

**SUBJECT: DRUG FREE WORKPLACE**

**PURPOSE:** City government provides a variety of public services. The employees of the City are its most valuable resource, since it is through their work that services are provided. When delivering services, the health and safety of the public and the health and safety of employees are of paramount importance.

Drug and alcohol abuse is a problem of serious concern and one which affects all segments of the community, including the workplace. Such behavior poses risks to members of the public and to City employees. Employees have the right to work in an alcohol-and-drug-free environment. Members of the public have the right to be free from the harmful effects of alcohol and drug abuse in the provision of public services. The policy of the City is to provide a safe work environment and to protect the public by ensuring a drug-free workplace.

**STATEMENT OF POLICY:**

1. In order to maintain the safety and efficiency of its operations and to protect employees, the City has adopted the Florida Drug Free Workplace Program (Section 440.101 and 440.102, and the applicable sections of Florida's Administrative Code) and reserves the right to test employees for drugs and/or alcohol in the following instances: (1) pre-employment; (2) reasonable suspicion; (3) post-accident and injury; (4) post-rehabilitation; (5) part of routine fitness for duty medical examinations; and (6) randomly. The City's drug and alcohol testing will be in accordance with applicable Federal, State, and Local laws and regulations. There may be clauses in our current labor agreements that are in conflict with this policy. In these instances, the labor agreement takes precedence over this policy, unless it is in conflict with applicable State or Federal laws.
2. The City is committed to a drug-free workplace, to educating employees regarding the dangers of substance abuse, and to providing support for employees undergoing treatment and rehabilitation for chemical dependency. The City also is committed to the accountability of employees for violations of this policy through appropriate discipline, up to and including termination.

**Management's Responsibilities:**

1. The City Administrator, Department Directors, and supervisors (hereafter collectively referred as "supervisors") are responsible for implementing the drug and alcohol-free workplace policy. It is the responsibility of supervisors to observe the behavior of employees on the job as a precaution against unstable or unreliable behavior which could threaten the safety and well-being of employees, customers, or the public.
2. Supervisors are responsible for maintaining a safe work environment by determining employees' fitness for duty.
3. In the event a Department Director has a reasonable suspicion (as defined herein) that an employee may be affected by drugs or alcohol, the employee must be sent for drug testing. A form for reporting the reason(s) for drug testing is attached.

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4. In all cases when an employee is being removed from duty for drug testing, the supervisor should notify his/her superior at the earliest possible time.

**Employees' Responsibilities:**

1. It is each employee's responsibility to be fit for duty when reporting for work and to inform his/her supervisor if he/she is under prescription or non-prescription medication which may affect job performance.
2. In the event an employee observes behavior which raises a doubt as to the ability of a co-worker to work in a safe, reliable, and trustworthy manner, the employee should report this behavior to his/her supervisor.
3. Employees who voluntarily or, as a condition of continued employment, enter a drug or alcohol treatment and/or rehabilitation program are required to participate and complete recommended treatment. Any employee who enters a drug or alcohol treatment and/or rehabilitation program will be responsible for payment of the treatment and/or program. If the employee fails to comply with the treatment and/or the program, the employee will be subject to discipline, up to and including termination.

**Medical Review Officer's (MRO) Responsibilities:**

1. The MRO will review all information from the testing laboratory in the event of a positive, confirmed test. The MRO will review any information from the employee or job applicant regarding the use of medication or other relevant medical information set forth in the form submitted prior to drug testing.
2. The MRO may request that the testing laboratory provide quantification of test results.
3. The MRO will provide his/her interpretation of positive, confirmed test results to the Personnel Officer.
4. The MRO will assist employees in an Employee Assistance Program, monitor such employees' progress, and confirm completion of the treatment program.

**Explanation of Terms:**

“Positive confirmed test” or “confirmation test” means a second procedure which confirms a positive result from an initial drug test.

“Medical Review Officer” (MRO) means a licensed physician who is responsible for receiving and reviewing all positive confirmed test results and who is responsible for contacting all individuals who tested positive in a confirmation test to inquire about possible medications which could have caused a positive result.

