

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#2

September 2012

SUBJECT: Alcohol, Illegal Drugs, and Other Controlled Substances Screening Policy

PURPOSE: This policy provides guidelines for the detection and deterrence of the use of alcohol, illegal drugs, and other controlled substances, which could impair an employee's ability to safely and effectively perform the duties of his or her particular job.

Any refusal or failure to cooperate fully with the administration of any test, any behavior which makes testing more difficult, or prevents administration or completion of the test, or in any manner alters or attempts to alter the test result, will be treated as a refusal to cooperate. **All persons covered by this policy are advised that violations, including refusal to cooperate in any manner, shall result in termination, or in not being hired.**

A copy of this policy shall be made available to all full-time and part-time employees of the City of Portsmouth through their respective departments and to all newly hired City employees, through the New Employee Orientation (NEO) Program. The City complies with the Federal Drug-free Workplace Act of 1988, and amendments thereto, and the Federal Highway Administration/DOT drug and alcohol testing rules for persons required to have a Commercial Driver's License (CDL), and amendments thereto.

POLICY: The City maintains a drug and alcohol free workplace. The City is committed to protecting the safety, health and well-being of all employees and individuals in the workplace. The City recognizes that alcohol abuse and drug use pose a significant threat to these goals and for this reason has established a drug-free workplace to maintain an alcohol and drug-free environment.

It is a condition of employment that employees comply with this policy. In accordance with the Drug Free Workplace Act of 1988, all employees and applicants are hereby informed that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and that a refusal to abide by this policy, including refusal to cooperate in any manner, will result in termination or in not being hired.

The City is responsible for paying the costs of preliminary, initial and confirmatory drug and alcohol testing under this policy for employees and applicants, except as described below.

For non-Police Officer employees/applicants. If independent lab testing is requested by a non-police officer employee/applicant of the specimen, it will be the responsibility of the non-police officer employee/applicant to locate a qualified lab to conduct the second test of the split sample and to pay for the confirming test by the independent lab, as more fully described under Testing Procedures set out below.

For Police Officer employees/applicants and CDL drivers. If a police officer or CDL driver employee/applicant requests testing of a second specimen they will be responsible for paying the costs of testing and transmitting the sample to the independent lab, as more fully described under Special Regulations for Police Officers and CDL Drivers set out below.

In order to ensure an alcohol-free, drug-free, and controlled substance-free workplace, the City establishes this policy to detect, through scientifically acceptable tests administered by a certified individual or by a certified independent laboratory, the presence of alcohol and/or illegal drugs, and controlled substances. A positive test for alcohol is defined as a breath alcohol concentration of 0.04 percent or greater as indicated by an alcohol breath test for employees or applicants. A positive test for drugs and controlled substances is defined by cut-offs levels as defined by law.

All employees of the City of Portsmouth are subject to be tested as part of a "fit-for-duty" examination whenever reasonable suspicion of drug and/or alcohol use or impairment on the job is indicated.

All internal and external applicants for "Safety Sensitive Positions" (list maintained by Human Resource Management Dept.) will be tested as part of the post-offer employment physical, or, in the case of employees, as a condition of being transferred or promoted to a "Safety Sensitive Position." City employees holding "Safety Sensitive Positions" will be subject to random drug and alcohol testing. At the discretion of the City Manager, this policy may be expanded to cover applicants for other positions in which the work performed may affect the health and safety of City employees and the public. The City reserves the right to search, without employees' consent, all areas of City property, including but not limited to all City vehicles, for drugs or alcohol. Violations of this policy shall be cause for termination.

PROHIBITIONS

- The unlawful distribution, manufacturing, dispensing, selling, purchasing, possession or use of a controlled substance is prohibited in the workplace by City employees, or when conducting City business, or on-call or stand-by.
- City employees who report for duty or who are at work while having an alcohol concentration of 0.04 or greater shall be terminated.

- Employees whose tests indicate an alcohol concentration of at least 0.02 or 0.03 shall not be allowed to remain at work but will be paid for the remainder of their shift. By Federal Highway Administration rules, CDL drivers must not be allowed to drive for 24 hours and will be referred to the Employee Assistance Program (EAP). CDL employees must be re-tested before being allowed to return to work.
- No supervisor having actual knowledge that an employee having an alcohol concentration of 0.04 or greater shall permit the employee to perform work.
- No driver or other employee shall have in his/her possession any container of alcohol, illegal drugs or other controlled substances.
- No City employee shall use or be under the influence of alcohol, illegal drugs or other controlled substances while working.
- No City employee shall refuse to cooperate with or to submit to a post-accident alcohol or controlled substances test, a fit for duty test, or a random alcohol or controlled substances test.
- No City employee required to take a post-accident fit for duty examination shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- No employee shall report for work or remain at work when the employee uses or is under the influence of any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform his/her job duties.

