed because of a positive test for a substance, to its employee assistance program. If in any instance the District is required to lawfully accommodate an employee's disability related to substance abuse, the District shall refer the employee to a substance abuse professional.

H. Suspicion of Possession/Distribution/Manufacture of Controlled Substances

If a supervisor has a reasonable suspicion that an employee unlawfully possesses or is distributing or manufacturing a controlled substance or drug paraphernalia on or in District property, or while on duty, the supervisor must report this suspicion to Human Resources.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

1. For purposes of Section H only, "reasonable suspicion" means the following:
 - a. As to possession, the supervisor or a reporting credible source must have seen a substance or item on the person of the employee, in the employee's work area, or in or on District property assigned to the use of the employee that a reasonable person would believe is a controlled substance or drug paraphernalia, or have seen in any of the same areas a container that a reasonable person would believe contains a controlled substance or drug paraphernalia.
 - b. As to distribution, the supervisor must have seen the employee convey to another person a substance or item that a reasonable person would believe is a controlled substance or drug paraphernalia, or have seen the employee convey a container to another person that a reasonable person would believe contains a controlled substance or drug paraphernalia, or have received a report of observation of the same from a credible source.
 - c. As to manufacture, the supervisor must have observed conditions that a reasonable person would equate to the manufacture of a controlled substance or drug paraphernalia, which may include the observation of smell, appearance, or sound. The supervisor must also have observed conditions that would attribute suspected manufacture to the employee, such as observing these conditions in the employee's work area or in or on District property assigned to the use of the employee. If the conditions are observed on the person of the employee, the supervisor must consider whether the employee reported to duty in such condition instead of changing to such condition while on duty, or have received a report of observation of the same from a credible source.

2. After a report of a reasonable suspicion has been made to Human Resources, the Human Resources Manager must confer with management representatives to consider whether the reported observation constituted reasonable suspicion, and decide what steps to take in response to the reported observation.
 - a. If the decision is to take no further action, the matter will be dismissed.
 - b. If the decision is to discuss the observation with the employee, Human Resources and the supervisor will meet with the employee to discuss the observation. If as a result of the discussion, Human Resources and/or the supervisor believe that a search is necessary, they will confer with

**OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY**

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

- management representatives to determine whether to conduct a search.
- c. If the decision is to conduct a search, the search must be limited to a search of District property, such as the employee's work area (including desk drawers and file cabinets), District vehicle or equipment, and District facilities. The search may be performed by the Human Resources representative or another person designated by the Human Resources representative, which may include the supervisor. The employee does not need to be present during the search. If any material is retrieved that appears to bear out the supervisor's reasonable suspicion, the Human Resources representative must take possession of the material.
 - d. If the decision is to conduct a search and the distribution of controlled substances or drug paraphernalia is reasonably suspected, the search may include not only the work area/equipment of the employee suspected of distributing controlled substances or drug paraphernalia, but the work area/equipment of any employee whom was observed receiving the item from the employee suspected of distributing controlled substances or drug paraphernalia. The receiving employee is entitled to the same rights as the distributing employee.
 - e. Any search of the person of the employee or personally-held possessions of the employee, such as a briefcase, purse, pocketbook, backpack or personal vehicle, must be conducted by a law enforcement officer. If the decision to conduct a search extends to these areas, Human Resources should contact law enforcement to request such a search.
3. If the Human Resources representative takes possession of any material as a result of the search, and the employee does not confirm that it is a controlled substance or drug paraphernalia, the District shall contact the local law enforcement agency and will forward the substance to have the item tested/analyzed to determine if it is a controlled substance or drug paraphernalia. If a law enforcement officer takes possession of an item as a result of a search, and the employee does not confirm that it is a controlled substance or drug paraphernalia, the District shall follow up with the law enforcement agency to verify the item is a controlled substance or drug paraphernalia. The employee shall not return to duty and shall not receive pay during his/her absence until the law enforcement agency has verified that the tested/analyzed item is not positive for a controlled substance or drug paraphernalia. If the tested/analyzed item does not produce a

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

positive result for a controlled substance or drug paraphernalia, the District shall restore any salary lost by the employee as a result of the absence.

I. Disciplinary Action

Disciplinary action for violations of this policy will be taken in accordance with the District's Discipline Policy and Procedures.

J. Accommodation of Individuals with Disabilities

Nothing in this policy shall be construed so as to relieve the District of its lawful obligation to accommodate individuals with disabilities.

K. Confidentiality

All alcohol and drug-testing records will be treated as confidential.

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
DRUG FREE WORKPLACE POLICY AND PROCEDURE	22	9/19/90	6/6/12

APPENDIX A

INDICATION OF DRUG USE

REMEMBER THAT THESE SYMPTOMS ARE ONLY INDICATIONS. THEY MAY BE A SIGN OF SOMETHING OTHER THAN DRUG OR ALCOHOL USE.

PHYSICAL

- | | |
|-------------------------------|--------------------------|
| 1. Increased pulse rate | 10. Nasal sores |
| 2. Weak and rapid pulse | 11. Slowed respirations |
| 3. Increased blood pressure | 12. Shallow respiration |
| 4. Increased body temperature | 13. Cold and clammy skin |
| 5. Constricted pupils | 14. Chills and sweats |
| 6. Dilated pupils | 15. Cramps |
| 7. Bloodshot eyes | 16. Nausea |
| 8. Water eyes | 17. Convulsions |
| 9. Runny nose | |

MENTAL AND EMOTIONAL

- | | |
|---------------------------|----------------------|
| 1. Increased alertness | 10. Disorientation |
| 2. Excitation | 11. Visual illusions |
| 3. Anxiety | 12. Hallucinations |
| 4. Irritability | 13. Paranoia |
| 5. Euphoria | 14. Delirium |
| 6. Increased emotionality | 15. Irrational fears |
| 7. Impaired attention | 16. Panic |
| 8. Impaired memory | 17. Depressed mood |
| 9. Altered perceptions | |

BEHAVIORAL

- | | |
|-----------------------|-------------------|
| 1. Slurred speech | 8. Hyperactivity |
| 2. Staggered gait | 9. Agitation |
| 3. Fatigue | 10. Argumentative |
| 4. Apathy | 11. Hostility |
| 5. Drowsiness | 12. Tremors |
| 6. Loss of appetite | 13. Insomnia |
| 7. Increased appetite | |