**SUBJECT: DRUG FREE WORKPLACE (continued 3 of 15)****Rights Under Collective Bargaining Agreements:**

Employees who are covered under a collective bargaining agreement between the City and Local 3080, IAFF, Broward County PBA, and the Federation of Public Employees, may have the right to file a grievance regarding discipline imposed by the City as a result of a violation of this policy according to applicable agreements.

**Pre-Duty Use of Alcohol:**

Employees are prohibited from consuming alcohol for four (4) hours before going on duty or before operating a commercial motor vehicle. If an employee cannot meet this requirement, it is his/her responsibility to tell his/her supervisor, or person initiating the callout, that he/she cannot report to work.

**Return to Work Testing:**

When an employee has tested positive for drugs or alcohol during a random or post-accident test the same provisions apply as for all employees in the following section on Discipline.

**TREATMENT AND REHABILITATION:****Employee Assistance Program (EAP):**

1. The following is the name, address, and telephone number of the United Way office which will provide information of employee assistance programs and local alcohol and drug rehabilitation programs available to employees.

Broward County  
United Way of Broward County  
1300 South Andrews Avenue  
Fort Lauderdale, Florida 33316  
954-462-4850

2. Other resources available are:

1-954-467-6333	First Call for Help
1-800-356-9996	Al-Anon
1-800-527-5344	American Council of Alcoholism Helpline
1-800-662-HELP	National Institute on Drug Abuse Hotline
1-800-843-4971	Drug Free Workplace Hotline <a href="http://www.drugfreeworkplace.gov">www.drugfreeworkplace.gov</a>

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1. Employees who have been provided with an opportunity to enter a treatment and/or rehabilitation program must meet all requirements of that program. Failure to follow or complete the treatment and/or rehabilitation program or a subsequent positive confirmed drug test will result in immediate termination.
2. Confidentiality will be maintained at all times, except to the extent necessary to comply with these policies.

**Refusal of a Treatment Program:**

1. If the employee offered an opportunity to enter into a treatment program refuses to do so, he/she will be immediately terminated.
2. An individual's participation in the program will not be made part of any personnel records and will remain confidential, except to the extent necessary to comply with this policy. Medical and insurance records, if any, will be preserved in the same confidential manner as all other medical records.

**Prohibitions:**

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance. This policy prohibits the following:

1. The unauthorized use, possession, manufacture, distribution, or sale of an illegal drug, controlled substance, or drug paraphernalia on City property or while on City business, in City supplied vehicles, or during working hours.
2. The unauthorized use, possession, manufacture, distribution, or sale of alcohol on City premises or while on City business, in City vehicles, or during working hours.
3. Storing any illegal drug, drug paraphernalia, or any controlled substance whose use is unauthorized, or any container of alcohol, in or on City property (including vehicles). Unopened containers of alcohol in a private vehicle parked on City property shall not be a violation of this policy.
4. Reporting to work, or working, while under the influence of illegal drugs or alcohol, or having illegal drugs in your system as identified during a drug test, whether on City premises or on City business, or in City supplied vehicles.
5. Failing to notify the employee's supervisor, before beginning work, that the employee is taking medications or drugs which may interfere with the safe and effective performance of duties.
6. Refusing to immediately submit to an alcohol and drug test when requested by a supervisor, in accordance with this policy.

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7. Failing to provide, by the next workday following a request, a valid prescription for any drug or medication identified when the results of a drug test are positive. If the employee is taking prescription drugs, the prescription must be in the employee's name.
8. Refusing to submit to an inspection of City vehicles, lockers, et cetera, when requested by a supervisor, in accordance with this policy.
9. Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled: (a) as a condition of continued employment; or (b) pursuant to a written agreement between the City and the employee.
10. Violating any criminal drug or alcohol statute while working. Conviction under any criminal drug statute.
11. Failing to notify the City of any arrest or conviction under any criminal drug or alcohol statute by the next workday following the arrest or conviction.

**Managerial Responsibility for Enforcement:**

Department Directors and supervisors shall be responsible for enforcement of this policy. The City will provide training to all supervisors authorized to act under this policy in evaluating and working with substance abuse issues in the workplace.

**Treatment/Rehabilitation:**

In addition the following specific rules apply:

- 1) The employee will be referred to the EAP program or to other substance abuse counseling as part of his/her return to work requirements.
- 2) The employee must comply with any recommended rehabilitation.
- 3) The employee must have a negative retest before being permitted to return to work.
- 4) Unannounced follow-up tests will be conducted at least six (6) times within the first twelve (12) months after an employee returns to work.
- 5) Testing may be extended for a period of up to sixty (60) months after return to work.

