

**COUNTY OF VENTURA  
DRUG AND ALCOHOL POLICY  
  
FOR  
  
SAFETY-SENSITIVE EMPLOYEES**

Effective January 1, 1995, the County of Ventura must comply with the United States Department of Transportation regulations implementing the federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the County must comply with the regulations of the Federal Highway Administration (FHWA). The Federal Aviation Administration (FAA) and the United States Coast Guard (USCG) have also issued drug and alcohol testing regulations. Where applicable to the County, the requirements of those regulations are reflected in this Policy. Adoption of this Policy is one of the County's obligations under the regulations. This Policy sets forth the rights and obligations of covered employees. If you are an employee covered by these new requirements, you should familiarize yourself with the provisions of this Policy **BECAUSE COMPLIANCE WITH THIS POLICY IS A CONDITION OF YOUR EMPLOYMENT.**

**A. EMPLOYEE QUESTIONS:**

The regulations require that employers designate a person to answer employee questions about drug and alcohol testing. Employees shall refer any questions regarding his/her rights and obligations under the new regulations to the Personnel Officer or designee for each department.

**B. COVERED EMPLOYEES:**

Overall, the regulations cover drivers of commercial motor vehicles as defined in Section C below. A driver is any person who operates a commercial motor vehicle on a full-time, casual, intermittent or occasional basis. The County employees listed in a separate addendum to this Policy may be required to drive commercial motor vehicles, at least on an occasional basis. Therefore, each employee listed in the addendum (and applicants for such positions) is considered to be a "covered employee" subject to the provisions of this Policy. For purposes of pre-employment testing, the term "driver" includes persons applying for employment in a position requiring the driving of a commercial motor vehicle on at least an occasional basis.

The Director, Human Resources (or designee) may add or delete employee names from the list of covered employees based upon his or her determination that an employee's job duties mandate coverage under this Policy. The Director, Human Resources shall promptly notify any affected employee in writing that his or her name will be added to or deleted from the list of covered employees. The determination of the Director, Human Resources shall be final and binding.

## C. COVERED COMMERCIAL VEHICLES

The regulations cover drivers of the following commercial motor vehicles:

1. A vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
2. A vehicle with a gross vehicle weight of at least 26,001 pounds;
3. A vehicle designed to transport 16 or more passengers, including the driver; or
4. A vehicle used to transport those hazardous materials found in the Hazardous Materials Transportation Act.

## D. SAFETY-SENSITIVE FUNCTIONS:

The performance of any of the following on-duty functions by a covered employee in connection with that employee's operation, or scheduled operation, of a commercial motor vehicle is considered to be a safety-sensitive function:

1. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty;
2. All time inspecting equipment such as brakes, steering mechanism, lights, tires, horn, windshield wipers, mirrors or coupling devices or otherwise inspecting, servicing, or conditioning any commercial motor vehicle;
3. All driving time;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in sleeper berth;
5. All time loading or unloading a 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 receipts for shipments loaded or unloaded;
6. All time spent performing driver requirements relating to accidents; or
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

E. CONTROLLED SUBSTANCES:

For purposes of the federal regulations and this Policy, controlled substances means marijuana, cocaine, opiates, amphetamines and phencyclidine. Covered employees are required to inform their supervisor of any therapeutic drug use prohibited by this policy (includes both prescribed and over-the-counter medications for treating specific ailments which contain alcohol or any of the controlled substances.) Covered employees are responsible for obtaining information from their physicians for any prescribed medication they are taking that may impact their ability to drive, and they must report such use to their supervisors.

F. PROHIBITED CONDUCT:

Covered employees may not be under the influence or in possession of controlled substances or alcohol during any work hours. Further, the regulations specifically prohibit certain conduct while performing and prior to performing safety-sensitive functions. Covered employees are prohibited from:

1. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration level of 0.04 percent or greater;
2. Performing a safety-sensitive function within four hours after using alcohol;
3. Being on duty or operating a vehicle described in Section C, above, while possessing alcohol or controlled substances;
4. Using alcohol or controlled substances while performing a safety-sensitive function;
5. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle;

6. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions if the employee tests positive for controlled substances; or
7. Refusing to submit to any alcohol or controlled substances test required by this Policy. A covered employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 percent or greater on an alcohol test or tested positively on a controlled substances test.

