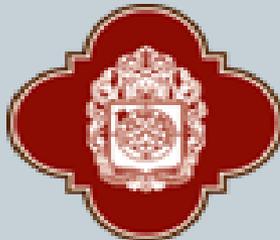


# AD 4.3 Alcohol and Controlled Substances Testing



## Finance Department Risk Management Division



**CORE Values**

Teamwork • Integrity • Innovation • Professionalism

[www.sanantonio.gov/finance.aspx](http://www.sanantonio.gov/finance.aspx)

# Agenda

2

1

- Purpose

2

- Who is Impacted

3

- Key Changes

4

- Consolidated ADs

5

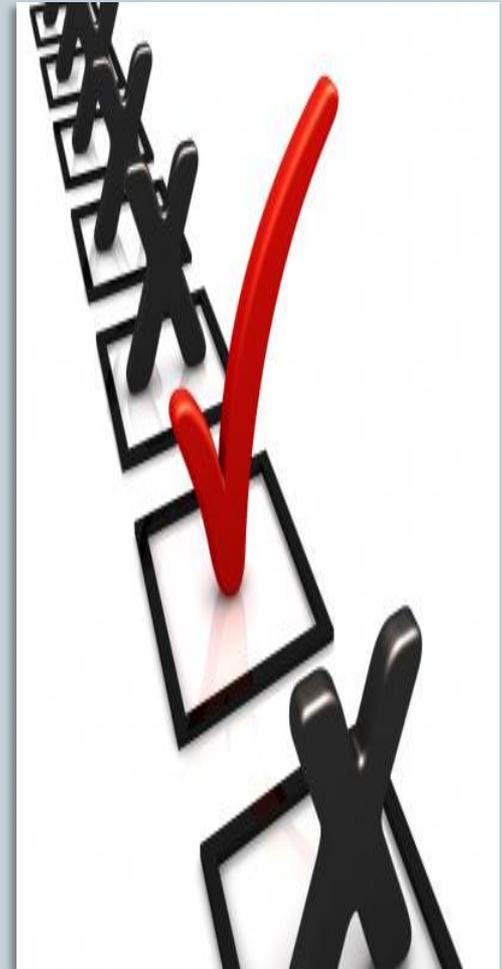
- Types of Testing

6

- Responsibilities

