





# JEFFERSON PARISH

## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

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Manager, and/or the Jefferson Parish Physician(s) do not assume any responsibility for any adverse effects that an employee may have from either taking or not taking prescription and/or over-the-counter medications.

Jefferson Parish's Substance Use Policy does prohibit employees in safety and security sensitive positions from reporting to work without prior, proper authorization with any substance in their system that could adversely affect their ability to perform their job duties. This prohibition includes prescription and/or over-the-counter medications that could adversely affect the ability of an employee in a safety and security sensitive position to perform his/her job duties. The medication approval process for safety and security sensitive employees has not changed.

All employees must, as a condition of employment, abide by the terms of Jefferson Parish's Substance Use Policy. Failure to comply with Jefferson Parish's Substance Use Policy could result in an employee's termination. I hope you will view the Jefferson Parish Substance Use Policy as an opportunity to foster cooperative employer-employee relationships, and to establish, document and clearly communicate standards of accountability, performance and conduct. Any questions that you may have regarding this policy may be directed to the Substance Use Program Manager or your department's Human Resource Manager.

I want to take this opportunity to thank you for your daily contribution to making Jefferson Parish a wonderful place to live, work and raise a family.



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# JEFFERSON PARISH

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## Substance Use Policy Manual

*Prepared by:*  
*Department of Human Resource Management*  
*Revised September 2019*

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# **SUBSTANCE USE POLICY**

## **I. Policy Statement**

The Parish of Jefferson is committed to providing a workplace free from the effects of drug and alcohol abuse and to maintaining the highest employee job readiness standards to ensure a safe, healthful, and productive work environment for all its employees.

### **A. Purpose**

The Parish recognizes that alcohol and drug abuse are major social problems that produce negative consequences at home and at work. Both the Parish and its employees have a mutual right to a healthy, productive, and safe workplace. Jefferson Parish will continue to protect Parish employees and the public from the direct and indirect negative consequences and threats to safety, productivity, and security posed by the real and potential effects of both on-premises and off-premises alcohol and drug abuse.

The purpose of this policy is to detail the Parish's rules for conduct related to drugs and alcohol or drug-related paraphernalia; specifically, the use, abuse, presence in the body, possession, reporting for work under the influence, performing one's job duties under the influence, bringing onto Parish premises, transfer, storage, concealment, transportation, promotion, manufacture, sale, and distribution of drugs and alcohol or drug-related paraphernalia by prospective, probationary, and regular employees. In addition, this policy outlines the Parish standards for pre-employment and post-employment alcohol tests; prohibited or controlled substances tests; encouragement of participation in rehabilitation where appropriate; and authorization of administrative inspections and other activities designed to effect this policy.

This policy acknowledges that alcoholics and former drug addicts who have been successfully rehabilitated may be protected by the Americans with Disabilities Act (ADA). However, a person who is currently an illegal user of drugs or who is under the influence of alcohol in the workplace is not considered as disabled and not protected by the ADA.

Employees must, as a condition of employment, abide by this policy.

### **B. Scope and Effect**

1. This policy applies to all Parish classified and unclassified employees. Compliance with this policy will be required as a condition of employment or continued employment. In addition to being covered by the Jefferson Parish Substance Use Policy, some employees are also covered by the U.S. Department of Transportation (DOT) Alcohol and Drug Testing Procedures. All classified employees of Jefferson Parish are covered by the Jefferson Parish Personnel Rules, which contain drug testing provisions that incorporate SAMHSA (Substance Abuse and Mental Health Services Administration) guidelines.
2. This policy includes persons employed by the East Bank Consolidated Special Service Fire Protection District.

3. This policy will apply to any and all new agencies or departments that are created or come under Jefferson Parish Government that may be governed by an advisory board or other such administrative authority as approved for by the Parish Council.
4. This policy, along with the Jefferson Parish Personnel Rule VI, Section 10 and East Bank Consolidated Special Service Fire Protection District Rule VII-A, shall govern in matters of employee or prospective employee substance testing.

## C. Definitions

The following words and phrases shall have the following meanings for the purposes of this policy:

1. **“Accident”** means an unforeseen and unplanned event, incident, or circumstance that results in bodily injury requiring the attention of a physician or that results in significant damage to property.
2. **“Adulterated Specimen”** means a urine specimen containing a substance that is not a normal constituent or containing any endogenous substance at a concentration that is not a normal physiological concentration.
3. **“Alcohol”** refers to the intoxicating drug in fermented or distilled liquors, beverages, medicines, or any other substances containing alcohol.
4. **“Aliquot”** means a portion of a specimen used for testing.
5. **“CAP-FUDT Certified Laboratory”** means a laboratory certified for forensic urine drug testing by the College of American Pathologists.
6. **“Chain of Custody”** means procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures shall require that a chain of custody form be used from the time of collection to receipt in the laboratory, and that upon receipt by the laboratory, a laboratory chain of custody form account for the sample or sample aliquots within the laboratory. Chain of custody forms shall be developed in accordance with SAMHSA Guidelines regarding security and chain of custody.
7. **“Collection Site”** means a place designated by the Parish where individuals present themselves for the purpose of providing a specimen or breath sample to be analyzed for the presence of prohibited substances.
8. **“Collection Site Person”** means a person who instructs and assists individuals at a collection site and who receives and makes a preliminary observation of the urine specimen or breath sample provided by those individuals. A Collection Site Person shall have successfully completed training to carry out this function.

9. **“Conditional Employment Agreement”** means a written, binding agreement entered into between the Parish and a Conditional Employment Status employee as a condition of continued employment with Jefferson Parish under one (1) or more of the following circumstances:

a) Prior to re-employment with the Parish following a minimum two (2) year absence for violations of the Jefferson Parish Substance Use Policy or Federal DOT Regulations the applicant must be evaluated by a Substance Use Professional (SAP) designated by Jefferson Parish to determine eligibility for employment. The cost of this evaluation is the responsibility of applicant.

i) If re-employment occurs longer than five (5) years after the dismissal or resignation, the Department of Human Resource Management will determine whether a Conditional Employment Agreement is necessary based on the evaluation report of the Substance Use Professional.

b) Self-referral to a substance abuse program, or self-identification of a substance abuse problem by an employee who has never tested positive for prohibited substances while employed with the Parish but who acknowledges a drug/alcohol problem;

c) An employee’s return to temporary duty pending the legal resolution or outcome of an arrest for the violation of any criminal drug or alcohol laws that occurs outside of the scope of the employee’s Parish employment or workplace.

10. **“Controlled Substance”** means:

a. Those substances whose production, dissemination, or use is controlled by regulation or statute listed below, and as these provisions may be amended from time to time:

i. Any chemical or its immediate precursor classified in Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. 811 to 812;

ii. Any controlled substance as defined in the Federal Drug Abuse Prevention and Control Law or the Federal Drug Enforcement Administration’s Schedule of Controlled Substances;

iii. Any controlled substance analogue as defined in the Federal Drug Abuse Prevention and Control Law or the Federal Drug Enforcement Administration’s Schedule of Controlled Substances;

iv. Any controlled dangerous substance as defined in the Louisiana Uniform Controlled Dangerous Substances Law.

b. Substances including narcotics, depressants, stimulants, hallucinogens, and cannabis; this list is a non-exclusive, illustrative example of the types of substances classified as “controlled substances.” Also, legal drugs that are obtained, distributed, used or intended to be used illegally may be considered controlled substances.

11. **“Drug”** means a substance:

- a. Defined as a controlled substance;
- b. Recognized as a pharmaceutical in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, National Formulary, or in any supplement of these;
- c. Intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals;
- d. Other than food or beverage, intended to affect the structure or any function of the body of humans or animals; or
- e. Intended for use as a component of anything listed above in this definition.

This definition includes controlled substances, legally prescribed substances, and over-the-counter substances.

12. **“Drug-related Paraphernalia”** refers to any unauthorized material, equipment, or item used or designed for use in testing, packaging, storing, injecting, ingesting, smoking, inhaling, or otherwise introducing a drug into the human body.

13. **“Employee”** means any person employed by the Parish under the provisions of Section 4.03 of the Parish Charter and the Personnel Rules adopted there under.

14. **“Federal DOT Regulations”** means the Department of Transportation Procedures for Transportation Workplace Drug and Alcohol Testing Programs as published in 49 C.F.R. part 40 and any handbooks, materials or publications promulgated and distributed by DOT for Workplace Drug and Alcohol Testing Programs.

