DRUG AND ALCOHOL USE POLICY

SECTION I - REASONS FOR POLICY

Rockdale County Government is committed to:

- Providing quality of service to its citizens by employing qualified, capable employees who are fit and ready to perform their duties in a safe, efficient, and productive manner.
- Safeguarding the welfare of citizens, mindful of their safety and the safety of their property.
- Providing a safe, healthy, and secure work environment for our employees.
- Ensuring that employees are not impaired in their ability to perform assigned duties in a manner that is safe for them, for their fellow employees, for citizens and the public they serve, and the people with whom they interact.
- Maintaining County facilities and equipment and ensuring their proper use to minimize risk or harm; and,
- Ensuring that all employees project a positive and professional image while representing Rockdale County Government. This includes operating a County vehicle, wearing a County uniform or identification, and/or representing the County in any capacity.

Maintaining a workplace free of illegal drugs and prohibiting the misuse or abuse of alcohol or other intoxicants by County employees is critical to achieving this commitment.

Under this policy, the County will hold employees accountable for complying with the requirements necessary to maintain a drug-free workplace and to perform their job duties unimpaired by the use of drugs or misuse or abuse of alcohol.

To enforce this policy, the County will use drug testing and alcohol screening to administer the Federal Drug Free Workplace Act and comply with state and federal laws, rules, and regulations as provided in the following:

- The Federal Drug Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and requirements for reporting certain drug-related offenses to specified Federal agencies.

- The US Department of Transportation (DOT) requirements published in 49 CFR Part 40, as amended, which sets standards for the collection and testing of urine specimens in screening for the presence of drugs and breath tests for alcohol.

- The Federal Motor Carrier Safety Administration Controlled Substances and Alcohol use and Testing 49 CFR Part 382, which requires programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

Based on our commitment to compliance, Rockdale County Government has adopted this policy and the procedures necessary for its administration.

NON-DISCRIMINATION

Nothing in this policy is intended to discriminate against any person based on addiction to drugs or alcohol or based on an individual's medical history of addiction to drugs or alcohol as defined by the Americans with Disabilities Act of 1990. However, the County reserves the right to consider, for purposes of employment or disciplinary action, any history of criminal activity related to such use to the extent that it may lead to disqualification for employment.

ANNUAL TRAINING:

All employees will be required to attend a one-hour class on the effects of Drug and Alcohol abuse each year. Supervisors who may make reasonable suspicion determinations will be required to attend one hour of training on drug abuse and one hour on alcohol abuse.

The Employee Assistance Program (EAP)

The County provides employees with access to an Employee Assistance Program (EAP). Employees may seek education, counseling, and treatment for any substance abuse concerns they might have. Any employee who uses illegal drugs or legal drugs illegally or abuses alcohol is encouraged to acknowledge his/her substance abuse and seek professional advice and assistance before the problem leads to an incident requiring disciplinary action.

However, the County will not permit any employee who is known to be using illegal drugs or legal drugs illegally or misusing alcohol to perform his/her usual job functions. An employee may not return to duty performing his/her job functions without documentation of full compliance with requirements of a treatment program as noted based on an EAP Program, participation through a licensed provider or County Rehabilitation Policy, including verification of compliance through drug/alcohol testing. Participation in a treatment or rehabilitation program does not preclude normal disciplinary action for violations of this policy or relieve an employee of responsibility for satisfactorily performing their assigned duties.

Under no circumstances shall self-identification and enrollment in a treatment program be used to interfere with required testing. An employee may identify himself/herself as unfit to perform work after having been notified of an impending test to receive assistance through the Rehabilitation Policy. This option should not be used to avoid the consequences of a positive test or a refusal to test, but rather as a provision to request assistance.

Failure to comply with all requirements of a drug/alcohol treatment program or continued substance abuse following completion of a program in violation of any part of this policy shall result in disciplinary action, up to and including termination.

