I. PURPOSE

The purpose of this policy is to affirm the commitment of the Department of Services for Children, Youth and Their Families to the protection of children/youth in our care by requiring all prospective employees accepting a safety, security sensitive or childcare position to undergo testing for commonly abused controlled substances. Since all positions within the Department are considered safety, security sensitive or child care positions this policy is applicable to each prospective employee accepting a position with the Department including merit, merit exempt, casual seasonal personnel and volunteers. Subsequent reference to the term prospective employee shall be inclusive of these categories.

II. POLICY

It is the policy of the Department that each employee who has been offered employment within the Department be required to undergo testing for commonly-abused controlled substances including, but not limited to: Amphetamines, Cannabinoids, Cocaine, Opiates, Phencyclidine (PCP), Barbiturates, Benzodiazepines, Methaqualone, Proxyphene, Methadone and chemical derivatives of these substances.

All offers of employment will be conditional upon successful completion of the drug screening. A prospective employee who tests positive in the initial screening will be eliminated from consideration for employment.

III. PROCEDURE

A. Testing Methods and Procedure

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the prospective employee to the testing laboratory under procedures established by the laboratory to insure privacy of the prospective employee, while protecting against tampering/alteration of the test results. The cost for the screening will be incurred by the Department of Services for Children, Youth and Their Families.

B. Chain of Custody

The contractor will maintain a chain of custody log which is the tracking of each urine specimen to maintain control from initial collection to final disposition.
C. Refusal to Undergo Testing
Prospective employees who refuse to submit to a drug test or who fail to show up for a drug test within the prescribed period will be eliminated from consideration for employment.

D. Positive Test
If the prospective employee tests positive on an initial screening test, the testing laboratory will review the test results to determine pass/fail results. Positive specimens shall be confirmed using the Gas Chromatography/Mass Spectrometry (GC/MS) which shall be conducted from the same specimen.

E. Testing Results
The testing laboratory will notify the Department of Services for Children, Youth and Their Families, Division of Management Services, Human Resources of the results. The results will be communicated as a “PASS” or “FAIL” for the drug screening process. Human Resources will notify the prospective employee of the results. Prospective employees who test positive will be eliminated from consideration for employment.

F. Re-Application and Rehire
The Department of Services for Children, Youth and Their Families understands that individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs are protected under the Americans with Disabilities Act. Candidates, therefore, will not be prohibited for applying for subsequent vacancies within the Department provided they can show evidence of rehabilitation and successfully pass the drug screening requirement.