7

- Q&A





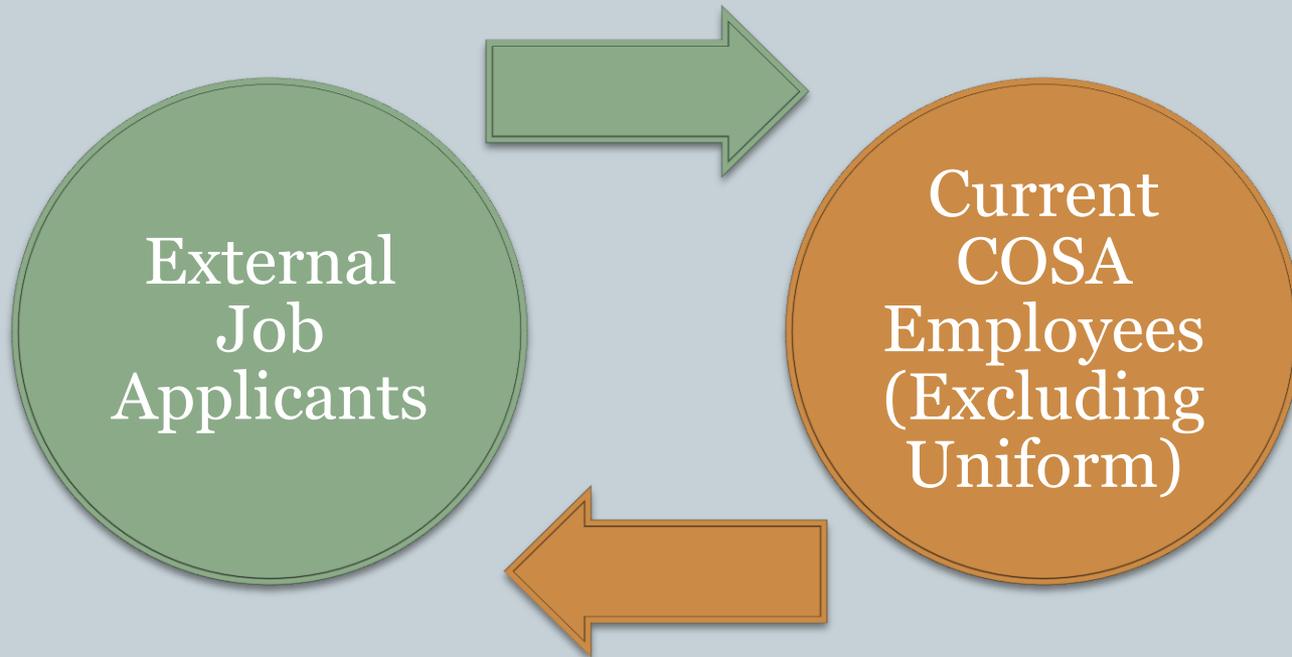
# Purpose

3

Establish Citywide policy  
for alcohol and controlled  
substance testing

# Who is Impacted

4



# Key Changes

5

Revision Date – March 1, 2016

Name Changed – Alcohol & Controlled Substance Testing

Reasonable Suspicion is Applicable to “ALL” Employees

Primary Drivers Will Be Randomly Tested

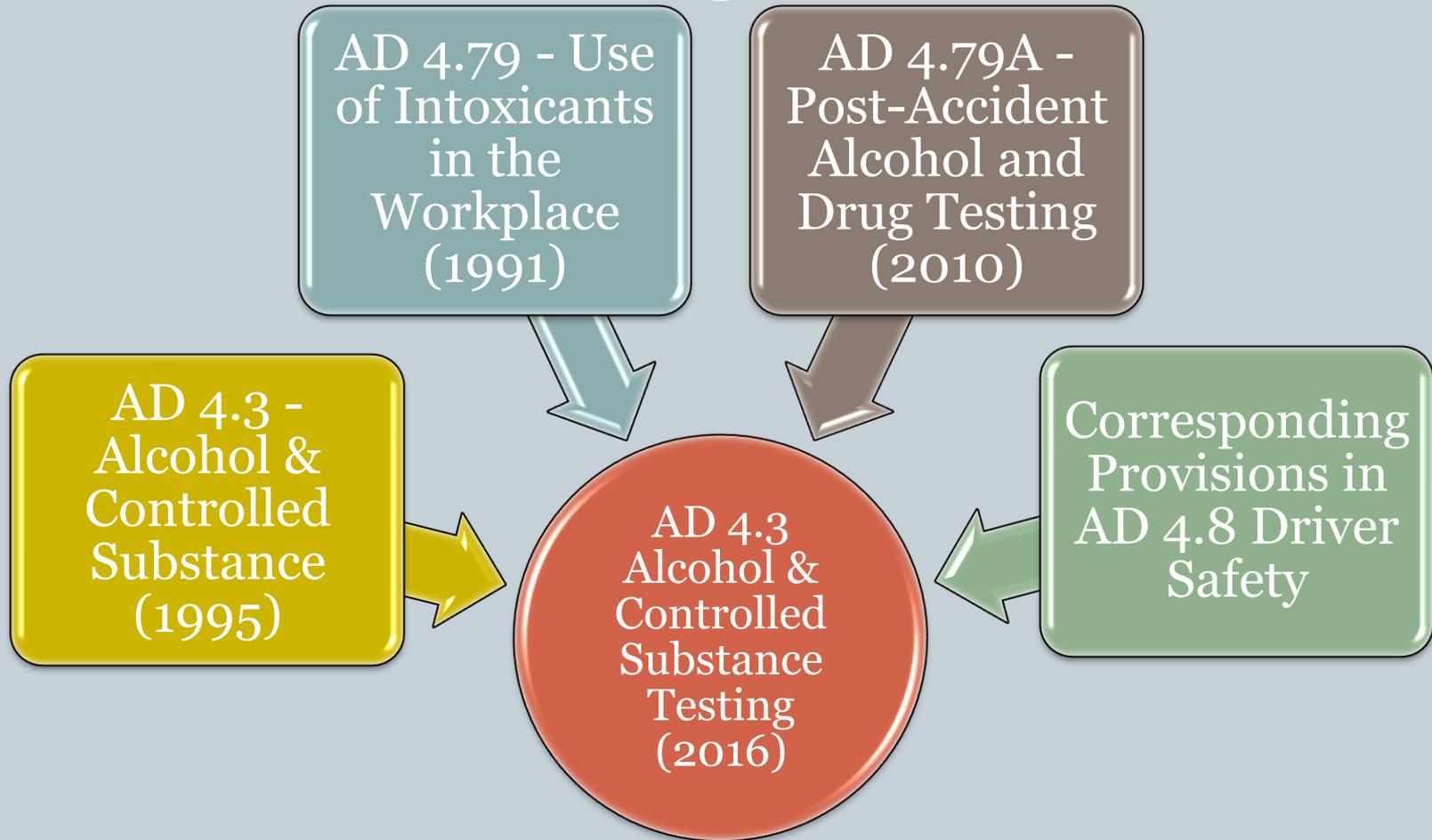
Department’s Option to Escort For Random Testing