**Challenge of Test Results:**

1. An employee or a job applicant who receives a positive confirmed test result may contest or explain the result in writing within five (5) working days of receipt of notification of a positive confirmed test result.
2. If the explanation or challenge of the employee or job applicant is unsatisfactory to the City, the City within fifteen (15) days of receipt will provide a written explanation as to why the employee or job applicant's explanation is unsatisfactory, and a copy of the report of positive confirmed test results.

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3. An employee may further challenge the results of the test in a court of competent jurisdiction or, if the drug test was administered due to a workplace injury, by filing a claim for benefits with a Judge of Compensation Claims, pursuant to Chapter 440, Florida Statutes.
4. If an employee or job applicant contests the drug test results, he/she must notify the laboratory.

**Pre-Employment Testing:**

All new City employees are required to pass a pre-employment drug and alcohol test prior to hire. The test will be administered after a conditional offer of employment has been made and prior to any tentative start date. A positive test will exclude an applicant from being hired.

**Drug and Alcohol Testing:**

1. A drug test under this policy is a urinalysis (for drugs) and an evidential breathalyzer test (for alcohol) administered under approved conditions and procedures conducted for the sole purpose of detecting drugs and alcohol. Other methods to detect the presence of alcohol may be used including blood/alcohol tests. The test will be conducted by a City appointed medical laboratory and paid for by the City. Following authorization for reasonable suspicion or post-accident drug testing, the supervisor or other authorized person will transport the employee to the designated laboratory.
2. In the case of an applicant for employment or follow up testing the individual shall appear at the designated laboratory at the time instructed by the Personnel Officer.
3. The subject (employee or applicant) will be interviewed by laboratory personnel prior to the sample collection to determine whether the subject is currently using drugs under medical supervision and/or taking over-the-counter medications which might reasonably impact the test.
4. The drug testing laboratories must meet the testing requirements in Florida Statute 440.102.

**Processing Urine Samples:**

1. Each step in the collection and processing of the urine specimen shall be documented to establish procedural integrity and the chain of custody.
2. Specimens for drug testing will be collected, handled, maintained, and tested in accordance with the Florida Drug Free Workplace Program and the appropriate Florida Administrative Rules. Urine will be used for the initial and confirmation tests for all drugs except alcohol. Breathalyzer will be used for the initial and confirmation tests for alcohol. Florida Statutes 440.102.
3. All testing will be done using SAMHSA procedures and threshold levels.

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4. Confirmation testing will be conducted using Gas Chromatography-Mass Spectrometry. The urine sample shall be retained for twelve (12) months by proper storage method to allow for further testing, if necessary.
5. Any sample which has been adulterated or is shown to be a substance other than urine shall be reported as such. Any applicant or employee providing false information about a urine or breath specimen or who attempts to contaminate such sample shall be subject to removal from consideration for hiring or be terminated.

**Drugs Tested:**

The laboratory shall test for the following drugs at levels that meet or exceed the limits hereafter set forth:

<b>Drug</b>	<b>Screening Level</b>	<b>Confirmation Level*</b>
Amphetamines	1000 ng/ml	500+ ng/ml
Cocaine Metab.	300 ng/ml	150+ ng/ml
Opiates	300/ng/ml	300+ ng/ml
PCP (Phencyclidine)	25mg/ml	25+ ng/ml
THC (Marijuana)	100 ng/ml	15+ ng/ml
Alcohol	-----	0.02**
Methaqualone	300 ng/ml	150 ng/ml
Barbiturates	300 ng/ml	150 ng/ml
Benzodiazepines	300 ng/ml	150 ng/ml
Synthetic Narcotics	300 ng/ml	150 ng/ml

\* SAMHSA specified threshold.

\*\* Tested through an evidential breathalyzer instrument at a level of .02 alcohol/breath concentration or greater, expressed in terms of grams per 210 liters of breath.

**Results of Drug Testing:**

The laboratory will review the results of the test and determine if the sample contains any illegal drug or legal drug or alcohol at levels that would cause impairment or reveal its use in an illegal manner. The laboratory director will also review the medical history made available by the subject when a confirmed positive test could have resulted from a legally prescribed medication.