15. **“Initial Test” or “Screening Test”** means an immunoassay screen or equivalent to eliminate negative urine specimens from further consideration.

16. **“Medical Review Officer” (MRO)** means a licensed physician responsible for receiving laboratory results generated by the Parish drug and alcohol testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his/her medical history and any other relevant biomedical information.

17. **“Medication”** means any drug or pharmaceutical that the employee has legally obtained, either over-the-counter (OTC) or by a valid prescription or order, from a practitioner as provided in the Louisiana Uniform Controlled Dangerous Substances Law, and that is used or consumed by the person to whom it is legally prescribed in a manner consistent with such prescription or order and in accordance with the recommended dosage.

- a) **“Approved Medication”** means those drugs or pharmaceuticals, identified by the Department of Human Resource Management and included in the Jefferson Parish Substance Use Policy as amended from time to time, that do not have the potential to adversely affect the safe and

efficient performance of an employee's duties while working or reporting to work (See Appendix 3 A – *Approved Over-the-Counter (OTC) Medication* and Appendix 3 B – *Approved Prescription Medication*).

b) **“Qualified Medication”** means a drug or pharmaceutical:

(1) Identified by the Department of Human Resource Management and included in the Jefferson Parish Substance Use Policy, which has the potential of affecting the employee's ability to safely or efficiently perform his or her job duties; and

(2) Requiring medical authorization before the employee in a Safety & Security Sensitive position can report to duty in accordance with the procedures set forth in the Jefferson Parish Substance Use Policy and Subsection 10.4 of Jefferson Parish Personnel Rule VI and East Bank Consolidated Special Service Fire Protection District Rule VII, Section 1.4.

18. **“Monitor”** means repeated drug and/or alcohol testing of an individual pursuant to a Conditional Employment Agreement.

19. **“Over-the-Counter (OTC) Medication Attestation of Safety & Security Sensitive Employee”** refers to the form (See Appendix 4) that an employee in a Safety & Security Sensitive position must complete and submit to the Parish Designated Physician before that employee may report to duty while taking any over-the-counter (OTC) medication that may adversely affect the employee's safe, productive, or efficient work performance. Before reporting to work, the Safety & Security Sensitive employee must ensure that all of the following conditions have been met:

a) The Parish Designated Physician shall review the *Over-the-Counter (OTC) Medication Attestation of Safety & Security Sensitive Employee* and certify that the employee can safely and satisfactorily perform his job duties while taking over-the-counter medication as listed on the form.

b) The Parish Designated Physician, upon certification that the employee may report to duty while taking the OTC medication, shall provide written authorization (See Appendix 5 – *Parish Designated Physician Medication Authorization*) to the Department of Human Resource Management and the Appointing Authority before the employee is allowed to report to duty.

c) When an employee is authorized to report to duty and to work while taking an approved over-the-counter (OTC) medication, the employee is authorized to consume such medication only as directed on the label, in the medication instructions, or as directed by the employee's physician. The Parish may require written evidence of such directions from the employee's physician.

20. **“Parish Designated Physician”** means a licensed physician (medical doctor or doctor of osteopathy) designated by the Parish to perform physical exams or medical evaluations of Parish employees to determine an employee's ability to perform the duties of Parish employment, or otherwise has appropriate medical

training to interpret and evaluate an employee's ability to perform the duties of Parish employment and who has knowledge of substance abuse disorders and is capable of reviewing laboratory results generated by the Parish drug and alcohol testing program.

21. **“Parish Designated Physician Medication Authorization”** refers to the Parish form required for an employee in a Safety & Security Sensitive position who has been given prescription medication by his/her physician. The employee must have his/her physician complete the *Employee's Physician Certification* form certifying that the employee can satisfactorily perform his/her job duties while taking the prescription medication (See Appendix 1 – *Medication Questionnaire/Employee's Physician Certification/Consent to Release Medical Information*). After the employee's treating physician has completed the *Employee's Physician Certification* form, either the employee shall submit or the employee's treating physician shall fax the completed form to the Parish Designated Physician.

22. **“Parish premises”** includes all Parish property, offices, facilities, land, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and equipment, whether owned, leased, or used; as well as all customer properties, areas under the Parish's control, and any other work locations during working time or outside normal working hours while in the course and scope of Parish employment or on Parish business.

23. **“Prescription Medication Authorization”** refers to the process required of an employee in a Safety & Security Sensitive position who is taking a prescription medication. An employee in a Safety & Security Sensitive position is not permitted to report to duty:

- a) with any detectable quantity of a prohibited substance in the employee's system; or
- b) while taking any prescription medication that may adversely affect the employee's safe, productive, or efficient work performance unless and until all of the following conditions have been met:
  - (1) The employee's physician must complete the Parish form certifying that the employee can satisfactorily perform his job duties while taking a prescription medication (See Appendix 1 – *Employee's Physician Certification*). Either the employee shall submit or the employee's treating physician shall fax the completed *Employee's Physician Certification* form to the Parish Designated Physician;
  - (2) The Parish Designated Physician shall review the *Employee's Physician Certification* form and, as appropriate, shall concur by written authorization (See Appendix 5 - *Parish Designated Physician Medication Authorization*) that the employee may report to duty while taking the listed prescription medication. The Parish Designated Physician shall provide the *Parish Designated Physician Medication Authorization* to the Department of Human Resource Management and the Appointing Authority before the employee is allowed to report to duty;

(3) When an employee is authorized to report to duty and to work while taking a prescription medication, the employee shall be authorized to consume such medication only as prescribed on the prescription label instructions;

(4) The Parish may require any employee to provide the original prescription container with the employee's name, physician's name, and prescription number permanently affixed on the container label or any other evidence of the prescription medication as required.

24. **“Prohibited Substances”** means :

- a) Alcohol;
- b) Marijuana, cocaine, opioids, 6-acetylmorphine, amphetamines, methamphetamine, oxycodone, oxymorphone, hydrocodone, hydromorphone, MDMA, MDA, or phencyclidine;
- c) Any drugs or pharmaceuticals which cannot be legally obtained;
- d) Any drugs or pharmaceuticals which have not been legally obtained;
- e) Any drug or pharmaceutical which is legally obtained but is used or consumed for a purpose or in a manner other than that for which it is prescribed or intended or is used or consumed by a person other than the person for whom it has been prescribed.

25. **“Prospective Employee”** means any person who has been certified for possible appointment or who is otherwise being considered for appointment to the Parish service, and who has been offered Parish employment contingent on passing the pre-employment physical examination including pre-employment drug test and, when appropriate, a pre-employment breath test.

26. **“Reasonable Suspicion”** means a well-founded belief, based on specific or observable facts and logical inferences drawn from those facts, that an employee is under the influence of, or impaired to any degree by, drugs or alcohol.

27. **“Safety & Security Sensitive Position”** means a position of employment characterized by critical safety and/or security responsibilities and duties of such a nature that failure to properly perform those responsibilities and duties could compromise Parish, state, or national security or endanger the health or safety of the employee, other employees, or the public. When identifying Safety & Security Sensitive positions, the Parish shall examine the nature of the equipment; the nature of the material; and the work of the employee. The Parish will consider the impact of these factors on the following:

- a) the safety of the employee, others, and the public;
- b) the safety of property;
- c) the security of the Parish, state, and nation; and
- d) the confidentiality and security of protected data and records.

28. **“SAMHSA”** means the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

29. **“SAMHSA Certified Laboratory”** means a laboratory certified for forensic urine drug testing by SAMHSA.

30. **“SAMHSA Guidelines”** means the SAMHSA Mandatory Guidelines for Federal Workplace Drug Testing Programs as published in the Federal Register Volume 59, No. 110 on June 9, 1994, and any revised guidelines issued by the Department of Health and Human Services.

31. **“Self-referral”** means an employee, who has never tested positive for a prohibited substance while employed by the Parish but acknowledges a drug/alcohol problem, identifies himself/herself voluntarily as requiring assistance in dealing with alcohol or drug dependency.

32. **“Specimen” or “Sample”** means urine specimen for drug testing and breath specimen for alcohol testing. Blood, saliva or hair may be used as a specimen for drug and/or alcohol testing where appropriate and authorized by state law.

33. **“Substance Abuse Professional”** are licensed or certified professionals that have knowledge not only of the diagnosis and treatment of alcohol and controlled substances related disorders, but also of drug and alcohol testing and return-to-duty processes. They evaluate employees who have violated drug and alcohol program regulations and make recommendations concerning education, treatment, follow-up tests, and aftercare.

