

Iowa County, Iowa
Policy Manual

Title: Drug & Alcohol Testing	Reference #: SA017
Section: Safety	Date Effective/Revised: 8.18.2023
Department (s): All	Approved By: Board of Supervisors

Iowa County Drug & Alcohol Testing Policy for Non-Regulated Employees

Iowa County has a vital interest in the safety and well-being of our employees as well as the general public. It is well recognized that individuals who use illicit drugs or abuse alcohol are more likely to have workplace accidents, incur greater amounts of lost time, and perform their jobs in a substandard manner.

Therefore, it is Iowa County's intent to continue to promote a safe and secure work environment, free of illicit drug use and alcohol abuse. It is also our intent to comply with all applicable Iowa laws.

This policy shall apply to all applicants and paid individuals employed by Iowa County not covered by a separate Drug/Alcohol policy such as:

- Iowa County Secondary Roads (ENG001)
- Iowa County Transportation (ICOT001)

Since alcohol and drug use impair an employees' ability to perform their duties safely, this Drug and Alcohol Policy shall be applicable to all employees at any time they are performing, ready to perform, or immediately available to perform any paid operation of a vehicle and/or equipment as designated by Iowa County.

All applicants will be notified of Iowa County's drug and alcohol testing policy at the time they apply for a position with Iowa County and at their first interview.

Any questions or concerns regarding Iowa County's Drug and Alcohol Policy shall be directed to the Designated Employer Representative (DER) Adam Rabe @ 319-654-2555.

Prohibited Drug and Alcohol Use

The Following Conduct Is Prohibited:

- Employees are prohibited from using, being under the influence of, or possessing illegal drugs or any look alike substances that may mimic the effects of other illicit substances. Substances such as these may not be regulated or scheduled by the FDA/DEA, but still pose safety or job performance issues within the workplace.
- Employees are prohibited from using or being under the influence of legal drugs that are being used illegally and whose use can adversely affect the ability to work safely.
- Employees are prohibited from buying, selling, soliciting to buy or sell, transporting or possessing illegal drugs while on Iowa County time or property.
- Employees of Iowa County are prohibited from using alcohol within eight (8) hours of performing work duties.

- Employees are prohibited from using or being under the influence of alcohol at any time while on duty, eight (8) hours post-accident or until screened/tested post-accident.
- Reporting for duty or remaining on duty to perform a safety-sensitive or work-related function with an alcohol concentration of 0.02 or greater.
- Testing positive for drugs and/or alcohol.
- Refusing to be screened/tested for drugs and/or alcohol.
- Substituting or adulterating a urine, saliva, hair sample in order to alter the outcome of the drug screen/test.
- Refusing to submit to drug and/or alcohol screening/testing as directed by Iowa County or when circumstances warrant.

An employee who violates these prohibitions will be subject to disciplinary action by Iowa County up to and including termination.

In the event of a confirmed positive drug or alcohol test, the employer shall notify the employee in writing (certified mail, return receipt requested) or email of the results of the test.

Prescription / Over-The-Counter Medications

Employees should use both prescription and over-the-counter medications in the prescribed manner. Employees are encouraged to discuss their job functions / duties with their medical provider prior to the medical provider prescribing medications that may have potential adverse effects posing a safety risk to the employee or others. Employees using prescriptions that may cause side effects or who are under the influence of any prescribed medication may advise their manager of that fact before reporting to work. If a potential side effect could cause an unsafe condition in the workplace, Iowa County may determine that the employee cannot work. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Over-the-counter drugs. An employee may bring to work and take an over-the-counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any other directions of the employee's physician.

Marijuana: It is Iowa County's intention to comply with all applicable federal, state, and local laws. For purposes of this policy, Iowa County treats marijuana as an illegal drug in accordance with federal law, but Iowa County will observe the laws of any state or local government mandating special protections with respect to an employee's use of marijuana. For avoidance of doubt, state or local laws permitting general recreational marijuana use do not, in and of themselves, constitute special employment protection under this policy.

Pre-Testing

Education will be provided to all employees regarding the effects of drugs and alcohol, signs and symptoms of a drug or alcohol problem, information on assistance available for abuse problems, and testing requirements. Such information shall be provided at the time the employee receives the policy statement.

Education for supervisors will include signs and symptoms of drugs and alcohol misuse, determining the need for reasonable cause testing, and testing requirements. This training will be at least one (1) hour in duration for alcohol education and at least one (1) hour for drug education.

