

# NEW CASTLE COUNTY

## PERSONNEL POLICY

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DATE	11/01/97

**SUBJECT:** DRUG AND ALCOHOL TESTING  
PROCEDURES -- PRE-  
EMPLOYMENT TESTING

**APPROVED:**



**OBJECTIVE:** To provide for pre-employment drug and alcohol testing of all individuals offered a full-time or permanent part-time classified or unclassified position.

**STATEMENT:** Employees are New Castle County's most valuable resource and their health and safety is, therefore, of utmost concern. Each employee has the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. All employees are expected to report to work in a fit condition ready to perform productively in their position. Employees must remain fit and able throughout their work day.

**Procedure:** Individuals selected for employment with New Castle County for a full-time or permanent-part-time classified or unclassified position will be required to undergo testing for alcohol and controlled substances as part of the pre-employment physical examination.

1. The applicant will be asked, with due regard for privacy, to submit to a urine drug screen and/or blood and breath alcohol test provided by a certified local collection site for alcohol and drug testing. Those candidates selected for positions which require a commercial driver's license (CDL) will be covered under Personnel Policy 5.07, Drug and Alcohol Testing for Commercial Motor Vehicle Operators.
2. With regard to alcohol, a positive test result shall be a blood or breath alcohol content, which constitutes a violation of the State of Delaware Commercial Driver's License Motor Vehicle statute. This standard is currently a blood alcohol content of .04% or above.
3. With regard to illegal drugs, a violation of the policy will occur if a federally certified drug screening laboratory confirms a positive test result by gas chromatography/mass spectrometry (GC/MS) using the following cut-off levels for its confirmation test:

<u>Substance</u>	<u>Confirmation Test (NG/ml)</u>
Cannabinoids Metabolite	15
Cocaine Metabolite	150
Opiate	300
Phencyclidine	25
Amphetamines	500

These five drugs or classes of drugs, as well as the confirmatory test levels, are taken from the U.S. Department of Transportation Drug Testing Procedures. If the Department of Transportation changes its drug testing procedures by adding drugs or classes of drugs, these procedures shall be modified to add such drugs or classes of drugs, including the confirmatory test levels adopted by the Department of Transportation.

4. The costs of testing will be paid by the County.
5. The candidate and the Chief Human Resources Officer shall be individually notified of the results of the test by the County's designated medical facility.
6. The County's medical review officer will be responsible for confirming any positive drug test or alcohol test results. Any candidate who has confirmed positive test results or refuses to submit to alcohol or controlled substance testing shall not be hired.

**REQUIRED ACTION:** The Human Resources Division, general managers and row officers shall be responsible for the implementation of and compliance with this policy. Each candidate shall be provided with a copy of this policy.