## **II. Policy Requirements**

### **A. Reporting for Work**

1. An employee is not permitted to arrive on Parish premises, report to work, or perform his/her job duties with any quantity of a prohibited or controlled substance in the employee’s system which could adversely affect his/her ability to perform his/her job duties. An employee is not permitted to use, possess, bring onto Parish premises, receive, transfer, store, conceal, transport, promote, sell, or distribute prohibited substances, controlled substances, or drug-related paraphernalia on Parish premises, including while engaging in Parish business off premises.
2. An employee is not permitted to arrive on Parish premises, report to work, or perform his/her job duties while having an alcohol level of .02 grams or more per 100 milliliters of blood or per 210 liters of breath, or when the consumption of any alcohol has impaired or is likely to impair the safe and efficient performance of the employee’s job duties. An employee is not permitted to use, possess, distribute, or receive alcohol on Parish premises, including while engaging in Parish business off premises.

### **B. Conduct Concerning Prohibited Substances and Controlled Substances**

#### **1) Use of Alcohol**

- a) An employee is not permitted to:

- (1) Use, possess, or distribute alcohol on Parish premises, including while engaging in Parish business on and off premises or at any time during the work day;
  - (2) Use, possess, or distribute alcohol while operating a Parish vehicle or while operating a personal vehicle being used for Parish business;
  - (3) Report to work or perform his/her job duties while having a blood alcohol level of .02 grams or more per 100 milliliters of blood or per 210 liters of breath.
- b) The Parish may have a licensed physician or a breath alcohol technician determine the presence of alcohol in an employee's system while on duty.
  - c) Refusing to participate in the alcohol screening procedure; failing to undergo the screening procedure at the time and place designated for testing; tampering with or attempting to adulterate the sample; or failing to provide an adequate specimen in the allotted time shall be considered presumptive evidence of the individual's inability to pass the alcohol screening procedure, and the individual shall be considered to have failed the test.
  - d) Any employee who violates the Parish's policy on alcohol will be subject to disciplinary action up to and including dismissal.

## **2) Use of Controlled Substances**

- a) An employee is not permitted to use, possess, bring onto Parish premises, transfer, store, conceal, receive, transport, promote, manufacture, sell, or distribute controlled substances, prohibited substances, or drug-related paraphernalia on Parish premises, including while engaging in Parish business off premises or at any time during the work day.
- b) An employee is not permitted to arrive on Parish premises, report to work, or perform his/her job duties with a prohibited substance in the employee's system.
- c) The Parish may have a licensed physician determine if a prohibited substance, controlled substance, or medication is present in an employee's system while on duty.
- d) Any individual refusing to participate in the substance use screening procedure; failing to undergo the screening procedure at the time and place designated for testing; failing to cooperate with any part of the testing process; tampering with or attempting to adulterate the sample; or failing to provide an adequate specimen in the allotted time (unsupported by a valid medical reason and in accordance with SAMHSA Guidelines) shall be considered to have failed the test.
- e) An employee who violates the Parish's policy on prohibited substances or controlled substances will be subject to disciplinary action up to and including dismissal.

### **C. Enforcement of Policy**

1. Any employee who violates the Parish's Substance Use Policy will be subject to disciplinary action up to and including dismissal.
2. The Parish intends to rigorously implement and enforce this policy through voluntary compliance and through substance screening methods to assure that no employee reports to work with any prohibited or controlled substances in his/her system.
3. Parish employees who abuse alcohol or prescription medication or use prohibited or controlled substances must themselves be primarily responsible for changing their behavior and, if necessary, begin the process of rehabilitating themselves. The Parish supports legitimate treatment/rehabilitation efforts.

### **D. Employee's Responsibility to Report**

1. An employee must immediately notify his/her Appointing Authority if the employee's driver's license is suspended, revoked, or cancelled, or if employee is disqualified from driving when his/her Parish's job responsibilities include operating a Parish vehicle or personal vehicle for Parish business.
2. An employee shall report any arrest for Driving While Intoxicated (DWI) to his/her Appointing Authority. If an employee is required to have a CDL license and the license is taken away because of an arrest or conviction for DWI, the employee must report the loss of the license to his/her Appointing Authority immediately.
3. An employee on a hardship license, resulting from a Driving While Intoxicated (DWI) or similar violation, will not be allowed to drive while on duty for the Parish. An employee must report any drug/substance conviction (including DWI) to the employee's Appointing Authority within five (5) days after the conviction.
4. Any employee of the Parish shall report confidentially to the Substance Use Program Manager, Appointing Authority, or his/her immediate supervisor when he/she has reasonable suspicion based on direct knowledge/observation that another employee is involved in any of the following activities:
  - a) The manufacture, possession, or use of a dangerous or prohibited or controlled substance.
  - b) Abusing the legal use of prescription drugs.
  - c) Using, abusing, or possessing alcohol.
5. If any prohibited or controlled substance or any substance believed to be a prohibited or controlled substance is found on Parish property, an immediate report will be made to the Security Department, which will, as appropriate, coordinate notification of law enforcement agencies. The prohibited or controlled substance

should be confiscated and safeguarded pending receipt of instructions from the Security Department.

### **III. Testing Procedures**

#### **A. Prospective Employees**

1. Prior to any selected applicant (pre-employee) being appointed to a position in Parish government, he/she must submit to and pass a physical examination as a condition of employment. A component of this pre-employment physical examination procedure will be a drug test.
2. If prospective employee was previously employed by Jefferson Parish and was terminated for violating the Substance Use Policy during their tenure, former employee will enter a Conditional Employment Agreement. (See definition of Conditional Employment Agreement.)
3. The Parish will conduct pre-employment drug testing in order to ensure that “job-ready” candidates are selected and appointed. A prospective employee whose position is not designated Safety & Security Sensitive is subject to Drug Testing Panel 3500, which is found in Appendix 7 of this policy and lists the drugs included in this panel with cut-off levels for each.
4. The Parish will post general notices to all job applicants that appointment to Parish service may result only after selected applicant(s) has submitted to and successfully passed a drug test.
5. During the pre-employment physical/drug testing process, all prospective employees will be advised of the opportunity to submit medical documentation that may support a legitimate use of a specific drug.
6. Any individual who does not undergo or complete the pre-employment drug screening procedure at the prescribed time and place designated for testing shall be considered as having failed the pre-employment physical and will not be hired.

#### **B. Probationary Employees and Regular Status Employees**

1. An employee whose position is not designated Safety & Security Sensitive, but who has been informed or is aware that his/her prescribed or over-the-counter medication could cause adverse side effects while working; could adversely affect the employee’s ability to safely or efficiently perform his/her job; or where the medication’s label indicates such a warning, has the responsibility to decide whether or not to use such medications while working and whether to take appropriate leave until such time as he/she or his/her physician feels that the employee can perform the job in a safe and productive manner.
2. Non-safety sensitive employees will be subject to Drug Testing Panel 3500, which is found in Appendix 7 of this policy and lists the drugs included in this panel with cut off levels for each.

3. In consideration of observable factors or circumstances which support a reasonable suspicion that prohibited substances are being used by a non-safety sensitive employee, the Parish will administer tests to newly appointed probationary and regular permanent status non-safety sensitive employees for the presence of prohibited or controlled substances and/or the improper use of other drugs including alcohol.
4. As a condition of continued employment, the Parish shall require a urine specimen and/or a breath sample from an employee and shall test for the presence of prohibited substances if, during the course and scope of his/her employment, one of the following conditions is applicable:
  - a) Involvement in an accident that results in bodily injury requiring the attention of a physician or results in significant property damage when it is reasonable to presume that the employee's behavior or inaction may have caused or contributed to the cause of the accident; or
  - b) In consideration of specific or observable factors or circumstances which support a reasonable suspicion that prohibited substances are being used by the employee; or
  - c) As part of a monitoring program to assure compliance with the terms of a Conditional Employment Agreement.
5. Each Appointing Authority shall be responsible for the transportation of employee(s) to and from the collection or testing site immediately after the accident, injury, or incident occurs or within a reasonable period of time but no later than the end of the current shift.
6. In addition to being subject to provisions of this policy, certain employees may be required to be tested in accordance with federal mandated drug testing programs.