DEFINITIONS

Words or phrases used in this policy include the following:

- **"Accident"** means an incident involving a City licensed fleet asset (including a commercial motor vehicle) or a personal vehicle that is used to conduct City business in which there is an incident, a fatality, personal injury, property damage, or for which a citation is received.
- **"Alcohol"** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- **"Alcohol concentration (or content)"** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- **"Alcohol use"** means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

- **"Controlled substances"** means those substances identified in Schedules I through VI of the Drug Control Act of Virginia, Section 54.1-3443 et seq. of the Code of Virginia, 1950, as amended, and under applicable federal laws.
- **"Dilute specimen"** – A urine specimen with creatinine and specific gravity values that are lower than expected for human urine as defined under 49 CFR Part 40.
- **"Donor"** – can include applicants and employees being test under this policy.
- **"Employee"** – includes all full and part-time City employees, and volunteers in safety sensitive positions.
- **"MRO"** -Medical Review Officer is a licensed physician with knowledge of substance disorders.
- **"Safety Sensitive Positions"** are defined as:
 1. All sworn Police and Fire personnel.
 2. All positions whose work involves the operation of a vehicle or vehicular equipment on more than an occasional or intermittent basis, in order to carry out City business.
 3. All positions whose work involves hazardous or potentially hazardous functions, or requires the use of hazardous or potentially hazardous equipment and could cause injury to themselves, co-workers, or to the public.
 4. All positions involving duties of such a nature that a lapse in constant attention and alertness may jeopardize the health or safety of oneself or others, including the public.
 5. All sworn and non-sworn personnel having access to law enforcement information which if disclosed to unauthorized persons could jeopardize the success of law enforcement activities or performing of significant narcotics enforcement.
 6. All positions requiring a CDL.

Particular positions meeting the above criteria shall be determined Safety Sensitive by the Director of Human Resource Management, based upon all available position information, including, in the discretion of the Director, consultation with the appropriate Department Head. A list of Safety Sensitive jobs will be maintained in the Human Resource Management Department.

REASONS FOR TESTING

- A. Safety Sensitive Position Employment** - All applicants, both internal and external, for "Safety Sensitive Positions" will be required to submit to a drug/alcohol screening, and in the case of current employees, as a condition of being transferred or promoted to a "Safety Sensitive Position(s)."

Should the applicant or employee refuse to cooperate or test positive for alcohol, illegal drug(s) or controlled substances, and the test is confirmed, his/her application for employment, transfer, or promotion with the City of Portsmouth shall not be processed any further. **External applicants shall be denied employment; internal City applicants shall be terminated.**

- B. Fit for Duty Testing** - City employees shall be required to participate in a "fit-for-duty" examination when a supervisor has a reasonable suspicion that the employee may be impaired, as exhibited by his/her work performance and/or behavior. **The supervisor must note in writing the specific behavior exhibited by the employee.** The appropriate form must be completed by the Supervisor, with a copy for the employee, the Human Resource Management Department, and for the City's Medical Provider at the time of testing.

Examples of unusual behavior that may indicate impairment include, but are not limited to:

1. a pattern of abnormal or erratic behavior (e.g., hyperactivity, anxiety, unexplained mood swings, combativeness, paranoia, hallucinations);
2. information provided by a reasonably reliable and credible source;
3. direct observation of alcohol use on the job, during breaks, or at lunch, and any observation of drug and/or controlled substance use;
4. possession of drugs or drug paraphernalia;
5. presence of the physical symptoms of possible use or influence of drugs, or alcohol, (e.g., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes, needle marks/scar tracks on arms, disorientation, erratic behavior, unusual perspiration or shakes, drowsiness or sluggishness, poor judgment or job performance, etc.);
6. prolonged or frequent sick leave or absenteeism;
7. any other unusual behavior which reasonably tends to indicate that the employee may be under the influence of drugs, a controlled substance, or alcohol.
8. involvement in a work-related incident or accident (see below for special CDL requirements/procedures).