Conditions for Screening/Testing

The employer shall pay all actual costs for drug or alcohol screening/testing of employees and prospective employees required by the employer.

Pre-employment

The drug and alcohol screen/test will be conducted after an applicant accepts a conditional offer of employment (post-offer), reinstatement and before actually performing any paid position for Iowa County. A job candidate who has a confirmed positive drug or alcohol test result will not be offered employment with Iowa County.

Post-accident

Drug and/or alcohol screening/testing is conducted when Iowa County has an objectively reasonable basis for believing that drug and/or alcohol use by the employee could have contributed to the accident when any of the following conditions are met:

- 1) If there is a fatality.
- 2) If the employee receives a citation for a moving violation arising from the accident and if the accident involved:
 - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident OR
 - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- 3) At the discretion of the department head or employee's immediate supervisor.

Alcohol testing performed by a law enforcement officer may be utilized as Iowa County post-accident test (provided breath alcohol testing is conducted with an Evidential Breath Tester on the Conforming Products List and by law enforcement officer certified on that EBT.) The employee is required to contact his/her supervisor immediately with the officer's name, badge number and telephone number. Otherwise, a certified breath alcohol technician will conduct the initial and confirmatory testing.

In the event a law enforcement official does not perform testing on an employee involved in an accident, the employee must contact designated employee representative for testing. Breath alcohol testing should be performed within two (2) hours following the accident.

An employee who has submitted to a post-accident screen/test will, at Iowa County's discretion, either be assigned to a non-safety sensitive function or be placed out of service, without pay, pending the results of the testing. If the screen/test results are negative, the employee will be reimbursed for the time of suspension. If the results are confirmed positive, the employee will not be reimbursed for the time of suspension.

An employee testing positive or who refuses to submit to a post-accident drug and alcohol screen/test will be subject to disciplinary action up to and including termination.

Post Injury

An employee who suffers an injury while on the job that requires medical treatment beyond first-aid, may be subject to drug and/or alcohol screening/testing. The employee is required to contact his/her supervisor immediately following the injury. An employee testing positive or who refuses to submit to a post-injury drug and/or alcohol screen/test will be subject to disciplinary action up to and including termination.

Reasonable Cause

An employee will be required to submit to a drug and alcohol screen/test when Iowa County has reasonable cause to believe the employee has used drugs or alcohol in violation of this policy.

Reasonable cause will exist when an employee's appearance, behavior, speech or odors (of breath) or just physical symptoms indicate drug or alcohol use. Observations must be personally observed and documented by at least one Iowa County trained official. A "trained official" is one who has undergone at least two (2) hours of education that includes behavioral, physical, speech, and performance indicators of possible drug and alcohol use.

Whenever an employee is notified of reasonable cause to be screened/tested, he/she will be expected to immediately report to the collection site. An Iowa County representative will accompany the employee to the collection site.

Iowa County's representative will transport the employee home or attempt another means of transportation by contacting a family member or another person designated by the employee after the screen/test is completed.

The employee being screened/tested under reasonable cause will be considered unqualified to work and placed on suspension without pay, pending the results of the test. If the screen/test results are negative, the employee will be reimbursed for the time of suspension. If the results are confirmed positive, the employee will not be reimbursed for the time of suspension.

An employee whose reasonable cause screen/test is confirmed positive, who refuses or fails to submit to a screen/test, will be subject to disciplinary action, up to and including termination.

Assistance

Iowa County recognizes that alcohol and drug addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, Iowa County will have available a reference file with a list of qualified community professionals/programs.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

In the event that the employer requires the employee to participate in a treatment/ rehabilitation program to retain their employment, the employer shall pay all initial actual costs for drug or alcohol screening/testing of the employee.