### **C. Safety & Security Sensitive Employees**

1. An employee in a Safety & Security Sensitive position is not permitted to report to duty:
  - a) With any detectable quantity of a prohibited substance in his/her system which could adversely affect the employee's ability to perform his/her job duties; or
  - b) While taking any prescription medication that may adversely affect the employee's safe, productive, or efficient work performance; or
  - c) With any over-the-counter medication in the employee's system that may adversely affect the employee's safe, productive, or efficient work performance, unless and until the employee complies with the procedural requirements as described below concerning prescription medication and over-the-counter medication, and the proper authorizations have been obtained.

#### **2. Prescription Medication**

While taking any prescription medication that may adversely affect the employee's safe, productive, or efficient work performance, the Safety & Security Sensitive employee must abide by all of the following conditions:

- a) The employee's physician must complete a Parish form certifying that the employee can satisfactorily perform his job duties while taking a prescription medication (See Appendix 1 – *Medication Questionnaire/ Employee's Physician Certification*). Either the employee shall submit or the employee's treating physician shall fax the completed *Employee's Physician Certification* form to the Parish Designated Physician.
- b) The Parish Designated Physician shall then review the *Employee's Physician Certification* form and shall concur by written authorization (See Appendix 5 – *Parish Designated Physician Medication Authorization*) that the employee may report to duty while taking prescription medication. The Parish Designated Physician shall submit the *Parish Designated Physician Medication Authorization* to the Department of Human Resource Management and the Appointing Authority before the employee is allowed to report to duty.
- c) When an employee is authorized by the Parish Designated Physician to report to duty and to work while taking a prescription medication, the employee shall be authorized to consume such medication in a manner consistent with a valid prescription or in accordance with the recommended dosage.
- d) The Parish may require any employee to provide the original prescription container with the employee's name, physician's name, and prescription number permanently affixed on the container label or any other evidence of the prescription medication as required.

### 3. **Over-the-Counter (OTC) Medication**

While taking any over-the-counter medication that may adversely affect the employee's safe, productive, or efficient work performance, the Safety & Security Sensitive employee must abide by all of the following conditions:

- a) The employee shall complete an *Over-the-Counter (OTC) Medication Attestation of Safety & Security Sensitive Employee* form (See Appendix 4) and submit the form to the Parish Designated Physician, who shall review the form and certify that the employee can safely and satisfactorily perform his job duties while taking an over-the-counter medication. The Parish Designated Physician shall provide written authorization (see Appendix 5 – *Parish Designated Physician Medication Authorization*) to the Department of Human Resource Management and the Appointing Authority before the employee is allowed to report to duty.
- b) When an employee is authorized to report to duty and to work while taking an over-the-counter medication, the employee is authorized to consume such medication only as directed by the label instructions or as directed by the employee's physician. The Parish may require written evidence of such directions from the employee's physician.

4. The Parish shall implement a program of random drug and alcohol testing of employees who occupy Safety & Security Sensitive positions.

5. As a condition of continued employment, the Parish shall require a urine specimen and/or a breath sample from an employee and shall test for the presence of prohibited substances if, during the course and scope of his/her employment, one of the following conditions is applicable:

- a) Involvement in an accident that results in bodily injury requiring the attention of a physician or results in significant property damage when it is reasonable to presume that the employee's behavior or inaction may have caused or contributed to the cause of the accident;
- b) In consideration of observable factors or circumstances which support a reasonable suspicion that prohibited substances are being used by the employee;
- c) As part of a monitoring program to assure compliance with the terms of a Conditional Employment Agreement.

6. Each Appointing Authority shall be responsible for the transportation of employee(s) to and from the collection or testing site immediately after the accident, injury, or incident occurs or within a reasonable period of time but no later than the end of the current shift.

7. Safety & Security Sensitive employees will also be subject to an expanded drug testing panel.

- a) The expanded panel testing procedures will follow SAMHSA guidelines when applicable and shall be in accordance with those generally accepted and recognized standards as set forth by SAMHSA-certified or CAP-FUDT (College of American Pathologists-Forensic Urine Drug Testing) certified laboratories when applicable.
- b) A list of the drugs that are included in the expanded panel #3620 and the cut-off levels for each will be found in Appendix 6 of this policy.

8. Federal Department of Transportation (DOT) regulations specify that persons with CDL licenses who operate vehicles weighing 26,001 lbs. or more are subject to the federal drug and alcohol testing regulations.

#### **D. Conditional Employment Status Employees**

1. A Conditional Employment Status employee is one who has entered into a binding agreement with the Parish due to self-referral to a substance abuse program; after re-employment following violation of the Parish's Substance Use Policy or Federal DOT regulations; or while on temporary duty with the Parish pending the outcome or legal resolution of an arrest for the violation of any criminal drug or alcohol laws. (See definition "Conditional Employment Agreement.")

2. The Parish will administer status tests for the presence of prohibited substances, controlled substances, or the use of other drugs including alcohol to Conditional Employment Status employees. Tests will be administered as part of a monitoring program to assure compliance with the terms of the Conditional Employment Agreement.

3. Employees who have entered into a Conditional Employment Agreement will also be subject to the same testing conditions as set forth in this policy for other Parish employees.
4. The Parish will neither tolerate nor accommodate any alcohol or drug abuse in the workplace. However, the Parish will support and encourage the legitimate treatment and rehabilitation efforts of an employee who seeks assistance through self-referral.
5. Conditional Employment Agreements shall be for a term of no less than twelve (12) months.

## **IV. Obtaining Specimens for Drug and Alcohol Screenings**

### **A. Drug and Alcohol Free Workplace**

In order to ensure a drug-and-alcohol-free workplace, the Parish shall require urine specimens and may require a breath sample from all prospective employees in order to test for the presence of prohibited substances. The Parish shall also require urine specimens and/or breath samples from current employees under those conditions as set forth in this policy in order to test for the presence of prohibited substances. In cases when circumstances necessitate, alternative specimens that can be chemically tested to detect the presence of alcohol or drugs may be used instead of or in addition to urine or breath specimens; for example, blood or oral fluid (saliva) specimens.

The Parish encourages any employee who has a problem with alcohol or drug abuse to voluntarily seek help in overcoming this problem. It is the responsibility of each employee to seek assistance before alcohol and drug problems lead to disciplinary action. An employee should seek the advice of his/her medical provider who can give an appropriate assessment, evaluation, and counseling or referral for treatment of drug and alcohol abuse. Additionally, an employee may seek assistance through the Parish's Employee Assistance Program (EAP) if enrolled in the Parish's health insurance; or, if not enrolled in the Parish's health insurance, he/she may seek assistance from Jefferson Parish Human Services Authority. Beginning in 2018, Standard Insurance Company will provide EAP services to all Parish employees.

### **B. Collection and Chain of Custody**

Strict procedures governing specimen collections and the chain of custody of specimens collected for alcohol and drug testing as listed below will be adhered to pursuant to LSA-R.S. 49:1001 et. seq. of the Louisiana Revised Statutes of 1950, SAMSHA guidelines, and 49 CFR Part 40 of the Code of Federal Regulations.

1. A Parish notification-release form must be signed by each employee when a drug or alcohol test is required.
2. When a drug test is required, the collection contractor will be responsible for the collection, identity of specimens, security, temporary storage, and shipping or

transportation of urine specimens or other screening samples to a certified drug testing laboratory.

3. Split samples will be collected for all employees except non-DOT applicants.
4. The alcohol test will be conducted by a Breath Alcohol Technician (BAT) using an evidential breath testing device (EBT).
5. In cases when circumstances necessitate, alternative specimens may be used instead of or in addition to urine or breath specimens.

Drug testing shall, at least, consist of an initial test as provided in the SAMHSA guidelines. All specimens identified as positive on the initial test shall be confirmed using a confirmatory test as provided in the SAMHSA Guidelines.

### **C. Direct Observation**

All urine specimens for drug testing shall be collected, stored, and transported in compliance with the SAMHSA Guidelines, and shall be collected with regard to privacy of the individual. **Direct observation** of the individual during collection of the urine specimen may be allowed under any of the following conditions:

1. There is reason to believe that the individual may alter or substitute the specimen to be provided;
2. The individual has provided a urine specimen that falls outside the acceptable temperature range as listed in the SAMHSA Guidelines;
3. The last urine specimen provided by the individual was verified by the Medical Review Officer as being adulterated based upon the determinations of the laboratory;
4. The Collection Site Person observes conduct indicating an attempt to substitute or adulterate the specimen;
5. The individual has previously been determined to have a urine specimen positive for one or more prohibited substances, the testing for which is covered by this policy, and the individual is being tested for the purpose of follow-up testing upon or after return to service; or
6. The testing is post-accident or reasonable suspicion/cause testing.

