

Section 5: A Healthy Workplace

Policy #1: Drug & Alcohol Free Workplace (DOT)

Effective Date: December 1, 2010

I. Purpose

It is the intent of the Town of Mooresville to maintain a drug and alcohol-free work force and to eliminate the safety risks, lost time, and reduced productivity that results from the use of and the influence of alcohol and/or drugs in the workplace. Along with this policy, the Town will conduct screenings of job applicants and Town employees for illegal drugs, improper use of prescription drugs, and alcohol.

The Town of Mooresville will ensure that testing procedures are conducted in a fair and unbiased manner and the rights of applicants subject to testing are protected. The Town will make every effort to protect the dignity and self-esteem of those being tested by complying with the standards of confidentiality set forth in this policy. The implementation of this program is intended to deter the use of drugs and alcohol in the workplace in accordance with the United States Department of Transportation (USDOT) Federal Highway Administration (FHWA) regulations found at Volume 49 Code of Federal Regulations (CFR), Part 40 entitled, "Procedures for Transportation Workplace Drug Testing Programs," and Volume 49 CFR Part 382, entitled "Controlled Substances and Alcohol Use and Testing."

II. Scope

This policy shall apply to all final candidates for full time and part time positions and jobs at the Town and all employees being considered for, or currently performing safety sensitive duties as defined by Title 49, Code of Federal Regulations. This applies to every person who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license requirements of 49 CFR Part 383 and North Carolina state law.

III. Background

It has been estimated that American companies spend over one hundred billion dollars each year on the consequences of substance abuse in the workplace. This considerable amount of money covers the costs of absenteeism, accidents and equipment damage, as well as the increased medical costs and insurance premiums that accompany such events.

We know for example, that health insurance costs for employees with alcohol problems are about twice those of other employees. It has also been estimated that employees who abuse alcohol or drugs have two times as many accidents, three

times as many vehicular accidents, and use three times as much sick time as those who do not. Each of us reacts differently to drugs and alcohol, but one thing is clear - these substances affect our judgment and our ability to perform. The danger of abusing these substances becomes especially clear when you add a motor vehicle to this picture.

To maintain a drug-free work force and to eliminate the safety risks, lost time, and reduced productivity that results from the use and the influence of alcohol and/or drugs in the workplace, the Town of Mooresville adopts this substance abuse policy. The intention of this policy is to make the Town a safer and better place to work.

IV. Definitions

Alcohol - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. It also includes any substance containing any form of alcohol, including ethanol, methanol, propanol, and isopropanol.

Controlled Substance – Means the following drug as set out in 49 C.F.R. § 40.85 (a) Marijuana metabolites; (b) Cocaine metabolites; (c) Amphetamines; (d) Opiate metabolites; and (e) Phencyclidine (PCP). It also means a drug, substance, or immediate precursor included in Schedules I through VI of Article 5 of Chapter 90 of the North Carolina General Statutes.

Prescribed Medications - All employees in safety-sensitive functions taking prescribed medications that could impair their ability to safely operate a commercial motor vehicle or related activities associated with loading, unloading, inspection and maintenance or other activity that is classified as "on duty time" 49 CFR 395.2, must report this to their immediate supervisor or Department Director as directed by this policy. It also includes a Prescription drug as that term is defined in Article 4A of Chapter 90 of the North Carolina General Statutes meaning a drug that under federal law is required, prior to being dispensed or delivered, to be labeled with the following statement: "Caution: Federal law prohibits dispensing without prescription."

For purposes of this policy, the term "drugs" and "controlled substances" are used interchangeably.

V. Legislation

Title 49, the Code of Federal Regulations, Part 382, entitled, "Controlled Substances & Alcohol Use and Testing", and Part 40, entitled, "Procedures for Transportation Workplace Drug Testing Programs".

Article 3 of Chapter 20 of the North Carolina General Statutes.

Articles 4A and 5 of Chapter 90 of the North Carolina General Statutes.

VI. Policy

The use, possession, purchase, sale or manufacture of alcohol, illegal drugs, or non-prescribed drugs or being impaired because of the use of alcohol, illegal drugs, or non-prescribed drugs while on Town property, while operating Town vehicles, or while engaging in Town business is strictly prohibited.