Screening/Testing

Screening/Testing will be performed in accordance with Iowa's procedural protocols and safeguards set forth by applicable Iowa state laws:

- All alcohol screening/testing will be conducted with an approved EBT (Evidential Breath Testing Device).
- Drug screens/tests may be screened using a rapid screening device or submitted to a SAMHSA certified lab for initial and/or confirmatory testing. In the event of an initial positive screen, the split specimen will be submitted to a SAMHSA certified lab for confirmation utilizing GC/MS analysis.
- A certified MRO (Medical Review Officer) will review all confirmed positive test results and will report results to Iowa County's DER (Designated Employee Representative).
- In the event of a verified confirmed positive drug test, the second bottle will be held in the laboratory pending a request from the employee for a second test. To exercise the option to have the second bottle sent to a different laboratory, the employee must request in writing to Iowa County's MRO within seven (7) days from the date the employer mails the certified letter, return receipt requested, the written notice of the employees right to the test. The cost of the second test is to be paid by the employee, in cash to Iowa County at the rate of \$175.00. Should the second test be reported as a "negative", the employee will be reimbursed the \$175.00.
- Urine specimens may be analyzed for, up to and including, the following drugs: (1) Cocaine, (2) Opioids (opiates and oxycodone), (3) Marijuana, (4) Amphetamines, (5) Phencyclidine (PCP), (6) Benzodiazepine, (7) Barbiturates, (8) Methamphetamines, (9) Methadone, (10) MDMA-Ecstasy, (11) Propoxyphene. Iowa County reserves the right to expand testing in the event the Iowa State Law permits such changes.

Confidentiality

1. All information, interviews, reports, statement memoranda, and drug-test results, written or otherwise, received by the employer through a 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 as otherwise required by law.

SIGNS AND SYMPTOMS OF DRUG AND ALCOHOL USAGE

Drug Name	Substances Detected in Urine	What to Look For & Physical Symptoms	Dangers	Time Detectable in Urine
Amphetamines ●Uppers ●Speed ●Meth ●Dexies ●Crank ●black Beauties	Methamphetamine, Amphetamine	Tablets of varying colors, possible chain smoking, long periods without rest or sleep. Loss of appetite, irritability, rapid speech, tremors, mood elevations	Disorientation, severe depression, paranoia, possible hallucinations, increase in blood pressure, fatigue	1-2 Days
Cocaine ●Coke ●Crack ●Flake ●White Candy ●Free Base ●Toot ●Blow	Benzoyllecgonine	Glassine envelopes, razor, small spoons, odorless, bitter white crystalline powder, granular rocks, short-lived euphoria changing to depression, irritability, nervous, tightness of muscles	Shallow breathing, fever, anxiety, tremors, possible death from convulsions or respiratory arrest	1-3 Days
Marijuana ●Dope ●Pot ●Reefer ●Joint ●Grass ●Blow	11-Nor-delta9-tetrahydrocannabinol-9-carboxylic acid THC	Plastic baggies, rolling paper, 'roach' clips, odor of burnt rope. Altered perception, dilated pupils, lack of concentration and coordination, craving for sweets, increased appetite, laughter	Psychological dependence, increased heart rate, impaired short-term memory, anxiety, lung damage, possible psychosis with chronic use	Occasional use: 1-3 days Chronic use: Up to 30-60 days
Opiates ● Heroin (smack, horse, junk) ●Morphine ('M', Miss Emma) ●Codeine (school boy)	Codeine, Morphine	Glassine Envelopes, needles and syringes, caps or spoons, tourniquets, needle marks on arms. Insensitivity to pain, euphoria, sedation, nausea, vomiting, itchiness, water eyes, running nose)	Lethargy, weight loss, hepatitis, slow and shallow breathing, possible death	1-3 Days
Phencyclidine ●Angel Dust ●Devil Stick ●PCP ●Dummy Dust	Phencyclidine	Liquid Capsules. White or brown powder can be put on paper stamps, sugar cubes, cigarettes or joints. May be injected. Increased pulse and heart rate, blood pressure and temperature. Mood and perception alteration possible, paranoia, panic, anxiety, nausea, tremors, suicidal urge	Unpredictable behavior, flashbacks, possible emotional instability and psychosis, hallucination	Occasional use: 1-3 days Chronic use: Up to 30 days
Barbiturates ●Downers ●Dolls ●Reds ●Tuinal ●Rainbows ●Yellows ●Blues ●Goof Balls	Secobarbital Phenobarbital Pentobarbital Butobarbital Amobarbital	Capsules of varying colors, longer periods of rest or sleep, dizziness, cold and clammy skin. Depression, decreased alertness and muscle control, intoxication and slurred speech, drowsiness	Rigidity and painful muscle contraction, emotional instability, possible overdoses and death, especially when mixed with alcohol	Pentobarbital and others: 1-3 Days Phenobarbital: 1-3 Weeks
Benzodiazepines Downers	Diazepam Chlordiazepoxide Oxazepam Nordiazepam Temazepam	Oral/Injection. Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, cold and clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	1-7 Days
Methadone ● Done ●Dolophine ●Methadose	Methadone	Tablets. Liquid injection. Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow, shallow breathing, clammy skin, convulsions, coma, possible death	1-3 Days
Methaqualone ●Ludes ●Quaaludes	Methaqualone	Tablets. Slow heart rate and breathing, lowered blood pressure. Sleepiness, feeling of well being, loss of coordination, dizziness, impaired perception, confusion, later hangover		1-3 Days