A designated employee of the Department of Human Resource Management shall review and concur in advance with any decision by a Collection Site Person to obtain a specimen under direct observation. All direct observation shall be conducted by a Collection Site Person of the same gender.

### **D. Medical Review Officer (MRO)**

1. All results of drug testing shall be reported directly from the laboratory to a qualified Medical Review Officer.
2. Confirmed positives on pre-employment drug testing will be reviewed by a qualified MRO.

3. The MRO shall review all confirmed positive drug testing results of employees and report such results to the Department of Human Resource Management in compliance with SAMHSA guidelines.

### **E. Refusal Considered Failed Test**

Anyone who refuses to participate in specimen-taking at the prescribed time and place; attempts to contaminate, adulterate, or falsify a specimen; fails to provide an adequate specimen in the allotted time (unsupported by a valid medical explanation and in accordance with SAMHSA Guidelines); fails to cooperate with any part of the testing process; or makes any other effort to interfere with a test procedure conducted pursuant to these policies shall be considered to have failed the test. Such failure will be grounds for dismissal or refusal of original employment with Jefferson Parish.

## **V. Consequences and Corrective Action**

### **A. Prospective Employees**

1. Any prospective employee who tests positive in an initial pre-employment drug test must have the initial original positive test result confirmed.
2. The Personnel Director and/or Appointing Authority shall be notified of all confirmed positive test results, refusals, or failures to participate in a scheduled drug test, and submissions of adulterated specimens by prospective employees. Test results and submissions of adulterated specimens shall be reported via a copy of the MRO's report.
3. Any prospective employee found to have submitted an adulterated specimen as verified by the MRO shall be considered as having failed the drug test and will not be hired.
4. Any prospective employee covered by DOT and confirmed positive may have the split specimen tested at another SAMHSA certified lab by making a request to the MRO within 72 hours of being notified of the positive test result. The cost of having the split specimen tested is the responsibility of the prospective employee.
5. Upon receipt of a notice of verified positive test result or submission of an adulterated specimen, the Personnel Director and/or Appointing Authority shall cause the name of the prospective employee to be removed from all current certifications and from all employment lists, and the prospective employee shall not be hired.
6. A prospective employee who refuses or fails to participate in the pre-employment drug testing procedure at the prescribed time and place shall be removed from all current certifications and from all employment lists, provided that satisfactory evidence of inability to participate is not furnished in justification of such refusal or failure. A prospective employee who refuses or fails to participate in a rescheduled test shall be removed from all current certifications and employment lists and shall be ineligible for hire within two (2) years.

## **B. Newly Hired Probationary Status Employees**

The Appointing Authority of the newly hired probationary status employee's department will initiate the following corrective administrative or corrective disciplinary action in response to a written notification from the Department of Human Resource Management that a confirmed positive drug test result has been established and verified by the MRO.

The Personnel Director and/or Appointing Authority shall be notified of all confirmed positive test results, refusals, or failures to participate in a scheduled drug test, and submissions of adulterated specimens by prospective employees. Test results and submissions of adulterated specimens shall be reported via a copy of the MRO's report.

If the drug test result is a verified confirmed positive, the Appointing Authority will conduct a pre-disciplinary hearing, and no less severe or alternative disciplinary actions or alternative rehabilitation actions will be allowed other than termination for a newly hired probationary status employee who violates this policy or has a confirmed positive test result.

## **C. Regular Permanent Status or Conditional Agreement Status Employees**

The Appointing Authority of the employee's department will initiate the following corrective administrative or disciplinary action in response to a written notification from the Department of Human Resource Management that a confirmed positive drug test result has been established and verified by the MRO.

If the test result is a verified confirmed positive, the Appointing Authority shall conduct a pre-disciplinary hearing.

1. If the employee is terminated, the employee shall be notified in writing by the Appointing Authority that he/she was terminated due to a violation of the Parish Substance Use Policy. The written notification shall contain a statement of the right to appeal.
2. If the employee to be terminated is a "conditional status employee," he/she shall be notified in writing that he/she violated the Conditional Employment Agreement.

Any current employee confirmed positive may have the split specimen tested at another SAMHSA certified lab by making a request to the MRO within 72 hours of being notified of the positive test result. The cost of having the split specimen tested is the responsibility of the employee.

## **D. Safety & Security Sensitive Employees**

A Safety & Security Sensitive employee who reports to duty with any detectable quantity of a prohibited substance in his/her system for which he/she has a valid prescription or who reports for duty under the influence of any prescription medication or over-the-counter medication that may adversely affect the employee's safe, productive, or efficient

work performance and fails to obtain the proper medical authorization from the Parish's Designated Physician, as specified in this policy, shall be subject to disciplinary action, up to and including termination.

Any Safety & Security Sensitive employee who reports to work with a detectable quantity of a prohibited substance for which he/she does not have a valid prescription shall be terminated.

Any Classified employee who is disciplined under this policy may file a written appeal to the Personnel Board in accordance with the standard appeal rules of the Personnel Board or Fire Civil Service Board.

## **E. Dismissal of Employee for Violation of Policy**

Any of the following shall result in dismissal of the Parish employee under Rule X of the Jefferson Parish Personnel Rules, or Rule VII A, Section 1.2, of the Personnel Rules of the East Bank Consolidated Special Service Fire Protection District:

1. Confirmed positive result from a urinalysis for drugs;
2. A post-accident, random, or reasonable suspicion alcohol test result indicating an alcohol level of .04 grams or more per 100 milliliters of blood or per 210 liters of breath;
3. The refusal to participate in the drug and alcohol testing program;
4. Submission of an adulterated specimen;
5. Failure to provide an adequate specimen in the allotted time (unsupported by a valid medical explanation, and in accordance with SAMHSA Guidelines);
6. Violation of a Conditional Employment Agreement;
7. Violation of applicable Federal DOT Regulations.

Upon notification of a violation for any of (1) through (7) above, the Appointing Authority shall dismiss the employee.

Each prospective, probationary, temporary, Safety & Security Sensitive, or regular employee whose current use of alcohol or drugs prevents him/her from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others, will face the same discipline as any other employee.

## **F. Resignations**

1. When an employee becomes subject to dismissal as provided for under this policy, and before such provisions are effected, the employee resigns his position, such resignation shall be treated as a dismissal.
2. The resignation shall be immediately reported to the Personnel Director and/or Appointing Authority on the form prescribed for such purpose, which form shall be accompanied or supplemented by an explanation of the specific circumstances surrounding the resignation, and notification of confirmed positive test result, refusal

to participate in a scheduled drug or alcohol test, or submission of adulterated specimens by the employee. Test results and submissions of adulterated specimens shall be reported via a copy of the Medical Review Officer's or Breath Alcohol Technician's report.

## **G. Confidentiality**

1. All information, interviews, reports, statements, memoranda, or test results received by Jefferson Parish through a drug testing program are considered confidential communication.
2. Drug test results may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding unless drug use by the tested employee is relevant.
3. Drug test results may not be given for any employment references except as authorized by DOT with a signed release.
4. All Parish employees are restricted from discussing or communicating confidential drug test information and unannounced/random testing occasions with any other employee or person unless it is within the scope of their administrative duties. A breach of this confidentiality will result in disciplinary action being taken.
5. Any employee confirmed positive shall have, upon his/her written request, the right of access within seven (7) working days to records relating to his/her drug test and to any records relating to the results of any relevant certification, review, or suspension/revocation of certification proceedings.

## **VI. Administration**

### **A. Administrative Inspections**

1. The Parish may initiate and conduct immediate administrative inspections within the Parish facilities, equipment, employee assigned storage lockers, and within employee property such as vehicles, lunch boxes, briefcases, sacks, or purses while on Parish property where reasonable suspicion exists that such an administrative inspection will provide evidence that an employee has violated the Parish's Substance Use Policy.
2. Administrative inspections based upon reasonable suspicion are considered minimal intrusions when balanced against the Parish's mandate to maintain a drug-free, safe, efficient, and properly operated workplace.
  - a) All employees are required to cooperate with such inspections.
  - b) If deemed appropriate and necessary, and if probable cause exists, a personal inspection of an employee may be conducted. Such an inspection will be conducted by law enforcement personnel of the same gender identity as the

employee. Any employee that is to be personally inspected shall remain at a designated work site until the inspection has been completed.

c) Any refusal to cooperate in an inspection as described or any effort to disrupt an inspection procedure conducted pursuant to this Policy will be grounds for disciplinary action up to and including dismissal.