The U.S. Department of Transportation (DOT) requires testing for amphetamines, cannabinoids, cocaine, opiates, phencyclidine, acetyl morphine, ecstasy, and illegal substances or non-prescribed drugs.

VII. Provisions

A. Participation As A Requirement Of Employment

Participation in the Town of Mooresville Drug and Alcohol-Free Workplace Program is a requirement for each safety-sensitive employee, and therefore, is a condition of employment. Safety-sensitive employee is defined as an employee that performs the following functions:

- i. Operates Commercial Drivers License (CDL)
- ii. Operates Non-revenue service vehicles that require drivers to hold CDL's;
- iii. Dispatches or controls CDL vehicles or revenue service vehicles;
- iv. Maintain CDL vehicles or revenue service vehicles;
- v. Activities involved with loading, unloading or inspecting CDL vehicles;
See Attachment A: "Safety-Sensitive Employee List" for a list of the Town's Safety-sensitive employee positions.

B. Prohibited Conduct

1. Any misuse of alcohol and/or any drug use that could affect performance of safety-sensitive functions is prohibited including, but not limited to the following:

- i. Alcohol
 - a. Use while performing safety-sensitive functions
 - b. Use during 4 hours before performing safety-sensitive functions

- c. Reporting for duty or remaining on duty to perform safety-sensitive functions with an alcohol concentration of 0.04 or greater.
- d. Possession of alcohol, unless the alcohol is manifested and transported as part of a shipment or unless such alcohol has been seized pursuant to lawful authority. This includes the possession of medicines containing alcohol (prescription or over-the counter), unless the packaging seal is unbroken.
- e. Use during the 8 hours following an accident
- f. Note: An employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least 24 hours.

- ii. Controlled Substances

Use of any drug, except by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the employee's ability to safely operate the CDL vehicle.

- 2. Refusing to take a required alcohol or drug test.

- C. Consequences and Disqualifications

- i. The employee shall not perform or be permitted to perform, a safety-sensitive function if any of the above listed prohibitions are violated.
- ii. Any employee violating these prohibitions will be referred to a Substance Abuse Professional for evaluation, regardless of employment status.

- D. Testing Circumstances

- i. Pre-Employment Testing

All final candidates for part-time or full-time safety-sensitive positions, and all persons transferring from non safety-sensitive positions to safety-sensitive positions with the Town are required to submit to a Controlled Substance test. A drug test will be conducted during the pre-employment process and a final candidate can be rejected from consideration for employment if a positive drug test result occurs.

- ii. Post-accident Testing

- a. If any employee in a safety-sensitive position, while operating a Town vehicle or equipment, is involved in an accident that involves:
 - 1. A fatality
 - 2. Any accident in which the employee is issued a citation under state or local law for a moving traffic violation arising from the accident
 - 3. If any vehicle involved was towed or any person in any vehicle involved was transported for medical treatment

- b. In the event that an employee is involved in an accident as set forth in this subsection, the employee will be required to submit to a DOT Alcohol and a Controlled Substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible.

- c. If any employee in a safety-sensitive position, while operating a Town vehicle or equipment, is involved in an accident that involves:
 - 1. A vehicle being towed or rendered inoperative
 - 2. An accident causing total aggregated property damage of at least \$2,500
 - 3. The employee operating the vehicle or equipment has had 3 accidents within a 12 month period
 - 4. The employee operating the vehicle or equipment has an accident with an immovable object (i.e. buildings, street lights, street signs or barriers, unattended parked vehicles....)

- d. In the event that an employee is involved in an accident as set forth in this subsection, the employee will be required to submit to a Non-DOT Alcohol and a Controlled Substance test. Testing will be administered immediately following the accident or as soon as medically and legally possible.

