

<p>Effective Date: 12/7/09</p> <p><b>PROCEDURE</b></p> <p>Cancels: 0629528 See Also:POL-0410-HR</p>	<p>Approved by: BOCC Res. # 070124</p>
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PRO -0410-1- HR      CONDUCTING RANDOM DRUG/ALCOHOL TESTING

Action By:

Action:

**Human Resources**

1.     **Receives** randomly selected employees for drug and/or alcohol testing.
2.     **Consults** with Public Works on testing location for each selected employee.
3.     **Schedules** a drug and/or alcohol testing appointment for each employee with the appropriate medical facility.
3.     **Completes** the appropriate testing paperwork.
4.     **Notifies** Public Works of who is to be tested and when.

**Public Works**

5.     **Notifies** the appropriate employee just before his/her appointment to report for testing

**Employee**

6.     **Immediately** reports to Human Resources.

**Human Resources**

7.     **Provides** the employee with testing paperwork.

**Employee**

8.     **Immediately** reports to the appropriate medical facility.
9.     **Participates** in the appropriate tests.
10.    **Returns** to work.

**Medical Facility**

11.    **Sends** the specimen to a laboratory for analysis.

**Laboratory**

12.    **Tests** the specimen.
13.    **Sends** the results to ChoicePoint.

**ChoicePoint**

14. **Notifies** Human Resources of the results.

**Human Resources**

15. If the result is negative, **files** the notice.

16. If the result if positive, **notifies** the Department Head/Elected Official.

17. **Assists** the Department Head/Elected Official with **investigating** the situation and **taking** the necessary action.