## **B. Policy Administration and Implementation**

1. The Department of Human Resource Management will be responsible for the implementation and administration of this policy.
2. This policy will be amended by the Parish as necessary to meet the requirements of federal, state, parish, or city laws.
3. This policy shall comply with Personnel Rule VI, Section 10 and East Bank Consolidated Special Service Fire Protection District Rule VII-A.
4. This policy will be administered equally to all persons irrespective of race, religion, gender, nationality, color, politics, age, or disability.

**Appendix 1 - Jefferson Parish Medical Authorization Form**  
**Medication Questionnaire**

Re: \_\_\_\_\_ S.S. Number and/or Employee ID # \_\_\_\_\_ Date: \_\_\_\_\_

Dear Doctor:

The above employee is being evaluated to determine whether he/she meets the medical standards necessary to perform a Safety & Security Sensitive job for Jefferson Parish. There are 2 groups of Jefferson Parish employees who are designated Safety & Security Sensitive. Group I includes drivers that must have a CDL as mandated by the Federal Department of Transportation (DOT) Regulations. Group II includes all other employees that drive smaller vehicles and/or operate equipment or machinery; or employees who work in Juvenile Justice, Fire Protection, or Fleet Management and are covered by the Jefferson Parish Personnel Rules and Substance Use Policy.

**All of our Safety & Security Sensitive employees are required to get prior authorization from their personal physicians before using prescription medication at work.**

This is especially important in the commercial driver, who is held to a higher standard because he/she may operate larger vehicles, passenger-carrying vehicles, or vehicles carrying hazardous materials. The commercial driver is also on the road more hours each day, exposing the public to a greater risk if the driver becomes impaired. Whenever possible, medications should be utilized that do not have potentially impairing side effects. It is important not only to review medication and its side effects but also the status of the underlying disease process.

**Group I Safety & Security Sensitive Employees**

The Federal Regulations that address the use of medications which may impair the safe operation of a commercial motor vehicle state:

A person is physically qualified to drive a commercial motor vehicle if that person:

- (i) Does not use a controlled substance identified in 21 CFR 1308.11 Schedule I; namely, an amphetamine, a narcotic, or any other habit-forming drug.
- (ii) An exception to (i) above is as follows: A driver or Safety & Security Sensitive employee may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who:
  - (A) Is familiar with the driver's and/or Safety & Security Sensitive employee's medical history and assigned duties; and
  - (B) Has advised the driver and/or Safety & Security Sensitive employee that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle; and
  - (C) Has no current clinical diagnosis of alcoholism.

**Group II Safety & Security Sensitive Employees**

All Safety & Security Sensitive employees must have the perceptual skills to monitor a sometimes complex driving situation and the judgment skills to make quick decisions. There is increasing recognition that both prescription and nonprescription medications can impair the performance of tasks requiring concentration, such as driving, operating equipment or machinery, or making decisions about the safety and welfare of other employees and/or the public. Certain classes of medications, including benzodiazepines, anxiolytics, narcotics, some nonnarcotic analgesics, sedating antihistamines, and sedatives, can impair performance on tasks such as driving or operating equipment and/or machinery to as great a degree as alcohol. Similar to alcohol, the individual using these medications may not be aware that he/she is impaired, and therefore, may not be able to adequately assess his/her ability to perform

safely. It is important to consider potential side effects, such as sedation or dizziness, especially when the medication carries a precaution such as “do not drive or operate machinery.” This precaution is found with both prescription and over-the-counter medications.

Below is some additional information to consider when prescribing prescription medication to Safety & Security Sensitive employees.

The Federal Highway Administration has sponsored several conferences to address medical conditions and commercial driving. In the conference on Psychiatric Disorders and the Commercial Driver, participants recommended that:

- Individuals requiring anxiolytic medications should be precluded from commercial driving. This recommendation would not apply to patients treated effectively with non-sedating anxiolytics, such as buspirone.
- Individuals requiring hypnotics should only use drugs with half-lives of less than 5 hours for less than 2 weeks under medical supervision and only at the lowest effective dose.
- Some antidepressants produce impairment that can be mitigated over time but not completely removed with chronic use. Individuals on antidepressants that may interfere with performance should not be allowed to drive commercial vehicles. Amitriptyline was specifically mentioned as an antidepressant to be avoided due to its sedating effects.
- Given strong evidence of impaired psychomotor performance associated with the use of all antipsychotic drugs, drivers should only be qualified after the effects of the illness and the neuroleptic have been reviewed by a psychiatrist familiar with the regulations and safety risks associated with medications and commercial driving.
- Lithium, in a stable, chronic dose and plasma level, is permissible for regularly monitored asymptomatic drivers.
- CNS stimulants in therapeutic doses impair driving by a variety of mechanisms. A person using these drugs should not be medically qualified to drive commercially. Legitimate medical use (ADHD, for example) with no demonstrable impairment or dosage escalation tendency may receive an exemption after expert review.

*Directions: This form should be completed by employee's physician and can be hand delivered or faxed to West Jefferson Industrial Medicine, ATTN: Dr. Brian Bourgeois, 107 Wall Blvd., Suite A, Gretna, LA 70056  
Phone#: (504) 433-5070 Fax#: (504) 453-5077*

**Employee's Physician Certification**

**Please provide information for the following Jefferson Parish employee:**

**Employee/Patient Name:** \_\_\_\_\_ **Employee ID# and/or SS#:** \_\_\_\_\_

**Employee Date of Birth:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**1.** How long have you been treating this patient?  
\_\_\_\_\_

**2.** Please list medications, dosage, and duration of treatment at the current dose.  
\_\_\_\_\_  
\_\_\_\_\_

**3.** Have there been any side effects such as sedation or decreased concentration?

**Yes**  **No**

If "yes," please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.** Will use of this (these) medication(s) likely interfere with safe operation of a commercial motor vehicle?

**Yes**  **No**

If "yes," please explain and discuss whether alternate medications have been considered:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5.** Is the condition(s) that the patient is being treated for with these medications likely to affect his ability to perform his job in a safe manner? \_\_\_\_\_  
\_\_\_\_\_

Are these conditions likely to interfere with the safe operation of a commercial motor vehicle and/or other vehicles, equipment, or machinery? **Yes**  **No**

**6.** Considering the complex mental requirements of operating a commercial motor vehicle (CMV) and/or performing other Safety & Security Sensitive duties, and after reviewing the included federal regulations and conference report recommendations, do you believe your patient can safely operate a CMV or operate other vehicles, machinery or equipment, or otherwise perform his/her Safety & Security Sensitive duties and responsibilities in a safe manner while taking the medications? **Yes**  **No**

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Physician Information***

Physician Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print and/or Stamp)

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_



## **Appendix 2 - Over-the-Counter (OTC) Medication – Take with Care!**

The more than 100,000 over-the-counter drugs that you can buy without a prescription all have one thing in common: they are all serious medicines that need to be taken with care. That's why it's important to read and follow label instructions for use. If you have questions or need advice about the OTC medication you are choosing, please speak with a pharmacist or your health care provider. Here are some simple ways to get the most from your OTC medication:

### **1. Always start with reading the label – all of it!**

Reading the label will help you decide if you have selected the right product for your symptoms, familiarize you with dosing instructions, and alert you to any warning that may apply to you.

### **2. Look for an OTC medication that will treat only the symptom(s) you have.**

Take the time to find the right medication. The formulations of OTC drugs are very specific and should not be mixed and matched.

### **3. Know what to avoid while taking an OTC medication.**

Like prescription medication, some OTC drugs can cause side effects or reactions. Read the label and see what to avoid while taking an OTC drug. Be especially cautious with antihistamines, stimulants, and liquids containing alcohol. If you need an antihistamine, keep in mind that the newest antihistamines are the least sedating.

### **4. When in doubt, ask before you buy or use an OTC medication.**

Many chain pharmacies have 24-hour pharmacists on duty.

### **5. Take the OTC medication exactly as stated on the label.**

When it comes to OTC medications, more is not better! Taking too much can be harmful. Only take the recommended amount and at the exact intervals specified.

### **6. Use extra caution when taking more than one OTC product at a time.**

Many OTC medication contain the same active ingredients, which means you may be getting more than the recommended dose without knowing it. Always compare active ingredients before taking more than one OTC medication at a time.