In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988. All employees covered by this Policy have previously been provided with a copy of the County's Drug Free Workplace Statement, and have signed an acknowledgement that they have read the Statement and agreed to comply with it.

G. CIRCUMSTANCES UNDER WHICH DRUG AND ALCOHOL TESTING WILL BE IMPOSED ON COVERED EMPLOYEES:

1. Pre-Employment Testing:

All applicants (whether by initial application or in connection with a transfer, promotion, or demotion) for positions involving the performance of safety-sensitive functions will be required to submit to pre-employment/pre-duty drug testing. Applicants will not be hired for, or transferred, promoted, or demoted to, a safety-sensitive position if they do not pass the test. A pre-employment alcohol test is not required by this policy.

2. Post-Accident Testing:

Post-accident drug and alcohol testing will be conducted on employees following an accident where the employee's performance cannot be discounted as a contributing factor.

The decision as to whether or not to test the employee will be left to a supervisory or management employee. The presumption is for testing. The only reason an employee will not be tested following an accident is if a determination is made that the employee's performance could not have been a contributing factor. If a fatality occurs, the employee **must** be tested irrespective of whether his/her involvement may be discounted. Post-accident alcohol tests shall be administered within two hours following an accident, and no test may be administered after eight hours. A post-accident drug test shall be conducted within 32 hours following the accident. Documentation on the need for testing will be completed by the supervisor identifying the reason for the test with a copy provided to the employee. Tests not completed within the prescribed time frame will need to have documentation citing the reason for the failure to test.

According to the regulations and this Policy, post-accident tests are conducted after accidents where there has been a fatality. Also required when the employee receives a citation in one of the following situations:

- There has been disabling damage to a vehicle and it requires tow-away; or
- If there is bodily injury that requires treatment away from the scene of the accident.

The following table notes when a post-accident test is required to be conducted:

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

3. Random Testing:

Covered employees will be subject to random alcohol and drug testing as follows:

A random alcohol test will be administered just prior to the employee performing a safety-sensitive function (i.e., driving,) while the employee is performing a safety-sensitive function, or just after the employee has stopped performing a safety-sensitive function. As of January 1, 2000 the County will subject at least ten percent of the total number of covered employees to random alcohol testing per year.

A random drug test will be administered to at least 50 percent of the total number of covered employees per year. A covered employee may be subjected to drug testing even on a day in which the employee is not expected to perform a safety-sensitive function. Because all covered employees are part of the random selection for each test, some employees may be tested more than once in a year, while others are not tested at all.

On the date an employee is selected for random drug/alcohol testing, his/her supervisor will ensure his/her duties are covered. The employee will receive a written notice at some point during his/her shift indicating the time he/she is to report to the test location.

4. Reasonable Suspicion Testing:

Covered employees are also required to submit to an alcohol or drug test when a supervisor, trained in accordance with the regulations at 49CFR 382, has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. The observation must be based on short term indicators, such as blurry eyes, slurring, or alcohol on the breath. The supervisor may not rely on long-term signs, such as absenteeism or tardiness, to support the need for a reasonable suspicion test.

The reasonable suspicion alcohol test will be administered within two hours of the observation. If not, the employer must provide written documentation as to why the test was not promptly conducted. No test may be administered after eight hours following the observation.

To ensure that supervisors are trained to make reasonable suspicion determinations, supervisors vested with the authority to demand a reasonable suspicion drug and alcohol test will attend at least one hour of training on alcohol misuse and at least one hour of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

The need for a reasonable suspicion test will be documented by the supervisor with a copy provided to the employee. The supervisor shall advise the employee of his/her right to have a union representative present prior to the testing, if a representative is available within a reasonable time (within one hour.)

5. Return to Duty/Follow-up Testing:

A covered employee who has violated any of the prohibitions of this Policy (see Section E) must submit to a return to duty test before he/she may be returned to a position requiring the performance of safety-sensitive functions. The test result must indicate an alcohol concentration of less than 0.02 percent or a verified negative result on a controlled substances test. In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the employee will be subject to follow-up testing which is separate from the random testing obligation. The employee will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation.