PROHIBITED CONDUCT

a. Manufacture, Trafficking, Possession, and Use

Pursuant to the Drug-Free Workplace Act of 1988, all County employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, sale or solicitation for the purpose of purchase or sale, possession, or use of prohibited substances while on any County property, any County land or buildings, any County owned or leased vehicles or while in any way performing County business whether on or away from County property or while on County business.

b. Intoxication or Impairment

Reporting to work or engaging in any work activity on behalf of the County in an impaired condition that may pose a threat of harm to the employee or any other person is prohibited. This policy also prohibits reporting to or engaging in any work on behalf of the County under a condition that may impair the employee's ability to perform any essential job duty because of the use or abuse of drugs or alcohol.

Any employee who is reasonably suspected of being intoxicated, impaired, or not fit for duty shall be removed from job duties immediately and tested for the presence of intoxicants in his or her system in violation of this policy. An employee removed from job duties for reasonable suspicion testing will not be allowed to return to work until completion of an investigation and verification of test results.

a. Use of Alcohol Prior to Reporting for Duty.

No employee shall perform his or her duties or report to work as ready to perform duties within four hours after using alcohol or at any time when alcohol is measurably present in the employee's body.

b. Misuse of Prescription or Over-the-Counter Medications

Abusing or misusing prescription or over-the-counter medication when such conduct could reasonably interfere with the safe or satisfactory performance of any essential job function is prohibited. This includes, but is not limited to, the use, possession, sale or solicitation for the purpose of purchase or sale of any prescription medication for which the employee lacks a valid prescription in the employee's name. This policy also prohibits lawful use of any prescription or over-the-counter medication while on-duty or before reporting for duty when that medication may impair the ability of the employee to perform any safety-sensitive function or duty.

c. Interfering with Investigation

Any employee who hinders, obstructs, or refuses to cooperate or participate in any investigation shall be considered in violation of this policy. This includes, but is not limited to, providing false, misleading, or incomplete information in response to any inquiry from a supervisor or from Human Resources related to a suspected violation of this policy. It also includes refusing to undergo a drug or alcohol test or interfering with the testing process in any way.

d. Arrests for Drug or Alcohol Related Offenses

Any employee who is arrested for a drug or alcohol related offense must notify his/her Department Director of the arrest immediately, but no later than before the end of his/her next shift. Per the Standards of Professional Conduct, Section 3, Subsection A. #13 states that Employees who have been arrested, shall notify their supervisor no later than five (5) days after such arrest. For arrest for Drug or alcohol related offense the Department Director must be notified immediately. The County will determine at that time whether the arrest causes temporary or permanent disqualification from remaining in the current position or constitutes grounds for disciplinary action. See the Vehicle Use Policy for information regarding operating a County Vehicle after an arrest for Drug or Alcohol Related Offenses.

SECTION II POLICY STATEMENT - DRUG AND ALCOHOL USE PROHIBITED

Substance and alcohol abuse by Rockdale County employees during assigned working hours, in County buildings or on County grounds, or otherwise on County business is prohibited. This shall include the use of illegal substances, the abuse of prescription medications, and the use or abuse of alcohol.

Illegally Used Controlled Substances or Drugs

The illegal use of any drug or substance identified in Schedules 1-V of O.C.G.A. §§16-13- 25 through 16-13-29, Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300.11 through

1300.15, is prohibited at all times unless a legal prescription has been written by a medical professional authorized by law to write prescriptions for the substance. This includes, but is not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug or substance not approved by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration for medical use or consumption by humans. Illegal use includes the use of any illegal drug, misuse of legally prescribed drugs, use of a legally prescribed drug contrary to the instructions given to the employee, and illegal use of prescription drugs, including the use or consumption of the prescription drugs of another person.

Rockdale County also prohibits employees from being at work or on County property, operating County equipment, or operating any other equipment or vehicles on County business while impaired due to any illegal drug(s) or controlled substance(s). An employee is impaired due to the influence of illegal drug(s) or controlled substance(s) if drug test results indicate the presence of an illegal drug or controlled substance in the employee's system in an amount that constitutes a positive test result under accepted scientific standards.