### **7. Don't combine prescription medicines and OTC drugs without talking to your doctor or pharmacist.**

Sometimes combining drugs can cause adverse reactions. One drug may interfere with the other drug's effectiveness. Always have your doctor or pharmacist advise you.

### **8. Make sure that each of your doctors has a list of all the medications you are taking.**

This includes not only prescription medicines but also any OTC drugs and dietary supplements that you may be taking.

**9. Don't use OTC medications after their expiration date.**

Dispose of all medicines promptly after their expiration date. Be careful not to throw them away where children or pets may find them.

**10. Do not use any prescription or OTC medication that contains alcohol within eight (8) hours of the start of your work shift.**

**11. If you take an OTC medication and it doesn't agree with you, you should not report to work.**

If, after taking the OTC medication, you feel worse or are concerned that your judgment, mental functioning, or motor skills are affected or impaired, you should not report to work.

**12. It is best to use an OTC medication that you have used in the past and are familiar with the effect it has on you.**

**Ultimately, you are responsible for ensuring your safety and the safety of your co-workers and the public.**

**Disclaimer:**

The choice of Over-The-Counter (OTC) medications shall be made by the employee. Guidance for OTC medications will be provided by the employee's health care provider and the Parish Physician. It is very important that employees read and follow directions as listed on the medication's label. If a Safety & Security Sensitive employee is taking any prescription medication with OTC medication, these must be reported to the Parish Physician.

Neither the Parish, its executives, management, nor designated Parish Physicians assume any responsibility for prescribed medications, their interactions, side effects, or adverse reactions when these medications have been prescribed by an employee's health care provider.

***Disclaimer***

*Any adverse effects from either taking or not taking prescription and/or over-the-counter medication is not the responsibility of Jefferson Parish, Jefferson Parish's Appointed and Elected Officials, Supervisors, Human Resource Managers, Substance Use Program Manager, and/or the Jefferson Parish Physician(s). Jefferson Parish's Appointed and Elected Officials, Supervisors, Human Resource Managers, Substance Use Program Manager, and/or the Jefferson Parish Physician(s) do not assume any responsibility for any adverse effects that an employee may have from either taking or not taking prescription and/or over-the-counter medications.*

## **Appendix 3-A - Jefferson Parish's Approved List of Over-the-Counter (OTC) Medications**

*Safety & Security Sensitive Employees DO NOT need authorization prior to taking these Over-The-Counter Medications.*

1. Antacids and Acid Reducers
2. Antidiarrheal
3. Antihistamines
4. Cough Medicine
5. Decongestant
6. Herbal Products and Supplements
7. Laxatives
8. Pain Relievers
9. Vitamins and Minerals
10. Dermatological/Anti-itch
11. Hemorrhoid/Rectal Creams
12. Anti-Fungal Agents
13. Eye drops/Treatments

### **1. Antacids and Acid Reducers – OTC Relief for Heartburn and Acid Reflux:**

*1.1 Antacids:* Gaviscon; Maalox; Phillips Chewables; Tums; Rolaids; Mylanta; Milk of Magnesia; Alka-Seltzer Heartburn Relief

*1.2 Bismuth Subsalicylate:* Kaopectate; Pepto-Bismol

*1.3 H2 Blockers:* Tagamet; Pepcid (*acid reducers*); Zantac

*1.4 Proton Pump Inhibitors:* Prilosec; Omeprazole; Prevacid; Zegerid

### **2. Antidiarrheal – OTC Relief for Diarrhea, Nausea, and Vomiting:**

*2.1 Loperamide:* Imodium

*2.2 Bismuth Subsalicylate:* Kaopectate

### **3. Antihistamines:**

*(\*Use second-generation antihistamines for fewer adverse side-effects.)*

*3.1 Loratadine:* Alavert; Claritin; Allegra-D; Allegra; Claritin-D; Zyrtec

### **4. Cough Medicine:**

*4.1 Expectorants:* Mucinex; Mucinex-D; Mucinex Fast Max; Mucinex D/M; Robitussin; Diabetic Tussin DM; Guiatuss DM; Vick's DayQuil

*\*4.2 Antitussives:* Triaminic Cold & Cough; Vick's Nature Fusion; Robitussin Maximum Strength; Delsym; Vicks 44 Cough Relief; Chloraseptic

*\* Antitussives contain dextromethorphan. Read label carefully and use with caution. If product has not been used previously, begin using 24 hours prior to reporting to work.*

*4.3 Lozenges:* Cepacol Sensations; Sucrets

### **5. Decongestants – OTC Relief for Congestion:**

*(\*See warnings and interactions on label.)*

*5.1 Pseudoephedrine:* Contac; Non-Drowsy Sudafed

*5.2 Phenylephrine:* Sudafed PE; Alka Seltzer Cold; Afrin Nasal Spray

### **6. Herbal Products and Supplements:**

*6.1 Examples:* Chondroitin Sulfate; Echinacea; Garlic; Ginkgo Biloba; Ginseng; Glucosamine; Kava; Melatonin; Phytoestrogens; Saw Palmetto; St. John's Wort

### **7. Laxatives – OTC Products for Constipation:**

*7.1 Examples:* Citrucel; Metamucil; Phillip's MO; Dulcolax Stool Softener; Ex-Lax; Milk of Magnesia; Miralax; Senokot; Senna; Colace; Fleet Enema; Surfax

### **8. Pain Relievers:**

*8.1 Examples:* Tylenol; Bayer; BC Products; St. Joseph; Advil; Midol; Motrin; Orudis KT; Pamprin; Aleve; Aspirin; Ibuprofen; Goody's

### **9. Vitamins and Minerals:**

*(\*Must check label for dosage and side effects.)*

*9.1 Vitamins:* B1 (thiamin); B2 (riboflavin); B3 (niacin); B5 (pantothenic acid); B6 (pyridoxine); B12 (Cyanocobalamin); C (ascorbic acid); H (biotin); Folic Acid (folate); D (Calciferol); E (tocopherol); A (retinol); K

### **9.2 Minerals:**

*(\*Follow dosage carefully.)*

Calcium; Iodine; Iron; Magnesium; Phosphorus; Zinc

**10. Dermatological/Anti-Itch:**

10.1 *Antibacterial Agents:* Bacitracin; Polysporin; Betasept; Triple Antibiotic; Bactroban; Neosporin; Dermoplast

10.2 *Steroids Topical/Anti-itch:* Hydrocortisone

**11. Hemorrhoid/Rectal Creams:**

11.1 *Anorectal:* Anusol; Preparation H; Nupercainal; Tucks; Tronolane

**12. Anti-Fungal Agents:**

12.1 *Antifungal Agents:* Lamisil; Micatin; Zeasorb-AF; Desenex; Nizoral; Fungal Care; Tinactin; Lotrimin; T/Gel

**13. Eye Drops/Treatments:**

13.1 *Examples:* Visine; Saline; Naphcon-A; Muro; Bausch & Lomb; Refresh; Alaway; Opcon A; Zyrtec; Clear Eyes; Genteal; Zaditor

*The above list of medications is not all inclusive. Medications may be added to or removed from the list. We have used the most common brand names available, although generic versions are available (i.e., Tylenol vs. acetaminophen).*

**Disclaimer**

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## **Appendix 3-B - Jefferson Parish's Approved List of Prescription Medications**

The following abbreviated list of prescription and over-the-counter medication is intended as a guide for you and for your treating medical provider(s). The choice of medication(s) your medical provider chooses does NOT eliminate the risk of side effects, allergic reactions, and/or adverse reactions.

Do NOT combine any drugs (prescription or OTC) and alcohol unless specifically directed to do so by your primary physician.

The following approved medication list consists of medications that **Safety & Security Sensitive employees need not report**; however, be careful to read warning labels and ask your physician whether this drug(s) may impair your skill level and job performance. Make certain your physician knows any and all medications you may be presently taking. In addition, your physician may choose not to allow you to work immediately after starting certain prescribed medications, as they may require initial monitoring; i.e., hypertensive, diabetic, and cardiac medications.