- e. If possible, tests for the presence of alcohol will be administered within 2 hours following the accident and in no case shall more than 8 hours elapse before the test is administered. It is the employee's responsibility to notify the Town immediately to insure actions are taken to meet the testing requirements. Nothing in this requirement should be construed as to require the delay of necessary medical attention for injured people following an accident. The driver must refrain from using alcohol for 8 hours following the accident, or until he/she submits to an alcohol test, whichever comes first.
- f. Tests for the presence of drugs must be administered within 32 hours following the accident. The driver must remain available for testing, or the Town will consider the driver to have refused to submit to testing. Nothing in this requirement should be construed as to require the delay of necessary medical attention for injured people following an accident.

iii. Random Testing

All employees of the Town in safety-sensitive positions will be subject to random testing for alcohol and controlled substances. Random testing will be done on a percentage basis in a fair and equal manner. On an annual basis, 10% of safety sensitive employees are randomly testing for alcohol and 50% are randomly tested for controlled substances. For alcohol testing, an employee shall only be tested while the employee is performing safety-sensitive functions, immediately prior to performing, or immediately after performing safety-sensitive functions. For drug testing, an employee may be tested at any time the employee is at work for the Town. Selection of employees for random testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Each time a random selection is made, every employee will have an equal chance of being selected. Random tests will be unannounced and spread reasonably throughout the year. Upon being notified that they have been selected for random testing, an employee is required to proceed immediately to the collection site.

iv. Reasonable Suspicion Testing

Any employee in a safety-sensitive position, while on Town property, while operating a Town vehicle, or while engaging in Town business, or acts in a manner sufficient to cause reasonable suspicion that he/she has

violated this policy, he/she will be required to submit to an alcohol and/or a controlled substance test upon the approval and direction of the Human Resources Director, Assistant Town Manager or Town Manager. In all cases of reasonable suspicion testing, the employee will be driven to the testing site by a supervisor or manager.

E. Testing Procedures

i. Breath Alcohol Technician (BAT)

Alcohol testing will only be performed by a certified Breath Alcohol Technician (BAT) trained and certified in the principles of Evidential Breath Testing Devices (EBT) methodology, operation, and calibration checks; the fundamentals of breath analysis for alcohol content; and the procedures required for obtaining a breath sample, and interpreting and recording EBT results.

ii. Evidential Breath Testing Devices (EBT)

Alcohol testing will only be performed using evidential breath testing devices (EBT's) approved by the National Highway Traffic Safety Administration (NHTSA). Alcohol testing must be either performed by a Certified BAT employed by the Town or an outside BAT. All alcohol testing will be conducted in a location that affords visual and aural privacy to the individual being tested. Unauthorized persons will not be permitted access to the testing location when a test is in progress. Alcohol testing will be performed using only the U.S. Department of Transportation Breath Alcohol Testing Form.

iii. Alcohol Testing Procedures

- a. Using the Evidential Breath Testing Device the certified Breath Alcohol Technician will open an individually sealed mouthpiece and attach it to the EBT. The employee will be instructed to blow into the mouthpiece forcefully until an adequate amount of breath has been obtained. The EBT will record the result and display it on the device and print the result immediately. The result will be recorded on the Breath Testing Form and attached to the form with tamper proof tape.
- b. When the result is less than 0.02, no further testing is authorized and the result will be transmitted to the Town in a confidential manner and will be stored to insure confidentiality is maintained. When the result is 0.02 or greater, a confirmation test must be performed to verify the initial test. The confirmation test will be conducted no

less than 15 minutes and no more than 20 minutes after the initial test. In the event the initial and confirmation test results are different, the confirmation test result is deemed to be the final result upon which any action under the terms of this policy shall be based.

- c. Following the completion of the test, the BAT will date the form and sign the certification on the form. The employee will sign the certification and fill in the date on the form. This insures that each employee is attesting to the fact that the reported result is specific to the employee. Refusal to test or failure to cooperate during the testing process will be treated the same as if the result is 0.04 or greater.

- d. The Town will maintain alcohol and drug test results in a secure and confidential manner, so that disclosure of information to unauthorized persons does not occur. Employee information shall only be released as required by law or as expressly authorized below.
 - 1. An employee shall have access to any of his/her alcohol and drug testing records upon written request.

 - 2. The Town must allow any DOT authorized agency access to facilities and records in connection with the Town's alcohol misuse and drug abuse prevention program.