Consolidates Several Former ADs



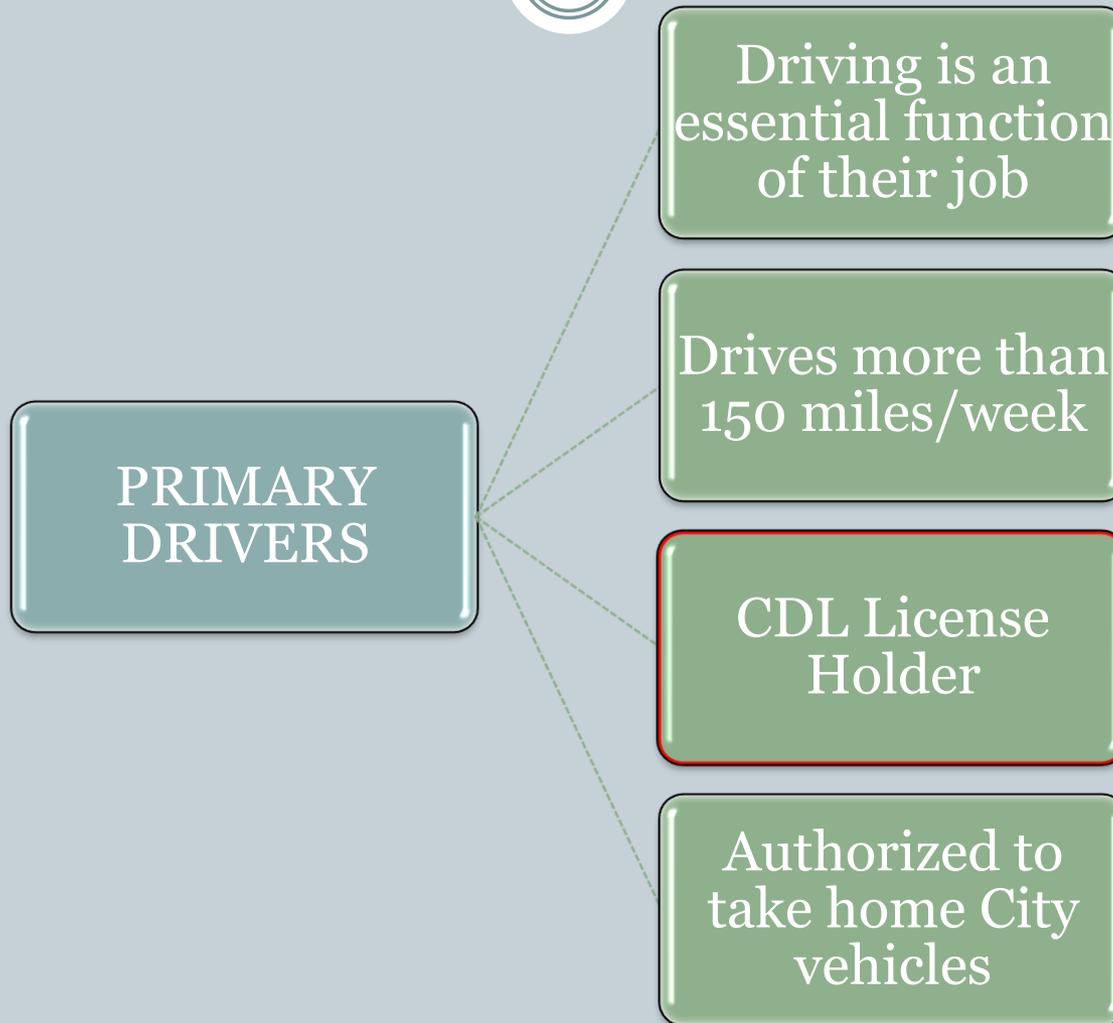
# Consolidated ADs

6



# Primary Drivers Defined

7



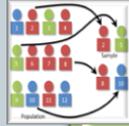
# Types of Test Covered

8



## Pre-employment

- Testing as a condition of employment during conditional offer period
- Testing current employees transferring/promoting into primary driving positions



## Random

- Testing conducted on a random, unscheduled basis
- Applicable to all Primary Drivers
- Testing will begin in May for Primary Drivers (CDL testing continues per DOT regulations)
- EAP is available; seek help if you believe you may have a substance abuse problem



## Post Accident

- Testing occurring after a vehicle collision/accident
- Bodily injury requiring medical attention away from scene
- Disabling damage to any vehicle
- Striking a pedestrian
- Loss of human life
- Citation issued to COSA driver



## Reasonable Suspicion

- Testing conducted based on supervisor's observation of employee's appearance, behavior, speech or body odor which indicates employee is under the influence of alcohol and/or controlled substance
- All employees can be tested under reasonable suspicion (except uniformed police and fire personnel)

# As A Reminder – Employee's Responsibilities



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Never perform any duty while under the influence of alcohol, drugs and/or a controlled substance



Report to the medical provider for drug/alcohol testing immediately upon notification



COSA's EAP is available as a resource for all full-time employees



COSA drivers must report any changes in driving status to their supervisor and Risk Management by the end of the business day



Failure to test has the same result as a positive test - termination

# As A Reminder – Department's Responsibilities

10



Ensure all employees adhere to Administrative Directives



Ensure supervisors attend alcohol and drug awareness training



Report employees no longer in a driving position and/or transferring into a driving position



Maintain confidentially



# Questions

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