Off-the-job illegal drug use or activities, or arrest relating to such illegal drug use or activities, is a violation of this Policy. Off-the-job drug use or activities or arrest relating to such use or activities is likely to adversely affect the functioning of Rockdale County in many ways, including, without limitation, one or more of the following: having adverse effects on job performance or attendance, jeopardizing the safety or welfare of the employee or fellow employees, jeopardizing the safety or welfare of persons whom County services seek to protect, or risking damage to County or other property.

If an employee's job requires driving for the County and has his/her CDL or other driver's license is revoked or suspended, that employee is to notify his/her supervisor immediately per the Standards of Professional Conduct, Section 3, Subsection A. #13. The employee's supervisor should contact Human Resources immediately for further instruction. This employee may no longer be qualified for the position that they held before the revoked or suspended license. Human Resources may consider whether this employee is qualified for another open position within the County or will need to be separated from employment.

Any County employee involved in a preventable motor vehicle accident will be required to complete mandatory defensive driving training before being allowed to operate County vehicles.

All County positions that require the operation of a County vehicle as part of their job responsibilities will be required to provide the past 3 years of their motor vehicle history as part of the hiring process. This requirement is applicable to New Hires only.
The Human Resource Director will make the final determination after review of the MVR before hiring new employees who will be required to drive a County vehicle.

Legally obtained drugs

Employees must not be at work or on County property, operate County equipment or vehicles, or be on County business while impaired due to any drug, legal or illegal, that renders the employee unfit for duty. An employee is "unfit for duty" if, in the County's opinion, the employee's use of legally obtained drugs jeopardizes his or her ability to work safely or efficiently. An employee who is using legally obtained drugs must notify his or her immediate supervisor of any symptoms that may render him or her unfit for duty.

If an employee is determined to be unable to perform the essential functions of their position due to the medically required use of legally obtained drugs, the employee may request a reasonable accommodation under the ADA, which may include reassignment to another available position. If no reasonable accommodation or temporary alternative job assignment is available, the employee will be considered unfit for duty due to illness.

Employees using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing his or her duties.

The abuse and/or inappropriate use of the legally prescribed drugs during assigned work hours shall be prohibited. Job performance or attendance deficiencies resulting from abuse and/or inappropriate use shall be cause for disciplinary action. If an employee's behavior or job performance gives rise to a reasonable suspicion that the employee is abusing or inappropriately using prescription medication, the employee may be required to submit to drug testing and to take any accrued PTO or leave without pay until such time as the employee is cleared to return to work by the employee's physician, Department Director, and the Director of Human Resources.

Alcohol

Rockdale County prohibits employees from using, consuming, possessing, distributing, purchasing, or selling or otherwise transferring alcoholic beverages on the job, on County property, while operating County equipment or vehicles, or operating any other equipment or vehicles on County business.

Rockdale County also prohibits employees from being at work or on County property, operating County equipment or vehicles, or operating any other equipment or vehicles on

County business under the influence of alcohol. An employee is considered under the influence of alcohol when, consistent with the reasonable suspicion guidelines set forth in County policy, the employee's speech, statements, behavior, conduct, appearance, or odor indicate alcohol use. An employee is also under the influence of alcohol if an Evidential Breath Test indicates a result of .02 percent or higher. An employee is also under the influence of alcohol if he or she has been arrested for operating, under the influence of alcohol, any County equipment or vehicles, or any other equipment or vehicles while on County business.

Rockdale County also prohibits off-the-job use of alcohol per the Standards of Professional Conduct Policy Section 3. Subsection A. Personal and Professional Behavior that adversely affects job performance or attendance, jeopardizes the safety or welfare of the employee or fellow employees, jeopardizes the safety, health, or welfare of persons covered by the County's insurance programs, or risks damage to County or other property, and is also a violation of this Policy.