**Evaluation of Legal Drug Use:**

1. In the case of prescriptive drug use that may affect an employee's ability to perform his/her job safely, the laboratory director or the City's designated Medical Review Officer will require the subject to provide by the next scheduled work day a bona fide verification of a valid current prescription for the drug identified. The applicant shall be dropped from eligibility, or the employee will be subject to disciplinary action when:
  - (a) Verification of a valid prescription is not provided and the employee has not previously notified his or her supervisor;

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- (b) The prescription provided is not in the subject's name.
2. When there is a confirmed presence of any illegal drug, or legal drug or alcohol (equal to or greater than .02) or in the case of legal drugs, for which in the opinion of the Lab Director or Medical Review Officer (MRO), no reasonable explanation or proof is provided, the subject shall be deemed to have failed the test. When there is a confirmed presence of alcohol at the .02 level, the employee is deemed to be unable to safely operate a motor vehicle, operate machinery, or perform safety-sensitive work. If these tasks are part of an employee's job (in the opinion of the supervisor), he/she will be considered unable to work and will be sent home for the remainder of his/her work shift. The individual would be required to take leave without pay. The employee would return to work after a period of twenty-four (24) hours or at the beginning of his/her next workday or shift (whichever period of time is greater) or after another test shows a breath alcohol level of below .02. The employee would be subject to disciplinary action. Under this policy a breathalyzer test of over .02 would be considered a positive test.

**Employees:**

1. The employee shall be advised of the positive test result by the Medical Review Officer. The employee shall be afforded the opportunity to have the original urine sample retested. Re-tests must be requested within a period of seventy-two (72) hours after notification of an initial positive test by the MRO.
2. A re-test will be done by the original lab at the employee's expense. The second test must be done under SAMHSA procedures. If the subject declines a re-test, or the re-test confirms the results of the initial test, the City Administrator shall be notified. The City Administrator shall notify the Department Director of the results and a determination of appropriate action shall be made.

**Negative Test Results:**

1. Employees who have been tested for drugs and alcohol, where no substance abuse was found, shall receive notice of such findings from the City Administrator. A copy of this notice will not be placed in their personnel file, unless requested by the employee. A record of the negative results shall be placed in a confidential folder in a separate, secured file maintained by the Finance Department.
2. In the case of job applicants, the hiring department shall be notified by the City Administrator that the applicant is clear for hire.

**Random Testing:**

1. During the calendar year, up to 50% of all employees may be randomly tested for drugs/alcohol each calendar year. No employee shall be required to take more than two (2) random drug/alcohol tests each calendar year. Refusal to comply with an order to submit to such a test will constitute the basis for disciplinary action up to and including dismissal.

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Any positive test for drugs and alcohol will constitute a basis for disciplinary action up to and including dismissal. When an employee is notified that he/she has been selected to take a random drug/alcohol test, the employee will report to the testing center within two (2) hours after notification. An employee on vacation or sick leave will not be selected to take a random test.

2. The selection process will be based on using a combination of the last digit of the social security numbers and the birth date months of employees. A number from 0 to 9 will be randomly drawn. A month of the year will be randomly drawn. Employees will be required to take a drug test when both the last number of their social security number and their birth month are selected. The City and FPE representative will mutually decide how the numbers and months of year are drawn. A Union representative will be present at the selection of the number and month.
3. This is applicable to all City employees, both exempt and non-exempt, unless in conflict with a specific labor agreement.
4. Individuals who drive, maintain, supervise, or schedule the community bus, are subject to the provisions of the Drug & Alcohol Testing Policy and Procedures, Broward County Board of County Commissioners, Mass Transit Division, Lighthouse Point Edition, in addition to the policy contained herein.

**POLICY REQUIREMENTS:****Conditions of Pre-Employment:**

To determine the suitability of employees to work for the City the following pre-employment conditions are established:

1. All job applicants will be tested prior to employment for drug use and alcohol use. Any job offer which a job applicant may receive from the City is contingent upon successfully passing a drug test and a physical examination, as applicable.
2. Any job applicant who refuses to submit to drug and alcohol testing as part of the pre-employment testing process will be refused employment.
3. Any job applicant who tests positive for drug or alcohol use will be refused employment at that time.
4. Confidentiality will be maintained pursuant to this policy.
5. The City will not discriminate against applicants for employment because of the past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol that the City will not tolerate.