MDMA ●Ecstasy ●Adam ●XTC ●MDA ●MDE ●X	Methylenedioxyamphetamine	Tablets. Euphoria, confusion, anxiety, sleeplessness, drug craving and paranoia. Used at all night RAVE dance parties	Muscle tension, teeth clenching, nausea, tremors, rapid eye movement, chills, possible death	1-2 Days
Propoxyphene	Propoxyphene	Tablets, capsules. Dizziness, drowsiness, headache, euphoria, dysphoria	Skin rash & other allergic reactions occur occasionally and may be accompanied by drug fever and mucosal lesion, stupor or coma; convulsions, respiratory depression	1-3 Days
Buprenorphine ●Buprenex ●Temgesic	Buprenorphine	Pinpoint pupils, extreme drowsiness, dizziness, blurred vision, slowed breathing		1-6 Days
Alcohol	Ethanol	Dulled mental processes, Lack of coordination, Odor of alcohol on breath, Pupils will be constricted, Sleepy condition, Slowed reactions, Slurred speech, Anxiety or jumpiness, Shakiness or trembling, sweating, nausea and vomiting, insomnia, Irritability, headache	depression, anxiety, and suicide, Social problems, liver damage, Inflammation of the esophagus, Aggravation of peptic ulcers, Acute and chronic pancreatitis, Malabsorption of food nutrients that will lead to malnutrition, Heart attack, Hypertension, Stroke Immune system depression, Brain damage (dementia, blackouts, seizures, hallucinations, peripheral neuropathy).	Varies - up to 8 hours
Oxycodone	Hydrocodone/Hydromorphone, Oxycodone/Oxymorphone	Tablets of varying colors, Insensitivity to pain, euphoria, sedation, nausea, vomiting, itchiness, water eyes, running nose	Carelessness, confusion, depression, apathy, drowsiness, low blood pressure, poor coordination, slow breathing rate	1-4 days

FOR MORE INFORMATION OR ASSISTANCE YOU CAN TRY SOME OF THE FOLLOWING SOURCES:

Cocaine Anonymous: (800) 347-8998

Center for Substance Abuse: (800) WORKPLACE

National Clearinghouse for Alcohol and Drug Abuse: (800) 729-6686

NIDA's treatment Hotline: (800) 662-HELP

Some helpful and interesting websites are:

www.drughelp.org

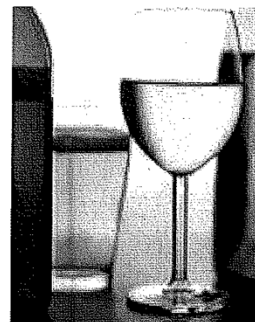
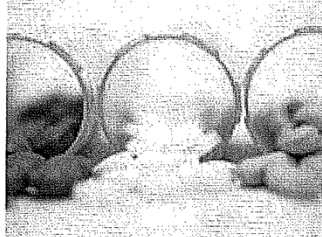
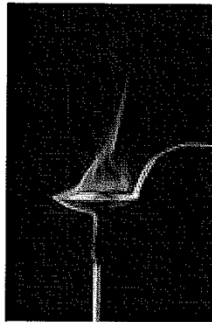
www.doj.gov

www.dea.gov

www.samsha.gov

www.health.org

Confidential Alcohol & Drug Abuse Helplines



If you or someone you know has a problem with alcohol or other drugs, call for confidential help.

Toll – Free Helplines

Iowa's Drug & Alcohol Helpline	866-242-4111
Alcohol & Drug Dependence Hope Line	800-622-2255
Marijuana Anonymous	800-766-6779
Inhalant Prevention Coalition	800-269-4237
Al-Anon (for families of alcoholics)	888-425-2666
Cocaine Hotline (for all drugs)	800-262-2463
Iowa Center for Substance Abuse Treatment	866-242-4111

(Referral Routing Service available in English & Spanish)