Any employee arrested for a criminal statute involving alcohol for a violation outside the workplace must notify his/her supervisor no later than five days after such arrest.

If an employee's job requires driving for the County and has his/her CDL or other driver's license is revoked or suspended per the Standards of Professional Conduct, Section 3. Subsection A. #13, that employee is to notify his/her supervisor immediately.

CDL's will be verified twice yearly to ensure that the license is valid and that any violations currently listed are verified for any safety concerns and appropriate action taken.

SECTION III - PRE-EMPLOYMENT DRUG TESTING

To further the goal of providing a drug-free workplace and protecting the health, safety, and welfare of the employees, citizens, and general public of Rockdale County, all job applicants that have received a conditional offer for employment shall be required to pass a drug screening before their official start date. The pre-employment physical will only be required after the applicant has been given a conditional offer of employment verifying that the applicant has the necessary skills required to perform the job duties. All job applicants will be informed in advance that said testing shall be required. A candidate for employment shall not be allowed to start working until his or her drug test results have been reviewed and approved by the medical review officials.

An applicant who has an initial screen positive test result for an illegal drug or controlled substance will not be hired and will not be reconsidered for any subsequent employment for a period of six months.

A candidate who refuses to consent to the test will not be hired.

An applicant who has an initial screening positive test result may, at the applicant's own expense, have the initial result confirmed by the medical personnel who performed the initial test. The confirmation test must be performed on the same specimen supplied for the initial test. If the confirmation test is negative for illegal drugs or controlled substances, the applicant's initial positive test result will be disregarded.

SECTION IV - TESTING FOR EMPLOYEES

To ensure the success of this drug and alcohol Policy, the County will require employees to undergo urinalysis and/or breath tests for drug and alcohol detection under the circumstances described below. All required medical tests will be conducted in accordance with the procedure outlined in this policy, in accordance with the guidelines established by the Department of Health and Human Services, at the County's expense, by qualified, County-designated medical personnel. All Evidential Breath Tests will be conducted at the County's expense by certified medical personnel. All job applicants and employees who are required to undergo testing must sign a consent form authorizing the County and respective medical personnel to conduct testing.

A positive test result means the test result shows either (a) the presence of an illegal drug or controlled substance in the employee's system at or above a threshold level set by the laboratory that conducted the test or (b) an employee has an alcohol concentration of .02 percent or higher (or equal to or higher than another more stringent, County mandated level applicable to the employee).

Drug List

The drugs to be tested for include, but are not limited to, the following:

Panel	Target Drug	Cutoff (ng/ml)
THC	Marijuana	50
coc	Benzoylecgonine	300
OPI	Morphine	2000
MET	Methamphetamine	1000
AMP	Amphetamine	1000
BAR	Secobarbital	300

BZO	Benzodiazepines	300
MTD	Methadone	300
MOMA	Methylenedioxy	500
OXY	Oxycodone	100
PCP	Phencyclidine	25
TCA	Antidepressants	1000

Initial drug screen tests of positive employees will be confirmed by the medical personnel who performed the initial test. The confirmation test must be performed on the specimen supplied for the initial test. If the results of the Evidential Breath Test show .02 or higher, a confirmation test must be conducted at least 15 minutes but not more than 20 minutes after the completion of the initial test. If the confirmation test is negative for illegal drugs or alcohol, the County will disregard the initial screen positive test.

CONTRACTORS:
Persons engaged by Rockdale County Government as independent contractors shall be required to comply with Georgia's Drug-Free Workplace Act, O.C.G.A. sec. 50-24-1 et seq., before they may perform services for Rockdale County Government.