 - 3. When requested, the Town shall disclose post-accident testing information to the National Transportation Safety Board as part of an accident investigation.

 - 4. The Town will make records available to a subsequent employer upon receipt of a written request from the employee.

 - 5. The Town may disclose information to the employee or to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual. This may include worker's compensation, unemployment

compensation, or other proceeding relating to a benefit sought by the employee.

- e. If an employee attempts but fails to provide an adequate amount of breath the Town will be immediately notified and will direct the employee to obtain, as soon as practical, an evaluation from a licensed physician who is acceptable to the Town concerning the employee's medical inability to provide an adequate amount of breath. If the physician determines that there is a medical reason that prevents the employee from providing an adequate amount of breath, he/she will provide the Town with a written statement of the basis for his or her conclusion. If the physician determines there is no medical reason to prevent the employee from providing an adequate amount of breath, he/she will provide the Town with a written statement of the basis for his or her conclusion and it will be regarded as a refusal to take the test. The terms of this policy will then be administered.

iv. Drug Testing Procedures

- a. Specific guidelines will be followed in urine specimen collections for the purpose of drug testing. Drug tests will be conducted at Lake Norman Urgent Care Center in Mooresville, NC. This facility meets security requirements as specified by DHHS guidelines. The collection site will be a secure location to allow for maximum privacy, which includes a toilet for completion of urination, a source of water for washing hands and, where practicable, excluded from the area provided for urination.
- b. No other person will be present or gain access to the collection area during the collection process. All specimens must remain in the direct control of the collection site person. No one other than the collection site person may handle specimens prior to their being placed securely in the mailing container.
- c. When reporting to a collection site for specimen collection each employee will be required to provide a photo I.D. Employees will be asked to remove all unnecessary outer garments (i.e., coat or jacket), and secure all personal belongings (individual may retain his/her wallet). Employees will be allowed to provide his/her specimen in

the privacy of a stall. A split sample method of collection will be used. At least 45 ml of urine must be collected, 30 ml to be used as the primary specimen and 15 ml to be used as the split specimen. Both bottles will be shipped in a single container.

- d. If the collection site person believes tampering or adulteration has occurred, a second specimen shall be collected immediately under the direct observation of a same gender collection site person. Both samples will be sent to the lab. Refusal to test will be handled the same as a verified positive result.

- e. Pursuant to standards established by the U.S. Department of Transportation, in all cases the employee and the collection site person shall keep the specimen in view at all times prior to being sealed and labeled. The specimen will be labeled with tamperproof seals and the employee will sign appropriate places on the Chain of Custody and initial the seal on the bottle attesting to the fact that the specimen is specific to the individual providing the sample.
 - 1. Testing Methodology
Only laboratories certified by the Department of Health and Human Services (DHHS) will be used for drug urinalysis. Every specimen is required to undergo an initial screen followed by confirmation of all positive screen results. This screen-confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

 - 2. Reporting of Results
The laboratory is required to report the test results directly to the Town's Medical Review Officer (MRO) within 5 working days. The report shall indicate the drug/metabolites tested for, whether the results are positive or negative, the specimen number assigned by the Town, and the drug testing laboratory identification number.

 - 3. Review of Results/MRO:
The medical review officer (MRO) is a licensed physician and possesses knowledge of drug abuse disorders. The MRO may be an employee of the

Town or one contracted to provide the services required. The MRO will review and interpret positive results obtained from the laboratory. The MRO through a verification process will assess and determine whether alternate medical explanations could account for the positive test results. The MRO may conduct medical interviews of the employee, review the employee's medical history and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications.

The MRO will give the individual testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO will notify the Town as prescribed below. If during the course of an interview with an employee who has tested positive, the MRO learns of a medical condition, which could, in the MRO's reasonable medical judgment, pose a risk to safety, the MRO may report that information to the Department of Transportation (DOT) or to the Town.

The MRO will notify each employee who has a confirmed positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee makes such a request, the MRO will direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test and report cancellation and the reasons for it to the DOT, the Town, and the employee. A request for testing of the split sample and associated costs are the responsibility of the employee.

