

TITLE Drug Free Workplace	APPROVAL DATE: January 1, 2011
DEPARTMENT CUSTODIAN Human Resources	DATES REVISED: 1/2018, 11/2025

PURPOSE: Ensure a drug-free work environment within Douglas County Government.

DEPARTMENT(S)

AFFECTED: All Employees (with the exception of Election Judges and Temporary Elections workers hired for a period of 60 days or less)

POLICY:

The use of illegal substances, improper use of prescribed medications, and alcohol use can negatively impact employee judgment, increasing the likelihood of accidents, injuries, and errors. Douglas County is dedicated to promoting a safe drug- and alcohol-free work environment.

The following are prohibited violations under this policy:

1. Working under the influence of alcohol, a controlled substance, any illegal substances, or the abuse of any other substances.
2. Possession, purchase, consumption (use), or sale of a controlled substance or an open container of alcohol on County premises or while conducting County business.
3. Testing positive for controlled substances or alcohol pursuant to this policy.

Following a verified positive result, Human Resources will contact the employee or candidate concerning next steps.

Employees are expected to follow all physician, manufacturer, and/or package insert directions when taking a prescription or over-the-counter drug. Excluded from this policy are prescribed drugs when used in the manner, combination and quantity intended unless job performance could be affected. If prescribed drugs could possibly impair the employee's ability to perform their job, work restrictions may be implemented for the duration of the period while the employee is under the influence of the drug. Any work restrictions should be made in coordination with the employee's supervisor.

When there is suspicion of possession of controlled substances or an employee under the influence of alcohol, drugs and/or controlled substances, Human Resources should be notified immediately. All costs related to initial specimen collection and testing will be assumed by the County. If a positive test result is challenged, any subsequent testing such as split sample testing will be the exclusive financial responsibility of the employee or candidate. All costs associated with a substance abuse professional will also be the exclusive financial responsibility of the employee.

The County will contract with a reputable vendor following industry best practices to perform drug testing services. Drug testing should be scheduled through Human Resources. The provisions in this policy extend to contractors and candidates for contracted work assignments.

TESTING REASONS:

Pre-employment Drug Testing:

1. Pre-employment drug screening is conducted as a condition of employment and a condition of approval to provide contractual services.
2. This policy applies to all candidates for full-time, part-time, temporary and/or seasonal employment.
3. Any offer of employment is contingent upon receipt of an acceptable test result.
4. Human Resources is responsible for the communication and scheduling of pre-employment drug testing.
5. Drug screenings must be completed by the candidate within the specified time frame assigned by Human Resources, customarily 24 to 48 hours from notification.
6. Refusal to submit to testing is a violation of this policy and unacceptable.
7. Adulteration of a specimen by a candidate is considered a violation of this policy and unacceptable.
8. Any violation of this policy including but not limited to a positive test is unacceptable, and the job offer will be withdrawn.
9. Employment should not begin until Human Resources has received an acceptable test result.

Reasonable Suspicion Alcohol and Drug Testing:

1. Screenings will be conducted when the County has reasonable suspicion an employee is under the influence of alcohol, drugs and/or controlled substances.
2. Reasonable suspicion includes objective observations of appearance, behavior, speech or body odor which leaves a supervisor to believe the employee is under the influence.
3. The County will provide the employee transportation to and from the testing site.
4. In no event shall the employee be authorized to drive to the testing site.
5. Refusal to test or adulteration of a specimen will be considered a positive test and will result in appropriate disciplinary action up to and including termination of employment.
6. An employee who tests positive may be referred to a substance abuse professional and will face appropriate disciplinary action up to and including termination of employment.

Post-Accident Alcohol and Drug Testing:

1. Any employee driving a County vehicle involved in an automobile accident and either receives a ticket or causes injury to themselves or others, will be required to take a mandatory drug and alcohol screen prior to returning to duty, within 24 hours for the drug screen and within 8 hours for the alcohol screen.

2. Refusal to test or adulteration of a specimen will be considered a positive test and result in appropriate disciplinary action up to and including termination of employment.
3. An employee who tests positive may be referred to a substance abuse professional and will face appropriate disciplinary action up to and including termination of employment.

REFUSAL TO SUBMIT TO TESTING:

Refusal to submit to testing is a violation of this policy. Any employee refusing to submit to testing will face appropriate disciplinary action up to and including termination. The following behavior constitutes a refusal:

1. Failure to appear for testing within the allotted timeframe
2. Failure to remain at the testing site until the testing process is complete
3. Refusal to sign the testing form
4. Failure to provide a urine specimen
5. Failure to provide adequate breath
6. Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation and documentation
7. Performing any actions which prevent the completion of the test
8. A test result reported by the MRO as a verified adulterated or substituted test
9. Tampering with, attempting to adulterate, adulteration or substitution of the specimen, or interference with the collection procedure
10. Otherwise fail to cooperate in the testing process

VOLUNTARY EMPLOYEE SELF-IDENTIFICATION PROGRAM:

Douglas County supports sound treatment efforts. Whenever practical, Douglas County will assist employees in overcoming drug, alcohol, and other problems which may affect employee job performance as long as this policy has not already been violated. An employee may not self-identify in order to avoid required testing. The following is required to participate in this voluntary program: the employee makes the admission of alcohol misuse or controlled substances use prior to reporting to duty.

Employees who seek voluntary treatment prior to a violation of this policy will not be disciplined for making a voluntary admission of alcohol misuse or controlled substances use within the parameters of the program. The employee will be allowed a sufficient opportunity to seek evaluation, education and/or treatment to establish control over a drug or alcohol problem. Prior to the employee returning to work, the employee may be required to undergo a return-to-duty test with a negative test result.

If the employee elects to enter an appropriate treatment program, the employee may be placed on an appropriate medical leave when available and will be required to use any accrued vacation time and sick leave while participating in the evaluation and treatment program so long as the employee is complying with the conditions of treatment. Douglas County will have the right to require verification from the health care provider for a release to work and/or verification of treatment.

Related policies may be located on the ‘[Administrative Policies](#)’ page on the Douglas County website.