REQUIRED TESTING

Testing will be required under the following circumstances. Testing procedures will be in accordance with the Medical Review Officer's established guidelines.

a. Pre-employment Testing

Applicants given a conditional offer of employment for a full-time or part-time position will be subject to a drug test. If an applicant refuses to take a drug test or if evidence of the use of illegal drugs is discovered, either through testing or other means, the conditional offer may be rescinded.

b. Post-Accident Testing

All County employees will be required to submit to a post-accident breath alcohol and drug screen following any accident while operating a County vehicle, equipment, or personal vehicle for County business. An accident is defined as an event causing property damage and/or any injury to any person when medical treatment may be necessary. Such testing shall be performed as soon after the accident as practicable. However, an employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to the testing. Employees must receive the post-accident breath alcohol test within **4**

hours and the drug screen within **8 hours** of the accident. If the breath alcohol and drug screen is not completed within **the allotted time period,** the supervisor must provide a written explanation detailing why the screening did not occur. (Exception: Employees who seek medical treatment for work-related injuries will be tested, under the Georgia State Board of Workers' Compensation authority, in conjunction with initial medical treatment, regardless of the amount of time that has passed since the injury.)

c. Reasonable Suspicion

Any employee may be subject to testing for drugs and/or alcohol when there is a reasonable suspicion that the employee is impaired and/or intoxicated in violation of the County's policy and/or DOT Policy.

An employee may be required to submit to drug and/or alcohol testing to determine fitness for duty, such as urine and/or breath testing, or other forms of testing as appropriate. A reasonable suspicion drug and/or alcohol test shall be conducted just before, during, or just after the performance of assigned duties.

Reasonable suspicion is a belief that an employee is using or has used drugs or alcohol in violation of the policy based on specific objective and perceptible facts and reasonable inferences drawn from those facts, considering experience and careful observation. A determination for a reasonable suspicion drug and/or alcohol screen will be made by a supervisor who has been trained to determine reasonable suspicion.

In the event a supervisor determines that reasonable suspicion exists that an employee is under the influence of drugs and/or alcohol, the supervisor shall immediately report the incident to his/her immediate supervisor or Department Director and shall complete the form entitled Rockdale County Observation Checklist. The supervisor must observe at least (2) two indicators from the checklist.

d. Random Testing

Safety Sensitive

Certain positions are critical to public welfare and fellow employees in regard to health and safety. Employees in safety and health sensitive positions or employees whose job duties require maintenance or operation of a motor vehicle or motorized equipment shall be required to submit to a drug and alcohol screening test at unannounced times or on a periodic basis

as determined by the Department Director and the Director of Human Resources.

County employees are subject to random drug and/or alcohol screens as prescribed by the Federal Department of Transportation and in accordance with applicable policy.

The number of random drug screens conducted will be at least 25% of the number of employees in the County, and the number of alcohol screens will be at least 10% of the number of employees in the County. Percentages are subject to periodic review and adjustment for each subsequent year.

The selection of employees for random drug and alcohol testing will be conducted using a scientifically valid method that ensures each covered employee will have an equal chance of being selected each time selections are made. The names of all employees chosen for random testing will be returned to the random testing pool for their respective group to ensure each covered employee will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year. Based upon the County's operations, random testing may be conducted on all days and hours during which safety-sensitive functions are performed.

Employees can be tested before, during, and after their shift. Employees are required to proceed immediately and directly to the collection site upon notification of their random selection.

If the employee selected is absent from work and, therefore, unavailable to be notified for testing or to submit to testing, the employee will be tested as soon as he or she returns to work. The employee will not be notified in advance.

The following positions are to be considered safety sensitive:

a) **Rockdale County Sheriff's Office, Rockdale County Detention Center, Fire Departments**

All sworn personnel and/or:

- Uniformed personnel performing emergency medical rescue, fire suppression, accident prevention, or other protective functions.
- P.O.S.T. (Peace Officer Standards and Training Council) Certified law enforcement officers.