H. PROCEDURES TO BE USED FOR DETECTION OF DRUGS AND ALCOHOL:

1. Alcohol Testing:

Alcohol testing will be conducted by using an evidential breath testing (EBT) device approved by the National Highway Traffic Safety Administration.

A screening test will be conducted first. If the result is an alcohol concentration level of less than 0.02 percent, the test is considered a negative test. If the alcohol concentration level is 0.02 percent or more, a second confirmation test will be conducted.

The procedures that will be utilized for alcohol testing are attached hereto as Appendix A.

2. Drug Testing:

The procedures that will be utilized for collection and testing of the specimen are attached hereto as Appendix A.

I. REFUSAL TO SUBMIT TO AN ALCOHOL AND/OR DRUG TEST:

As set forth in Section F.7 above, a covered employee who refuses to submit to any required drug/alcohol testing will be treated in the same manner as an employee who tested positive.

A refusal to submit to an alcohol or controlled substances test required by this Policy includes, but is not limited to, the following:

- a. A refusal to provide a urine sample for a drug test;
- b. An inability to provide a urine sample without a valid medical explanation;
- c. A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
- d. An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
- e. Tampering with or attempting to adulterate the urine specimen or collection procedure;
- f. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
- g. Leaving the scene of an accident without authorization from a supervisor or manager (who shall make a determination whether to send the employee for a post-accident drug and/or alcohol test), unless the employee has a valid reason for not obtaining such authorization; or
- h. Consuming alcohol during the eight hours immediately following an accident, unless the employee has been informed that his/her actions have been discounted as a contributing factor, or if the employee has been tested.

J. CONSEQUENCES FOR EMPLOYEES FOUND TO HAVE ALCOHOL CONCENTRATION

LEVELS OF 0.02 PERCENT OR GREATER BUT LESS THAN 0.04 PERCENT:

An employee whose alcohol test indicates an alcohol concentration level between 0.02 percent and 0.039 percent will be removed from his or her safety-sensitive position for at least twenty-four hours. Such an employee may be subject to discipline up to and including termination. The County<sup>7</sup> will then retest the employee. Before the



employee may be returned to his/her safety sensitive position, the employee's alcohol concentration must indicate a concentration below 0.02 percent.

K. CONSEQUENCES OF FAILING AN ALCOHOL AND/OR DRUG TEST:

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, in accordance with the County's existing disciplinary rules and procedures.

If a covered employee is not terminated, the employee:

1. Must be removed from performing any safety-sensitive function;
2. Must submit to an examination by a substance abuse professional (SAP.) Upon a determination by the substance abuse professional, the employee may be required to undergo treatment to cure his/her alcohol or drug abuse. The County is not required to pay for this treatment;
3. May not be returned to his/her former safety-sensitive position until released by the SAP and the employee submits to a return-to-duty controlled substance and/or alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 percent or a negative result on a controlled substance test;
4. Will be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety-sensitive position. See Section G.5., above.

L. INFORMATION CONCERNING THE EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES AND AVAILABLE METHODS OF INTERVENTION:

Information on the effects of alcohol and the various controlled substances which are tested for under this Policy are available from the County of Ventura Employee Assistance Program (EAP.) The EAP is also available for employees seeking help with alcohol and/or controlled substance abuse. For information about the Employee Assistance Program please contact their office at 654-5138.

M. CONFIDENTIALITY PROCEDURES FOR INTERNAL CONTROL

Laboratory reports or test results shall not appear in an employee's general personnel file. The Human Resources Division will keep under their control information of this nature in a separate, secured confidential medical file, access to which will be limited to those individuals with a "need-to-know" as defined by Federal regulation. Supervisors, managers, and other staff with such knowledge are not to discuss or disclose the results of any employee's drug/alcohol tests with other employees, except under approved reasons as delineated by County policy.

The Director, Human Resources may disclose reports or test results to County management on a strictly need-to-know basis, any DOT or State agency with regulatory authority over the County's or its drivers, the National Transportation Safety

Board when investigating an accident, the “decision maker” in a legal proceeding, and to the tested employee upon request. Disclosures, without employee consent, may also occur in accordance with Federal regulations.