If the MRO, after making and documenting all reasonable efforts, is unable to contact the tested person, the MRO will contact a designated management official of the Town to arrange for the employee to contact the MRO prior to going on duty. Within 5 days after a documented contact by designated management official of the Town instructing the employee to contact the MRO, the employee has not done so, the MRO will verify the test positive and report it to the Town.

F. Discipline and Consequences

i. Pre-Employment/Pre-duty

A final candidate for part-time or full-time employment, or transfer from a non safety-sensitive position to a safety-sensitive position with a verified positive controlled substance test result or a confirmed breath test result of 0.04 or greater will be denied employment. If the alcohol breath test result is 0.02 or greater but less than 0.04, the applicant will be subject to a follow-up test after 24 hours and prior to performing a safety sensitive function to verify test result is below 0.02.

If an applicant is not hired because of a positive controlled substance or breath test, he/she will not be hired and will not be considered for employment for a two-year period following the date of the test.

The applicant will only again be considered for employment when:

- a. A two-year period has passed from the positive test as indicated above; and
- b. He/she provides proof of successfully completing a drug and/or alcohol rehabilitation program; and
- c. He/She passes a pre-placement drug and/or alcohol test.

ii. Post-Employment

An employee with a verified positive controlled substance test result and/or a confirmed breath test is subject to the following disciplinary actions:

- a. Alcohol (First confirmed test result of .02 - .039)
 - (1) Referred to a Substance Abuse Counselor
 - (2) One (1) day suspension without pay
 - (3) A Return to Duty test

- b. Alcohol (First Confirmed test result of .04 or greater)
 - (1) Referred to a Substance Abuse Counselor
 - (2) Five (5) day suspension without pay
 - (3) Notification of DMV
 - (4) A Return to Duty test

- c. Alcohol (Second confirmed test result within a 60 month period of .02 or greater)
 - (1) Referred to a Substance Abuse Counselor
 - (2) Notification of DMV if .04 or greater if applicable
 - (3) Immediate termination

- d. Controlled Substance (Any confirmed test result)
 - (1) Referred to a Substance Abuse Counselor
 - (2) Notification of DMV
 - (3) Immediate termination

- e. Any refusal to submit to a test for alcohol or controlled substance, or failure to provide an adequate sample for testing unless a verifiable medical condition exists, will result in immediate termination.

- f. In a post-accident situation, if an employee uses alcohol, a controlled substance, or a prescribed medication unless under the direction of a physician, within eight hours following the accident, or prior to submitting to an alcohol or controlled substance test, whichever comes first, the employee will be immediately terminated.

- g. In a post-accident situation, if an employee does not remain available for alcohol or drug testing following the accident (within 32hours), the employee will be immediately terminated.

iii. Substance Abuse Professional (SAP) Services

In all cases where there is a verified positive controlled substance test result and/or a confirmed alcohol breath test result, the employee will be referred to a Substance Abuse Professional (SAP) for evaluation, referral, and treatment. The referral to the SAP applies even if the employee is terminated.

iv. Supervisory Training & Required Educational Materials

As required by DOT, supervisory training will be provided to all supervisors. Educational materials as required by DOT will be provided to all employees in safety-sensitive positions via this policy.

G. Effects Of Alcohol And Drugs On The Body

i. Alcohol

Alcohol is a central nervous system depressant and is the most widely abused drug. A 12-ounce can of beer, a 5-ounce glass of wine and a 1-1/2 ounce shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not quicken sobriety. Each one-half ounce of alcohol takes the average body about one hour to process and eliminate.

Alcohol first acts on those parts of the brain that affect self control and other learned behaviors. Low self-control often leads to the aggressive behavior associated with some people who drink. In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and can cause permanent brain damage. On the average heavy drinkers shorten their lifespan by about 10 years.

Other Effects

- Impaired driving ability
- Impaired vision and judgment
- Reduced coordination and reflex action
- Over indulgence (hangover) can cause headaches, nausea, dehydration, unclear thinking, aching muscles, etc.

