



CITY OF GREAT BEND

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
Drug Testing: Post-Accident Drug Testing Policy	Randy Keasling	12/01/2018	

SECTION 1. GENERAL PROVISIONS

Purpose.

The purpose of this administrative policy is to establish that use or possession of alcohol or controlled substances while conducting City business is strictly prohibited except when the use of controlled substances is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the individual's ability to safely handle the functions of their job which may include operating a City vehicle or performing other safety-sensitive job functions. This Administrative Policy shall be effective from and after the date shown above. Any prior Administrative Policies adopted pursuant to this subject are hereby repealed.

Application.

This policy applies to all City employees.

SECTION 2. POLICY

City employees are required to submit to testing to determine the presence of illegal drugs or alcohol under the following circumstances:

When the employee is performing their required job duties and is involved in a work-related accident in which there is a reasonable basis for concluding that drug use could have contributed to the incident or, the accident results in any of the following:

- Injury or death.
- A citation is issued.
- Any damage over \$1000.

If an accident occurs during normal business hours, the employee involved in an accident that meets the criteria listed above must contact their immediate Supervisor who will notify the Department Head or their designee as soon as possible. Once notified, Human Resources will call the St. Rose Medical Pavilion Laboratory, located at 3515 Broadway to schedule a post-accident drug/alcohol test for the Employee. The phone number to the lab is 786-6612.

Any employee involved in an accident after normal business hours that meets the criteria listed above must contact their immediate Supervisor who will notify the Department Head or their designee as soon as possible who will accompany the employee to the Hospital. The employee will need to check in at the E.R. entrance front desk and tell the attendant they are a City of Great Bend employee who has been involved in an accident. Hospital Lab staff will administer a post-accident drug/alcohol test.

For those employees who are required to have a CDL for their job, the appropriate "Federal" Chain of Custody form must be used and the Department Head will have this information. At the discretion of the Department Head, the employee may be taken off duty until the results of the Drug/Alcohol testing are received or in some cases, the employee may be placed in a non-operating position pending results.

SECTION 3. ACCIDENTS OCCURRING OUT OF TOWN.

Any employee involved in an accident while out of town on City business must provide their immediate Supervisor a copy of the police report pertaining to the accident as soon as possible upon their return to Great Bend.

SECTION 4. RESPONSIBILITY FOR ENFORCEMENT.

When there is a reasonable possibility that drug use by the reporting employee was a contributing factor, an employee who refuses to consent and submit to a test when requested will be subject to disciplinary action, up to and including termination, pursuant to the City's discipline policy. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing; failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing; engaging in conduct that clearly obstructs the testing process; and finally, leaving the scene of an on-the-job accident. Positive test results will result in disciplinary action up to and including termination.

The City Administrator will have the responsibility for the enforcement of this administrative policy. Human Resources and Department Heads will be entrusted with the responsibility of enforcing the policy within their departments.

Approved: _____


City Administrator

Date: _____

12-1-2018