### **Local Anesthesia**

1. Xylocaine
2. Marcaine
3. Lidocaine

### **Cardiovascular**

*High Blood Pressure, Heart Medications,  
Cholesterol Medications*

1. Lotensin
2. Vasotec
3. Altace
4. Benicar
5. Micardis
6. Lanoxin
7. Lipitor
8. Crestor
9. Zocor
10. Lopressor. Toprol XL
11. Norvasc. Cardizem
12. Nitroglycerin: oral, topical,  
and transdermal
13. Plavix

### **Diuretics**

1. Lasix
2. Hydrochlorothiazide

### **Dermatology**

*Acne Treatments*

1. ALL topical

*Antifungal Agents*

1. Nystatin
2. Nizoral

*Antiparasitic Agents*

1. Kwell
2. Elimite

*Antiviral Agents*

1. Zovirax
2. Denavir

*Atopic & Psoriasis Treatments*

1. Elidel
2. Protopic

*Steroids Topical*

1. Topicort
2. Fluocinolone
3. Triamcinolone

*Other Dermatological Agents*

1. Botox
2. Propecia

## **Endocrine & Metabolism**

### *Antidiabetic Oral Agents*

1. Byetta
2. Amaryl
3. Glucotrol
4. Glyburide
5. Metformin
6. Januvia
7. Janumet

### *Contraceptive Agents*

1. ALL

### *Corticosteroids*

1. ALL

### *Hormone Replacements*

1. ALL

### *Gout Treatment*

1. Allopurinol

### *Osteoporosis Treatment*

1. ALL

### *Thyroid Disease Treatment*

1. ALL

## **Gastrointestinal**

### *Anorectal*

1. Anusol HC
2. Anusol
3. Tucks

### *Antiemetics*

1. Zofran

### *Antiulcer Agents*

1. Nexium
2. Axid
3. Aciphex
4. Protonix

## **Genitourinary**

### *Benign Prostatic Hyperplasia*

1. Avodart
2. Flomax

### *Bladder Agents*

1. Enablex
2. Pyridium
3. Vesicare

### *Erectile Dysfunction Agents*

1. Viagra
2. Cialis
3. Levitra

### *Vaginal Agents*

1. ALL

## **Hematology**

1. Plavix

## **Infectious Disease**

### *Aminoglycosides (Antibiotic Eye Drops)*

1. Garamycin
2. Tobramycin

### *Antifungal Agents*

1. Diflucan
2. Clotrimazole
3. Ketoconazole
4. Nystatin

### *Antiviral Agents*

1. Zovirax
2. Valtrex
3. Tamiflu
4. Relenza

### *Cephalosporins*

1. ALL (i.e., Omnicef; Ancef; Rocephin; Keflex; Ceftin)

### *Macrolides*

1. ALL(i.e., Zithromax; Biaxin)

### *Penicillins*

1. ALL (i.e., Amoxil; Augmentin;

### *Pen VK)*

### *Quinolones*

1. ALL (i.e., Cipro; Levaquin; Floxin)

### *Sulfonamides*

1. ALL (i.e., Bactrim - oral and ophthalmic suspensions)

### *Tetracyclines*

1. ALL (i.e., Vibramycin; Minocin; Sumycin)

### *Others*

1. Clindamycin
2. Vancomycin

## **Ophthalmology**

### *Antiallergenic Agents*

1. ALL

### *Antibacterial Agents*

1. ALL

### *Glaucoma Agents*

1. ALL

### **NSAIDs - Anti-inflammatory Agents**

1. Celebrex
2. Lodine
3. Daypro
4. Toradol
5. Naprosyn
6. Voltaren

### **Pulmonary and Ear, Nose, & Throat**

#### *Antihistamines*

1. Zyrtec
2. Clarinex

#### *Beta Agonists*

1. Ventolin
2. Xopenex
3. Alupent
4. Serevent

#### *Leukotriene Inhibitors*

1. Singulair

#### *Steroids Inhaled*

1. Pulmicort
2. Flovent
3. Azmacort

#### *Other Inhaled Agents*

1. Symbicort
2. Advair
3. Spiriva

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**Appendix 4 - Jefferson Parish OTC Medication Attestation of Safety & Security Sensitive Employee**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Date of Birth: \_\_\_\_\_ Employee ID # and/or SS#: \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_

Over-the-Counter (OTC) medications that I am currently taking:

Name of Drug(s)

---

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I attest that the foregoing information is complete and correct. I understand and will comply with the approved use of these medications while working.

\_\_\_\_\_  
Signed by Employee

\_\_\_\_\_  
Date

***\*Employee is to complete this form and submit to Jefferson Parish Designated Physician.***

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**Appendix 5 - Jefferson Parish - Parish Designated Physician Medication Authorization**

Prescription Medication Authorization

OTC Medication Authorization

Employee's Name: \_\_\_\_\_

Employee's ID# and/or SS#: \_\_\_\_\_

Employee's Date of Birth: \_\_\_\_\_

Employee's Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) of Treatment: \_\_\_\_\_

Duration of Treatment: \_\_\_\_\_

The **employee's prescription** was reviewed, and the employee is released to return to work and perform safety & security sensitive duties. Yes  No

If "No, please specify restrictions and/or duration of restrictions: \_\_\_\_\_  
\_\_\_\_\_

The **employee's over-the-counter (OTC) medication** was reviewed, and the employee is released to return to work and perform safety & security sensitive duties. Yes  No

If "No, please specify restrictions and/or duration of restrictions: \_\_\_\_\_  
\_\_\_\_\_

**The employee was seen at clinic.** Yes  No

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

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**Appendix 6 - Jefferson Parish Expanded Drug Panel # 3620 for Safety & Security Sensitive Employees**

<b>Drug Description</b>	<b>Screening Level</b>	<b>Confirmation Level</b>
	(NG/ML)	(NG/ML)
6-ACETLYMORPHINE	10.0	10.0
AMPHETAMINES	500	250
BARBITURATES	300	300
BENZODIAZEPINES	300	300
BENZOYLECGONINE-COCAINE METAB	150	100
HYDROCODONE/HYDROMPRPHONE	300	100
MARIJUANA METABOLITE	50	15
METHYLENEDIOXYMETHAMPHETAMINE	500	250
METHADONE	300	300
METHAQUALONE	300	300
OPIODS	2000	2000
OXYCODONE/ OXYMORPHONE	100	100
PHENCYCLIDINE	25	25
PROPOXYPHENE	300	300

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**Appendix 7 - Jefferson Parish Expanded Drug Panel # 3500 for Prospective, Probationary, and Regular Status Employees**

<b>Drug Description</b>	<b>Screening Level (NG/ML)</b>	<b>Confirmation Level (NG/ML)</b>
6-ACETLYMORPHINE	10.0	10.0
AMPHETAMINES	500	250
BENZOYLECGONINE-COCAINE METAB	150	100
CODEINE/MORPHINE	2000	2000
HYDROCODONE/HYDROMPRPHONE	300	100
MARIJUANA METABOLITE	50	15
METHYLENEDIOXYMETHAMPHETAMINE	500	250
OXYCODONE/ OXYMORPHONE	100	100
PHENCYCLIDINE	25	25

**Disclaimer**

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## **Amendments/Revisions to Substance Use Policy Manual**

### **Section I.; Subsection C. Definitions; 9. “Conditional Employment Agreement”**

Amended Sept. 2019

### **Section I.; Subsection C. Definitions; 33. “Substance Abuse Professional”**

Added Sept. 2019

### **Section III.; Testing Procedures; Subsection A. Prospective Employees**

Amended Sept. 2019

### **Appendix 1 – Medical Authorization/Employee Physician Certification/ Medical Information Release**

Amended 2009; Revised September 2012; Revised October 2012; Revised April 2014; Revised June 2018

### **Appendix 2 – Over-the-Counter Medications – Take with Care!**

Amended 2009; Revised June 2018

### **Appendix 3-A – Approved List of Over-the-Counter (OTC) Medicines**

Amended 2009; Amended July 2013; Revised June 2018

### **Appendix 3-B – Approved List of Prescription Medicines**

Amended 2009; Revised June 2018

### **Appendix 4 – Over-the-Counter (OTC) Medicine Attestation of Employee**

Amended September 2009; Revised June 2018

### **Appendix 5 – Parish Designated Physician Medication Authorization Form**

Amended 2009; Revised September 2012; Revised February 2013; Revised April 2014; Revised June 2018

### **Appendix 6 – Expanded Drug Panel # 3620 for Safety & Security Sensitive Employees**

Amended 2009; Revised 2010; Revised July 2014; Revised June 2018

### **Appendix 7 – Expanded Drug Panel # 3500 for Prospective, Probationary, and Regular Employees**

Added June 2018

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