Employees’ confidentiality is also protected in regards to disclosure by supervisors of any over-the-counter or prescription medications, when the employee has notified the supervisor of such use as mandated by this policy. Supervisors, managers, and other staff who violate this confidentiality policy may be subjected to disciplinary action up to and including termination.

## APPENDIX A

### TESTING PROCEDURES

All testing will be coordinated by a qualified vendor certified to conduct alcohol and drug tests in accordance with guidelines as required by 49 CFR 40, using the following procedures. Specimen collection and analysis will be conducted at the employee’s work site, a secured County facility, or at a certified laboratory.

#### A. ALCOHOL TESTING PROCEDURES

1. The employee arrives at the testing site.
2. If the employee does not arrive at the designated time for testing, the supervisor or designee will be notified for appropriate action.
3. The employee must present to the Breath Alcohol Technician (BAT) a photo ID for identity verification. If unable to verify the employee’s identity the BAT will notify the employee’s supervisor to establish a positive identification. If this is not possible, the test is terminated.
4. The employee being tested may request to view the ID/certification of the BAT prior to testing.
5. After the employee’s identity has been verified, Step 1 of the U.S. Department of Transportation (DOT) Breath Alcohol Testing form will be completed by the BAT.
6. The employee will sign and date the DOT Breath Alcohol Testing form in Step 2. If the employee refuses to sign the form, it is regarded as a refusal to take the test. An employee who refuses to take the test will be treated in the same manner as an employee having an alcohol concentration level of 0.04 percent or greater.
7. An employee may be given an initial test for alcohol by a BAT using either a saliva test kit or an evidential breath testing (EBT) device. The saliva test may be also

administered by a trained County supervisor. If the initial test results are negative, a DOT Breath Alcohol Testing form will be completed, noting the results, and a copy given to the employee.

If the initial test indicates an alcohol concentration level of 0.02 percent or greater, a confirmation test must be conducted by a BAT using an EBT device. The following procedures will be used for the confirmation test:

- a. The BAT will explain that a confirmation test is required.
- b. The employee must remain in the room under observation of the BAT for a 15-minute waiting period. During this period the employee may not eat, drink, or put any object or substance into his/her mouth.
- c. The confirmation test will be conducted at least 15 minutes but no longer than 20 minutes after the completion of the initial test.
- d. The employee and the BAT shall read the sequential test number displayed on the EBT device used for the test.
- e. Under observation by the BAT, the employee will open an individually sealed mouthpiece and attach it to the EBT device according to instructions.
- f. The employee will blow forcefully into the mouthpiece for at least six seconds or until the EBT device indicates that an adequate amount of breath has been obtained.
- g. Once the test is completed the BAT will complete Step 3 of the DOT Breath Alcohol Testing form.
- h. The employee will sign Step 4 of the DOT Breath Alcohol Testing form stating that the test results information on the form matches that indicated on, or printed by, the EBT device and that the employee must not perform safety-sensitive duties or operate heavy equipment if the results indicate an alcohol concentration level of 0.02 percent or greater.
- i. If the test results indicate an alcohol level of less than 0.02 percent the test is complete. A copy of the DOT Breath Alcohol Testing form will be given to the employee, a copy forwarded to the supervisor, and the original retained by the BAT.
- j. If the results of the confirmation test are different from the results of an initial test conducted with the same EBT device, the confirmation test results will be considered the accurate results.

- k. If the results of the confirmation test indicate an alcohol concentration level equal to or greater than 0.02 percent, the BAT will contact the employee's supervisor for further instructions before releasing the employee from the test site.
- l. Employee's with a test result indicating an alcohol concentration level equal to or greater than 0.02 percent are not to drive or engage in any safety-sensitive duties until directed otherwise by their supervisor and in accordance with this policy.
- m. All test results will be transmitted in conformance with confidentiality procedures described in this policy.