**SUBJECT: DRUG FREE WORKPLACE (continued page 10 of 15)****Employee Drug Convictions:**

1. Employees are required to notify the City of any criminal drug statute arrest or conviction or violation occurring in the workplace no later than one (1) day after such conviction or arrest.
2. The City will take appropriate disciplinary action against receiving notice of an employee who is so convicted.

**Employee Assistance Program:**

There is no interest in restricting social drinking outside of working hours and no intent to intrude upon private or personal lives of employees. The City is concerned only when the employee's health and/or job performance is adversely affected.

**Job Applicants:**

In the case of job applicants, the laboratory director or City MRO shall notify the applicant of a positive test result. An opportunity to have the original urine sample re-tested at the applicant's expense shall be afforded. The applicant must request a re-test within seventy-two (72) hours. If there is a confirmed positive test, the Personnel Officer shall notify the department and the applicant shall be removed from eligibility for hire. A copy will be sent to the Finance Department for filing.

**Pre-Employment Testing:**

All new employees must, as a job requirement, pass a pre-employment drug test prior to hire. The test will be administered after a conditional offer of employment has been made and prior to any tentative start date or in the Fire Department, before driving a CDL vehicle. This test will be conducted under the SAMHSA standards and protocols. See earlier sections of this policy for a list of drugs and confirmation levels. The test will involve an unobserved urine sample collection for drug testing. The procedures and protocols are identical to those for all City employees covered above unless specifically noted. All urine drug testing will be conducted by a SAMHSA certified laboratory.

**Enforcement:**

When there is a reasonable suspicion to believe that an employee's job performance may be impaired by drugs or alcohol, the supervisor may: (a) direct the employee to submit to a drug/alcohol test; and/or (b) search, with or without employee consent, all areas and property in which the City maintains control or joint control with the employee.

**Reasonable Suspicion:**

"Reasonable Suspicion" is a belief based on objective facts sufficient to lead a reasonable person to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or that the employee's ability to perform his/her job safety is reduced. The Department Director must identify to the employee in writing the reasonable

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suspicion indicators that the employee displayed. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Slurred speech;
2. Irregular or unusual speech patterns;
3. Impaired judgment;
4. Alcohol odor on breath;
5. Uncoordinated walking or movement;
6. Unusual or irregular behavior such as inattentiveness, listlessness, hyperactivity, hostility, or aggressiveness;
7. Possession of alcohol or drugs.

**Impairment:**

1. The supervisor shall directly observe the employee's behavior and document in writing the facts constituting reasonable suspicion. When circumstances permit, a second person shall also observe the employee to verify that there is a reasonable basis to believe that drug or alcohol impairment may be present. If possible, the supervisor shall question the employee with regard to the situation. When a determination is made that an employee may be impaired because of drug or alcohol use, the employee shall be relieved of his/her duties and sent for a drug and alcohol test.
2. The supervisor shall immediately notify the Department Director, or in his/her absence, the designee. In the event that this person is not available, the supervisor shall immediately contact the City Administrator for review. Upon review, the Department Director or designee, or in his/her absence the City Administrator or designee, may authorize the supervisor to require a drug test. When a determination is made that an employee is impaired because of drug or alcohol use, the employee shall be relieved of duty and placed on leave status.

**Discipline:**

1. As with any issue of employee misconduct, an appropriate investigation and assessment of circumstances needs to be made by the Department Director with guidance from the City Administrator and the City Attorney. Advice from medical professionals may be sought. A decision to refer for substance abuse evaluation, treatment and/or discipline may be made depending on the nature and severity of misconduct, the employee's work history, and other pertinent facts and circumstances. In certain situations, follow-up drug testing may be recommended and conducted to ensure the employee remains drug and alcohol free. All employees who test positive for illegal drugs are subject to discipline up to and including termination.
2. Any disciplinary action will be carried out in accordance with City Personnel Policies and applicable Union contract agreements.

