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**JEFFERSON DAVIS PARISH
POLICE JURY**

DRUG TESTING POLICY

FORM 3 OF 3

In an effort to promote and maintain a safe, healthful, productive, and efficient working environment, the Jefferson Davis Parish Police Jury and all its subsidiaries, adopts a policy against drug abuse, and places in effect a testing program administered by iSafe, LLC / Advanced Occupational Medical which conforms to all requirements issued by the United States Department of Transportation as outlined in 49 CFR Part 40. A copy of the entire plan is available to all employees by contacting the Safety Department.

To accomplish this purpose, the Jefferson Davis Parish Police Jury does hereby prohibit the possession, use, distribution, or sale of illegal drugs by any employee on all Police Jury premises and work locations. Any employee reporting for work in a condition caused by off-duty use of drugs, alcohol, or controlled substances, which detrimentally affects his or her ability to perform work, shall be deemed in violation of Police Jury policy and shall be subject to disciplinary action set forth below:

CONSEQUENCES OF POSITIVE TEST RESULTS

- A. **APPLICANTS:** Job applicants will be denied employment with the Jefferson Davis Parish Police Jury and all its subsidiaries in the event of positive testing on the pre-employment drug test.
- B. **EMPLOYEES:** If an employee's test results are positive on a random, post accident, or reasonable suspicion drug test, the employee is subject to disciplinary action up to and including termination of employment.

All employees testing positive in the above circumstances will be permitted to go through a rehabilitation program at his or her expense. If the employee refuses to attend rehabilitation or does not successfully complete such a program, the employee will be terminated.

After successfully completing such a program, a copy of completion must be submitted to Dr. Brian Heinen, Medical Review Officer. At such time, Dr. Heinen will direct iSafe to perform a back-to-work drug test, which must have a negative result, prior to employee returning to work.

After returning to work, employee will be subject to random testing at the discretion of the Police Jury for a period of five years.

NOTE: ALL SECOND OFFENDERS WILL BE TERMINATED.

Jefferson Davis Parish Police Jury has contracted through iSafe to perform all drug testing, to provide employee assistance programs, the Medical Review Officer and plan book, which must conform to DOT regulations 49 CFR Part 40.

I have read and understand the above Jefferson Davis Parish Police Jury Drug Testing Policy.

DATE

EMPLOYEE SIGNATURE

Revised 1/1/19