## B. DRUG TESTING PROCEDURES

1. The urine specimen will be split into two bottles labeled as “primary” and “split” specimen. Both bottles will be sent to the laboratory;
2. The urine sample will be tested for the presence of the following: marijuana, cocaine, opiates, amphetamines, and phencyclidine;
3. If the test is positive for one or more of these drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis;
4. All drug test results will be reviewed and interpreted by a physician before they are reported to the employee and then to the County; and
5. With all positive drug tests, the physician (a.k.a. medical review officer (MRO)) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the MRO determines that there was a legitimate medical use for the prohibited drug, the test result may be reported to the County as “negative.”
6. If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has the right to request that the split specimen be analyzed by a different certified laboratory. This request must be made within 72 hours after notification of such positive results. Cost of the split specimen analysis must be paid by the employee.

## SUBSTANCE ABUSE PROFESSIONAL (SAP)

Under the Department Of Transportation (DOT) regulations, the Substance Abuse Professional (SAP) was established as the professional responsible for evaluating, referring and monitoring any individual involved in an effort towards rehabilitation. Given the Employee Assistant Program's (EAP) established role within the County as an assessment and referral agency, it has assumed the responsibilities of the SAP under the DOT regulations.

The regulation established a standard qualification for a SAP which would be applicable within all states and which allowed for an emphasis in clinical knowledge and experience in the diagnosis and treatment of substance abuse. Under the regulation a "Substance Abuse Professional" means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. Federal register 59(31):7316-7317.

### EVALUATION

The SAP is to evaluate an employee who has been tested positive for alcohol and drugs to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. Federal Register 59(31):7514. If the assessment results in the SAP determining that a drug problem exists, a rehabilitation plan is recommended. This plan can incorporate any number of the levels of care available in the treatment of the individuals problem.

The evaluation and recommendations remain separate from any disciplinary action which may take place, up to and including termination. The regulations require a referral to the SAP regardless of actions taken by the employer.

### NO REFERRAL REQUIRED

Following an evaluation, the SAP may determine that there is not condition of chemical dependency for which rehabilitation is necessary. Despite the absence of a rehabilitation plan, the SAP can still recommend continued unannounced testing. However, such a procedure is not required.

### REFERRAL TO TREATMENT

If the SAP recommendation upon assessment is rehabilitation for an alcohol or drug problem, the SAP must prescribe a specific rehabilitation plan. It is not the obligation of the employer to support the rehabilitation plan or pay for it. The regulation enable the employer to terminate any employee who tests positive regardless of SAP recommendations.

If rehabilitation is supported by the employer and there is an interest in returning the employee to active duty, the employee can elect to adhere to the recommendation of the SAP as a means of saving his job.

The DOT regulations clearly outline several guidelines for appropriate referral. The SAP cannot refer an individual to the SAP's own private practice or to a person or organization in which the SAP has a financial interest. The SAP can refer an employee to a public agency, to the employer's contract provider of alcohol and drug treatment services, to the sole source of therapeutic services under the employer's health benefit or to the sole source of therapeutic services reasonable accessible to the employee.

## RETURN TO DUTY TESTING

It is the SAP's responsibility to inform the employer as to whether the employee has properly followed the requirements of rehabilitation. However, at this point, a return to duty test must be conducted to enable the employee to return to work. It is the employer who decides after consultation with the SAP and Medical Review Officer (MRO) as to returning the employee to a safety-sensitive position.

The SAP can recommend both alcohol and controlled substance testing even if the original positive was for one or the other. Under the regulations, the employer has the authority to enforce the recommendations of the SAP in requiring these return to duty tests.

## FOLLOW-UP TESTING

The SAP is required to prescribe a minimum of six unannounced follow up tests over a 12 month period. However, the SAP has the discretion to increase the frequency of testing. The SAP can then choose to discontinue testing following the first six mandated tests or can elect to continue a follow-up testing and monitoring schedule.

In addition, the SAP has the authority to monitor the progress of the employee for a period of 60 months (five years) from the date the employee returns to work, including the continuance of testing throughout that period.



## REHABILITATION

DOT rules do not *require* rehabilitation. The opportunity for rehabilitation is subject to the conditions established in the County's Drug and Alcohol Workplace policy. An employee's willingness to accept the opportunity for evaluation and rehabilitation does not impact or supersede the County's ability to implement disciplinary action. An employee who has admitted to drug or alcohol use and participates in the evaluation process will be provided recommendations for rehabilitation regardless of the level of disciplinary action imposed including termination.