- Public Safety Safety-Sensitive personnel interacting with prison work details or similar situations, carrying a firearm for security or law enforcement purposes.

b) **Communications:**

All personnel

c) **Public Service**:

(Storm Water, Transportation, Water Resources, EMA, Parks & Recreation, and Animal Services):

All personnel who perform the following:

- Maintenance functions for the repair, overhaul, and rebuilding of engines, vehicles, and/or equipment.
- Employees whose essential duties require them to drive or operate any County vehicle, to include automobiles, trucks, tractors, motor graders, back hoes, street sweepers, forklifts, outdoor power equipment, or any other vehicle or equipment used for transportation, construction, or maintenance work.
- Employees who fuel or maintain aircraft, airfield facilities, including aircraft ramps, taxiways, or active runways or median areas around ramps, taxiways, and runways.
- Employees who maintain, repair, or install traffic control markers, signs, or devices.
- Employees of Animal Control who have access to and /or administer controlled substances, which are stored on the premises.
- Employees of the Recreation and Maintenance Departments, whose job responsibilities include supervising youth.

d) **County-Wide:**

All personnel involved in the operation of County vehicles and/or equipment.

- Federal Motor Carrier Safety Administration Safety-Sensitive: Employees whose duties may include, at any time, operating any vehicle required to be operated by a holder of a Commercial Driver's License (COL).

The County has reviewed the actual duties performed or that may be performed by employees in all job classifications to determine which employees perform safety-sensitive functions and has determined which job classifications may require the

performance of safety-sensitive functions. Any newly created job classification will be assessed to determine whether the job should be considered safety sensitive. The Director of Human Resources, with input from the Department Director and the approval of the Board of Commissioners, may designate additional positions that are deemed to be safety sensitive and subject to testing on an unannounced or periodic basis. A current list of all safety-sensitive positions is maintained by the Risk Management Office.

List of Medications

If an applicant or employee tests positive for drugs or alcohol, the Director of Human Resources and/or designee will ask the individual to provide a list of those prescriptions and over-the-counter medications that he or she has recently used. The list of medications shall be kept confidential. The list of medications shall be disclosed only to the medical review officials who determine whether the positive result was due to the lawful use of any of the listed medications.

Consent

Before a test is administered, employees and job applicants will be asked to sign a consent form authorizing the test and permitting the release of test results to the employer and/or the medical review officials. The consent form shall provide space for employees and job applicants to acknowledge that they have been notified of the requirements of this policy.

Refusal to Consent

Job Applicants: Any applicant for a job with Rockdale County who refuses to consent to a drug test shall be denied employment.

Employees: Any employee who refuses to sign the consent form or submit to a drug and alcohol test as Required herein shall be subject to discharge. Employees who fail to appear at the designated collection site to take the test when so directed shall also be subject to discharge.

Failure to Cooperate

Any employee who fails to cooperate with a County investigation into possible violations of this Policy or who refuses to sign the consent to, or to take, a drug or alcohol test will be discharged.

Testing Laboratory Guidelines

All drug testing shall be administered and accounted for by an approved laboratory and/or medical facility that is operating in compliance with the Department of Health and Human Services Guidelines. The laboratory and/or medical facility selected shall meet the requirements of the United States Department of Health and Human Services to ensure proper security, proper chain of custody, and proper integrity and identity of the specimens. The procedures and guidelines for testing shall be available for inspection by contacting the Rockdale County Human Resources Department.

Unless there is a reasonable suspicion that the individual may alter or substitute the specimen to be provided, specimens will be collected in a manner reasonably calculated to provide privacy and to prevent substitution of specimens and interference with the collection or testing of specimens. Collection of specimens will be conducted under reasonable and confidential conditions. Individual dignity will be preserved to the extent practical.

Whenever an initial test for drugs for an incumbent is found to be positive, the laboratory will then carry out additional tests pursuant to laboratory testing guidelines to confirm that the initial positive indication was correct. If the second procedure also indicates the presence of drugs, the test is considered a confirmed positive result.