You may observe slurred speech, bloodshot and watery eyes, poor balance, odor on breath, and involuntary or sudden movement of the eyes.

ii. Marijuana

Marijuana is also called grass, pot, weed, Mary Jane, Acapulco Gold, joint, roach, and other street names. Marijuana stays in the body for up to 28 days, depending on usage. Marijuana alters sense of time and reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. The drug has a significant effect on judgment, caution, and sensory or motor abilities.

Other Effects

- Impairs driving ability for at least 4-6 hours after smoking one 'joint'

- Inability to concentrate
- Restlessness
- Increased heart rate and blood pressure
- Erratic behavior and rapidly changing emotions
- Altered sense of identity
- Impaired memory
- Dulling of attention
- Hallucinations, fantasies and paranoia
- Reduction or temporary loss of fertility

You may observe bloodshot eyes, muscular tremors, (involuntary quivering), impaired time and distance perception, short attention span, disoriented behavior and inability to divide attention.

iii. Cocaine

Cocaine is a stimulant drug, increasing heart rate and blood pressure. As a powder, cocaine is inhaled (snorted), ingested, or injected. It is known as coke, snow, nose candy, lady, and various street names. Cocaine is also used and free-base cocaine known as crack or rock, which is smoked. It acquired its name from the popping sound heard when it is heated. Some people think that because crack is smoked it is safer than other forms of cocaine use. It is not. Crack cocaine is one of the most addictive substances known today. The crack high is reached in 4-6 seconds and lasts about 15 minutes.

One of the most dangerous effects of crack is that it can cause vomiting, rapid heartbeat, tremors and convulsive movements. All of this muscle activity increases the demand for oxygen, which can result in a cocaine induced heart attack. Since the heat-regulating center in the brain is also disrupted, dangerously high body temperatures can occur. With high doses, brain functioning, breathing and heartbeat are depressed -- leading to death.

Other Effects

- A “rush” of pleasurable sensations
- Heightened, but momentary feeling of confidence, strength and endurance
- Accelerated pulse, blood pressure and respiration
- Impaired driving ability
- Paranoia, can trigger mental disorders in users prone to mental instability
- Repeated sniffing/snorting causes irritation of the nostrils and nasal membrane

- Mood swings
- Anxiety
- Reduced sense of humor
- Compulsive behavior such as teeth grinding or repeated hand washing

You may observe uncontrolled talkativeness, difficulty in focusing the eyes, dilated pupils, excitable behavior, sniffles and/or runny nose, body tremors, teeth grinding, and distorted thinking.

iv. Amphetamines

Amphetamines are drugs that stimulate the central nervous system and promote a feeling of alertness and an increase in speech and general physical activity. Some common street names for amphetamines are speed, uppers, black beauties, bennies, wake-ups, footballs, and dexies.

People with a history of sustained low-dose use quite often become dependent and believe they need the drug to get by. These users frequently keep taking amphetamines to avoid the “down” mood they experience when the “high” wears off. Even small, infrequent doses can produce toxic effects in some people. Restlessness, anxiety, mood swings, panic, heart beat disturbances, paranoid thoughts, hallucinations, convulsions, and coma have been reported. Long-term users often have acne resembling measles, trouble with their teeth, gums and nails, and dry, dull hair. Heavy, frequent doses can produce brain damage resulting in speech disturbances.

Other Effects

- Loss of appetite
- Anxiety, irritability, apprehension
- Difficulty in focusing eyes
- Increased heart rate and blood pressure
- Distorted thinking
- Perspiration, headaches and dizziness
- Short-term insomnia

You may observe dilated pupils, distorted thinking, and exaggerated reflexes, hallucinations, teeth grinding, anorexia, loss of coordination and physical collapse.

Physical exertion increases the hazards of stimulants because these drugs already increase heart rate and blood pressure. Fatalities have been

reported among athletes who have taken even moderate amounts of stimulants.

v. Opiates

Opiates, including heroin, morphine and codeine are narcotics used to relieve pain and induce sleep. Common Street names are horse, hard stuff, morpho, M, brown sugar, Harry, Mr. H., junk and smack. Heroin accounts for 90% of the narcotic abuse in this country.

Narcotics found in prescription medicines are sometimes abused. This includes pain relievers containing opium and cough syrups containing codeine. Heroin is illegal, and cannot even be obtained with a physician's prescription.