### WHEN REHABILITATION IS RECOMMENDED

Some level of rehabilitation will be recommended in any instance where there is an assessed symptom of chemical dependency. In rare instances, where the SAP determines that no chemical dependency exists, and rehabilitation may not be necessary. However, the employee will continue to be subject to the other conditions of the County's Drug and Alcohol Workplace Policy.

### REHABILITATION AGREEMENT

Prior to the initiation of rehabilitation, the SAP will offer recommendations to the employee regarding treatment needs. A rehabilitation agreement will be generated which will outline the specifics of the treatment expectations. As rehabilitation is considered an ongoing long term process, the agreement will incorporate both a set of expectations to be met prior to the employee's return to work or "pre-return to work agreement" as well as requirements which will be required after the employee is considered to be fit to return to work or "after care agreement".

### ABSENCE FROM WORK

When rehabilitation is recommended and the workplace has indicated that the employee is expected to return to work following rehabilitation, some time away from work may be necessary, particularly in the early phases of treatment. During such an absence the employee is on unpaid status but able to draw from any accrued compensatory time such as vacation time, sick time, or annual leave.

In some instances the employee may be allowed to return to work while continuing to participate in rehabilitation (a return to work test will be required). The reason for this flexibility is that the level of treatment required may vary.

### LEVELS OF CARE

The EAP representative functioning as the Substance Abuse Professional (SAP) under the DOT regulations will have the capability of providing referrals for specific levels of care. The primary goal of the rehabilitation recommendation is providing a placement option that is considered the most appropriate and effective level of care based on the employees level of severity, health, and level of functioning. Multiple levels of treatment may be introduced. An employee could begin treatment at an intensive level but move to less intensive levels when appropriate. For example, an employee severely dependent on alcohol may require medical detoxification and a long term stay in a rehabilitation facility, followed by residential participation in a half-way house. All levels of treatment will be considered part of a continuum of options available to assist the employee. The SAP will

continue to support the least restrictive level of care which will successfully accomplish the treatment needs of the employee.

The following serve as examples of the different levels of care which may be incorporated in a rehabilitation plan.

- LEVEL I      Mutual Self Help Recovery Groups
- 12-Step support groups such as Alcoholic Anonymous, Narcotics Anonymous, Cocaine Anonymous, etc.
  - Non-12 Step programs such as Rational Recovery, Secular Organizations for Sobriety
- LEVEL II      Outpatient Treatment
- Outpatient Detoxification
  - Individual and Family Outpatient Treatment
- LEVEL III      Structured Non-residential Treatment
- Structured Intensive Outpatient Treatment Program (IOP)
  - Day Treatment/Partial Hospitalization
- LEVEL III      Residential Rehabilitation
- Social Model (non-medical) Residential Treatment
  - Medically Monitored Inpatient Treatment
- LEVEL IV Acute Care Hospitalization
- Medically Managed Intensive Inpatient Treatment
  - Medically Managed Detoxification

## COMPLETION OF REHABILITATION

Following the completion of the SAP's recommended treatment program, the SAP can then advise the employer that the employee has complied with the pre-return to work component of the rehabilitation agreement. The employer then decides whether or not to return the employee to a safety-sensitive position and as to whether a return-to-duty test will be initiated. The additional aftercare components of the rehabilitation agreement as well as mandatory follow-up drug testing will be a continued part of the employee's rehabilitation.

COUNTY OF VENTURA

Certificate of Understanding For  
Safety Sensitive Employees

**Dept. of Transportation Regulations**

I, \_\_\_\_\_, hereby acknowledge that I have received information regarding the County of Ventura Drug and Alcohol Policy For Safety Sensitive Employees. I have been informed of the regulations at 49 CFR382 (Department of Transportation) and that I may be selected for testing in accordance with the federal regulations and County Policy.

I have been informed of the name of the person designated by the County to answer questions about the policy and regulations. I further acknowledge that I have received a copy of the County of Ventura's Drug and Alcohol Policy For Safety-Sensitive Employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date