SECTION V - SEARCHES

When a supervisor reasonably suspects, as outlined in the Policy, that an employee is impaired and/or unfit for duty due to illegal drug(s), controlled substance(s), or alcohol, or that an employee is manufacturing, dispensing, using, consuming, possessing, distributing, purchasing or selling or otherwise transferring any illegal drug(s), controlled substance(s) or alcohol while on the job, on County property, operating County equipment or vehicles or operating any other equipment or vehicles on County business, the County shall have the right to conduct reasonable searches of the employee's clothing, briefcase, purse, lunch box, tool box, or motor vehicle. Before searching pursuant to this paragraph, the County will explain to the employee the reasons and grounds for the search and request the employee's consent to the search. Searches will be conducted by a sworn deputy of the Rockdale County Sheriff's Office in a manner that minimizes any intrusions into the employee's privacy. No search will be conducted if the employee refuses to consent to the search, but the employee's refusal to cooperate with search efforts may subject the employee to discipline, up to and including discharge.

If a search uncovers evidence of employee wrongdoing, illegal activity, or employee violations of County rules or policies, the evidence may be used to support disciplinary actions, up to and including discharge. In cases involving suspected illegal activities, the evidence may be turned over to the proper legal authorities.

SECTION VI - VIOLATION OF POLICY

Immediate Termination:
The following reasons shall be grounds for immediate termination of an employee:

A. Manufacturing, dispensing, using, consuming, possessing, distributing, purchasing, or selling or otherwise transferring any illegal drug (s) or controlled substance (s) while on the job, on County property, operating County equipment or vehicles, or operating any other equipment or vehicles on County business while impaired.

B. Felony conviction for violation of drug laws.

C. Positive result from a drug or alcohol test *

D. Refusing to consent to or to take a drug or alcohol test pursuant to this policy.

E. Failure to appear at the designated collection site to take the drug or alcohol test when so directed.

F. Failure to cooperate with a County investigation into possible violations of this policy.

G. Refusal to consent to a reasonable search pursuant to Section V of the Policy.

*For Positive result from a drug or alcohol test, review Rehabilitation Policy

Notice and Opportunity to Contest Results
If a specimen is confirmed positive, the employee will be informed of the results by the Director of Human Resources or his or her designee. The employee will be terminated. If the employee disagrees with the test result, he or she may have an opportunity to contest the results if the employee requests, within 10 days of being notified of the results, that a Rockdale County-approved, federally licensed laboratory retest the original specimen at the employee's own expense. One retest of the original specimen will be allowed under this procedure. If the retest is negative, the original results will be discarded, and if the test results were the only reason for the employee's termination, the employee will be re-hired with no loss of service time.

CONFIDENTIALITY

All information from an employee's or job applicant's drug and alcohol test shall be confidential and only available to the Department Director, the Director of Human Resources, medical review officials, those employees of Rockdale County who have a valid need to know, and those involved in any appeal process, should it become necessary. Disclosure of test results to any other person, agency, or organization shall be prohibited unless written authorization is obtained from the employee, job applicant, or required by law.

Policy Changes

The County reserves the right to delete, modify, amend, or terminate this policy at any time, with or without prior notice.

Board of Commissioners

Rockdale County, Georgia

By: JaNice Van Ness, Chair

Attest:

By:

Jennifer Rutledge, County Clerk

Approved this 13 day of January, 2026

Board of Commissioners
Agenda Item Transmittal Form
Policy Transmittal Form

Policy Amendments and Policy Introductions **Type of Request:**	**County Clerk Use Only** **Policy #:**

Submission Information:	**Information:**
Contact Name: Carol Cummings-Fambrough Human Resource Generalist **Department:** Human Resources	Rockdale County Policies

Notes and Comments:

Amendments to Policy

- #2018-4-22 : Drug and Alcohol Use Policy
- #2025-4-51 : Outside Employment

New Policies

- Service Animal Policy (Under the Americans with Disabilities Act)