Most medical problems are caused by the uncertain dosage level, use of unsterile needles, contamination of the drug, or combination of a narcotic with other drugs. These dangers depend on the specific drug, its source and the way it is used.

Other Effects

- Impaired driving ability
- Short-lived state of euphoria
- Drowsiness followed by sleep
- Constipation
- Decreased physical activity
- Reduced vision
- Change in sleeping habits
- Possible death

You may observe constricted pupils, droopy eyelids, dry-mouth, low raspy speech, depressed reflexes and poor coordination.

vi. PCP

Phencyclidine or PCP, also called angel dust, rocket fuel, super kools, and killer weed was developed as a surgical anesthetic in the late 1950's. Later, due to its unusual side effects in humans, it was restricted to use as a veterinary anesthetic and tranquilizer. Today it has no lawful use and is no longer legally manufactured.

PCP is a very dangerous drug. It can produce violent and bizarre behavior even in people not otherwise prone to such behavior. More people die from accidents caused by the erratic and unpredictable behavior produced by the drug than from the drug's direct effect on the body. PCP

scrambles the brain's internal stimuli and alters how users see and deal with their environment. Routine activities like driving and walking become very difficult. Low doses produce a rush, sometimes associated with a feeling of numbness. Increased doses produce an excited, confused state including any of the following: muscle rigidity, loss of concentration and memory, visual disturbances, delirium, feelings of isolation, and convulsions.

Other Effects

- Extreme agitation
- Drowsiness
- Perspiration
- Repetitive speech patterns
- Incomplete verbal responses
- Blank stare

You may observe impaired driving ability, thick, slurred speech, poor coordination, violent, combative behavior, behavior recurring in cycles, involuntary eye movement, confusion, loss of memory and disorientated to time and environment.

vii. Acetyl Morphine

Acetyl Morphine (heroin) may vary in color from white to dark brown due to impurities, or may appear as a black tar-like material. Heroin is a schedule I controlled substance and is produced from morphine by acetylation. The majority of heroin sold in the U. S. originates from Southeast Asia, South America (Columbia) and Mexico. Low purity Mexican black tar heroin is most common on the West coast, while high purity Columbian heroin dominates in the East and most mid-western states.

Heroin has no currently accepted medical uses in the U.S., however, it is an analgesic and antitussive. Following an intravenous dose of heroin, the user generally feels an intense surge of euphoria ("rush") accompanied by a warm flushing of the skin, dry mouth, and heavy extremities. The user then alternates between a wakeful and drowsy state ("on the nod"). Following heroin use, the intense euphoria lasts from 45 seconds to several minutes, peak effects last 1-2 hours, and the overall effects wear off in 3-5 hours, depending on dose. With regular use, tolerance develops early to the duration and intensity of euphoria and analgesia. Withdrawal symptoms may occur if use is abruptly stopped or reduced. Withdrawal can begin within 6-12 hours after the last dose and may last 5-10 days.

Early symptoms include watery eyes, runny nose, yawning and sweating. Major withdrawal symptoms peak between 48-72 hours after the last dose and include drug craving, restlessness, irritability, dysphoria, loss of appetite, tremors, severe sneezing, diarrhea, nausea and vomiting, elevated heart rate and blood pressure, chills alternating with flushing and excessive sweating, goose-flesh, abdominal cramps, body aches, muscle and bone pain, muscle spasms, insomnia, and severe depression.

Other Effects

- Euphoria
- Drowsiness
- Respiratory depression
- Constricted pupils
- Nausea

viii. Ecstasy (Methylenedioxymethamphetamine, MDMA)

Ecstasy is a white, tan or brown powder and is available primarily in tablet form. It is also known as ADAM, candy canes, disco biscuit, doves, E, eckie, essence, hug drug, love drug, M&M, rolls, white doves, X, XTC.

Low to moderate doses produce mild intoxication, relaxation, euphoria, an excited calm or peace, feelings of well-being, increase in physical and emotional energy, increased sociability and closeness, heightened sensitivity, increased responsiveness to touch, changes in perception, and empathy. At higher doses, agitation, panic attacks, and illusory or hallucinatory experiences may occur. It may produce mild visual disturbances (blurred or double vision, increased light sensitivity), dilated pupils, dry mouth, sweating, ataxia, muscle tension, and involuntary jaw clenching.

