

SHERIFF OF GARFIELD COUNTY

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GARFIELD COUNTY SHERIFF'S OFFICE POLICY / PROCEDURE GENERAL

SUBJECT: DRUG TESTING

EFFECTIVE DATE: January 01, 2024

POLICY:

In addition to the Garfield County Employee Handbook, Section II C, "Drug Free Workplace", ALL Garfield County Sheriff's Office *sworn* Patrol and Detention personnel shall be required to participate in our random drug testing program. A *confirmed* positive drug test, or failure to complete the testing process will result in immediate termination.

PURPOSE:

The Garfield County Sheriff's Office is committed to protecting the safety, health and wellbeing of all employees, guests and other individuals in our workplace. We recognize that alcohol and drug abuse pose a significant threat to our goals. This policy recognizes that employee involvement with alcohol and drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to themselves and others, and have a negative impact on our community relations, productivity, morale and most importantly the safety of our workplace.

METHOD:

To ensure accuracy and fairness of the drug testing program, all testing will be conducted according to DHHS/SAMHSA guidelines where applicable, and will include:

- A screening test
- A confirmation test (GC/MS)
- The opportunity for a split sample of a urine test
- Review by a Medical Review Officer
- The opportunity for employees testing positive to provide a legitimate medical explanation
- A documented chain of custody

All drug and alcohol testing information will be maintained in separate, secure and confidential records with limited access to only the Sheriff, Undersheriff, Human Resources Administrator and County Attorney or an authorized Third Party Administrator.

Annually, 50% of the employee pool subject to testing shall be randomly drug tested and 10% of the employee pool subject to testing shall be randomly tested for breath alcohol. Testing will be done on a regular basis throughout the year. Employees will only be tested while on duty. Employees will be paid for the time necessary to provide a urine sample or breath-alcohol sample at the designated onsite or offsite collection location.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. The 5 substances that will be tested for are:

- Amphetamines
- Cannabinoids
- Cocaine
- Opiates
- Phencyclidine (PCP)

Testing for alcohol will be conducted by the analysis of breath. Alcohol tests shall be administered by a certified Breath Alcohol Technician.

The possession, use, cultivation or distribution of Marijuana/Marijuana infused products is a CRIMINAL offense under the Federal Controlled Substances Act. ANY employee in violation of that Act, will be immediately terminated.

The Medical Review Officer will review all confirmed positive drug tests and will verify the positive laboratory test results. If, in the sole determination of the Medical Review Officer the drug test is determined to be positive for one or more of the drugs listed above, or if the results of a breath alcohol test are positive, the employee will be immediately relieved of duty and placed on administrative leave pending the results of a disciplinary investigation. The employee will have the right and opportunity, at their expense, to have the split sample of the previously collected urine tested at another laboratory.

An employee will be terminated if they:

- Refuse the screening or the test for drugs or breath alcohol
- Adulterate or dilute the specimen
- Substitute the specimen with that from another person or send an imposter
- Will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents the completion of test

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this Policy to misuse and/or abuse prescription medications.

CBD Products: Due to the de-regulation of Hemp plants, the use of CBD and Hemp-based products is allowable for employees. However, it is the employee's responsibility to ensure that these products do not contain illegal levels of THC. It will not be an affirmative defense for any employee subject to a random drug test per this Policy to claim that a positive test for THC was a result of the use of such products.

CONFIDENTIALITY:

All information received by the Sheriff's Office through this program is confidential communication. Access to this information is limited to those that have a legitimate need to know in compliance with relevant laws and management policies. Information regarding drug test results or other information pertaining to drug and alcohol-related treatment will be kept in files separate from employee's personnel files in a secure location. Employees who receive information concerning other employees, including but not limited to drug test results, shall not further distribute that information except to others who have a legitimate need to know.