**SUBJECT: DRUG FREE WORKPLACE (continued page 12 of 15)****Confidentiality:**

1. Laboratory reports of positive test results shall not appear in an employee's general personnel folder. Information of this nature will be placed in a separate confidential medical folder that will be maintained by the Finance Department.
2. The positive reports or test results shall be disclosed to the Department Director only on a need-to-know basis. Disclosures without patient consent, may also occur when: (1) the information is compelled by law or by judicial or administrative process; (2) the information has been placed at issue in a formal dispute between the City and the employee; (3) the information is to be used in administering an employee benefit plan such as for drug or alcohol treatment; (4) the information is needed by medical personnel for the diagnosis or treatment of the patient (employee) who is unable to authorize disclosure.

**Record Retention Requirements:**

1. The City shall maintain all records related to drug and alcohol testing for each employee in a secure location with controlled access. Keep all documents sent by the laboratory or the collection site. The following records shall be maintained for a minimum of five (5) years:
  - a. Records of alcohol test results indicating an alcohol concentration of .02 or greater.
  - b. Records of verified positive drug test results.
  - c. Documentation of refusal to take required alcohol and/or drug tests.
  - d. Evaluations and referrals.
2. Records related to alcohol and drug collection process and training shall be maintained in accordance with State retention schedules.
3. No records containing driver information required by this policy will be released except as provided as follows:
  - a. Upon written request of the employee.
  - b. Upon written authorization of the employee, records will be disclosed to a subsequent employer subject to use as specified by the employee.
  - c. Upon specific, written authorization by the employee, records will be released to an identified person, for use only as specified by the employee. Records may be disclosed to a decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee, including, but not limited to, workers compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver. Consult the City Attorney prior to releasing any of these types of records.

**Accidents:**

1. Any accident involving a City vehicle must be reported as soon as possible by the employee to his/her supervisor. All accidents must be reported to the Lighthouse Point Police Department. The supervisor should investigate the circumstances of the accident and

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determine if there is reasonable suspicion to require a drug and alcohol test. Testing is mandated in the following circumstances:

- a. An accident that has resulted in the loss of human life.
  - b. An accident in which the driver receives a citation and there is an injury requiring medical attention away from the scene of the accident.
  - c. An accident in which the driver receives a citation.
  - d. An accident that causes any damage to property or the vehicle.
2. An individual in a safety sensitive position, such as a mechanic, is subject to drug and alcohol testing, when in the opinion of a supervisor, employee performance caused or contributed to the accident. For example, a mechanic would be tested when he/she worked on a vehicle's brakes just prior to an accident and a brake problem may have contributed to the accident.
  3. A post-accident drug and alcohol test should be completed as soon as possible. Drug testing must occur no later than eight (8) hours after the accident. Alcohol testing must occur no later than two (2) hours after the accident.
  4. A driver is prohibited from consuming alcohol for eight (8) hours after an accident, or until he/she has taken a drug and alcohol test.

**Note:** A police officer investigating an accident has legal authority under certain circumstances to order a blood sample to be taken for drug and alcohol testing.

**Prescription or Non-Prescription Medication:**

“Prescription or non-prescription medication” means a drug or medication obtained pursuant to a prescription as defined by Section 893.02, Florida Statutes, or a medication that is authorized pursuant to Federal or State law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

**Reporting of Use of Medication:**

Employees and job applicants may confidentially report the use of prescription or non-prescription medication both before and after having a drug test. A form for reporting medication use is attached.

**Medication Information:**

An employee or job applicant may consult with the testing laboratory for technical information regarding prescription and non-prescription medication.

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THE CITY OF LIGHTHOUSE POINT

DRUG AND ALCOHOL TEST DIRECTION FORM

I direct (Name of Employee) \_\_\_\_\_ to take a drug and alcohol test pursuant to the City of Lighthouse Point Drug and Alcohol Free Workplace Policy and Work Rules. This drug and alcohol test is required because of the following reason(s), i.e. reasonable suspicion, accident:

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(Name of Supervisor)  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

Department Director \_\_\_\_\_ Position \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

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CITY OF LIGHTHOUSE POINT  
FORM FOR REPORTING THE USE OF  
PRESCRIPTION OR NON-PRESCRIPTION MEDICATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

PRESCRIPTION MEDICATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NON-PREScription MEDICATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_