Side effects include impairment of cognitive, perception, and mental associations. Psychological difficulties include confusion, depression, sleep problems, drug craving, severe anxiety, and paranoia. Users may experience fatigue, uncoordinated gait, decreased fine motor skills, attentional dysfunction (difficulty to maintain attention during complex tasks), preoccupation, hyperthermia, tachycardia, hyperthermia, hyponatremia, convulsions, and catatonic stupor. Prolonged cognitive and behavioral effects may occur including poor memory recall, flashbacks, panic attacks, psychosis, and depersonalization due to serotonergic neuron damage and decreased serotonin production as a result of long-term use.

Following oral administration, effects onset in 20-30 minutes and desired effects may last only an hour or more, depending on dose. Other general effects last for approximately 2-3 hours. LSD is sometimes used in combination with MDMA to increase its duration of effects. Residual and unwanted effects are generally gone within 24 hours although confusion, depression and anxiety may last several weeks. Extensive or binge use usually occurs over weekends, and can result in exhaustion, apathy, depression, irritability, insomnia and muscle tension early the next week (often referred to as “terrible Tuesdays”). Tolerance does develop, however, the occurrence of physical and/or psychological dependence is unknown. Persistent neurological deficits may occur, including serotonergic neuron damage which leads to less production of serotonin.

Ecstasy can enhance impulsivity and make it difficult for a person to maintain attention during complex tasks (selective attention, divided and sustained attention, and complex attention tasks). Laboratory studies have demonstrated changes in cognitive, perception and mental associations, instability, uncoordinated gait, and poor memory recall. Distortion of perception, thinking, and memory, impaired tracking ability, disorientation to time and place, and slow reactions are also known performance effects. Single oral doses of ecstasy causes excitability, anxiety, perceptual changes, and thought disorders 1-3 hours post dose.

Other Effects

- Illusions and hallucinations
- Poor perception of time and distance
- Euphoria
- Relaxed inhibitions
- Increased appetite
- Disoriented behavior

ix. Summary

The effects and symptoms of substance abuse provided in this material give you information that can help you determine when to require reasonable suspicion testing. It is not intended to be a complete course on alcohol or drug abuse. As a supervisor, your role is to know when a driver appears or behaves as if alcohol or drugs were abused. You are not required to know when someone has been using cocaine or any other specific drug. As previously mentioned, when in doubt of the substance used, it is generally best to require both alcohol and drug testing. Most

importantly, be thoroughly familiar with your company's alcohol and drug testing policy.

Following the established rules offers you support and the knowledge that your actions are within the legal standards defined by the Department of Transportation and the Town. If an employee approaches the Town for assistance prior to a testing request by the Town, all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued. If an employee is terminated, the Town will not be obligated to provide assistance beyond the last day of employment.

H. Contact Person

Any questions regarding this policy should be directed to:
Director of Human Resources
704-662-8724

VIII. Authorization

Approved by:

Steve Husemann
Town Manager

11/9/10
Date

I, the undersigned, have read, understood, and agree to abide by the rules and regulations set forth by this Drug & Alcohol Free Workplace policy.

Name

Date

Attachment A

DOT Covered Positions

Classification
Biosolids Coordinator
Biosolids Tech
Building & Grounds Crew Leader
Fleet Superintendent
Line Maintenance Crew Leader
Line Maintenance Mechanic I
Line Maintenance Mechanic II
Mechanic I
Mechanic II
Mechanic Supervisor
Public Works Manager
Pump Maintenance Mechanic
Sanitation Equipment Operator
Sanitation Superintendant
Sanitation Supervisor
Sanitation Truck Driver
Senior Pump Maintenance Mechanic
Street Equipment Operator
Street Maintenance Crew Leader
Street Maintenance Superintendent
Street Maintenance Supervisor
Street Maintenance Tech II
W/S Maintenance Field Supervisor
W/S Maintenance Superintendent