No City employee shall be allowed to transport himself or herself for a fit-for-duty test for the behaviors or reasons listed above or for other instances of reasonable suspicion.

Before a "fit-for-duty" examination may be required, **at least one additional supervisor at an equal or higher level will observe the employee and the objective facts supporting a contention of reasonable suspicion** in instances of 1, 3, 5, and 7 above. Provisions will be made for this examination for shift employees during non-regular working hours.

Supervisors may not accept medical information about an employee, including doctor's notes. Such information should be supplied directly to the MRO. However, it shall be the responsibility of any employee who is taking medication, whether prescription or non-prescription, to inform his/her supervisor of any potential side effects which could impair the employee's ability to perform his/her job duties.

C. Post-Accident Testing - Alcohol and controlled substance tests shall be conducted as soon as practicable following an accident involving a commercial motor vehicle, or a vehicle driven by an employee in a safety sensitive position, to include CDL positions, or employees conducting City business, including but not limited to:

- All fatal accidents, even if the driver is not cited for a moving violation.
- When receiving a citation for a moving traffic violation arising from the accident.
- When involved in a work-related accident.

Alcohol tests must be administered within 2 hours following accident, if required. If unable to test within this time frame, the City shall prepare and maintain on file a record stating the reason the test was not promptly administered. If a test required under this section is not administered within 8 hours following the accident, the City shall cease attempts to administer an alcohol test and shall prepare and maintain same record.

Controlled substances test, if required, must be administered within 32 hours following accident. If unable to test within this time frame, the City shall cease attempts to administer a controlled substance test, and prepare and maintain on file a record stating the reasons the test was not properly administered.

A driver who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization for obtaining hospital reports and other documents that would indicate whether there were any controlled substances in his/her system. If unable to consent to testing due to injuries, the driver shall be deemed to have consented to testing.

A driver who is subject to post-accident testing must cooperate and remain available, or the City will consider the driver to have refused to submit to testing. Refusal to cooperate or to submit to drug testing will be a Group III Offense under the Standards of Conduct, and the employee will be terminated.

An employee suspected of being impaired will be transported to and from the collection site either by the supervisor or the supervisor's designee. No City employee who is suspected of being impaired shall be allowed to transport themselves for a fit-for-duty test.

D. Unannounced Random Testing for Safety Sensitive and CDL Positions.

All employees of the City of Portsmouth whose job title falls within the "Safety Sensitive Positions" or who are required to hold a CDL (list of positions will be maintained by Human Resource Management Department) shall be required to participate in unannounced random drug/alcohol testing.

The random selection procedure will be computer generated using the Social Security number of employees in "Safety Sensitive Positions". All holders of CDL will be placed in a separate random testing group and at least 50% tested each 12-month period.

An employee may be randomly picked more than once or not picked at all during a twelve-month period.

Any employee who is subject to random testing must report to the testing site immediately and within no later than 2 hours of notification. Employees who are subject to random testing on a day that they are not at work/or duty will be required to report immediately for testing on the day that they return. The Department Head will designate a person to transport and accompany the employee to the testing site. **Failure to report and to cooperate shall result in termination.**

TESTING PROCEDURES

An independent laboratory certified and monitored by Substance Abuse, Mental Health Services Administration (SAMHSA), and approved by the U.S. Department of Health and Human Services (HHS) to do workplace drug testing will set up a site for both the collection of urine samples and the administration of the alcohol breath test under controlled conditions established by the independent lab, and approved by the City.

Employees are required to comply with the "Chain of Custody" procedure of the laboratory and must produce a picture I.D. for identification purposes and comply with any other requirement of the laboratory.

A. Drugs/Controlled Substances Screening

The lab will test for the presence of alcohol, drugs, and controlled substances listed in the HHS and DOT regulations for workplace drug testing in effect at the time, which shall include the following substances and any additional substances as adopted under applicable regulations (49 CFR Part 40):

1. Marijuana metabolites
2. Cocaine metabolites
3. Opiate metabolites (e.g. codeine, morphine, heroin)
4. Amphetamines (e.g. methamphetamine, MDMA, MDA, MDEA)
5. Phencyclidine (PCP)

- The applicable cut off concentration levels under the regulations will apply and are subject to change by federal regulation.
- Each specimen will be sealed immediately in the specimen container by the collection agent. The collection agent will then complete the appropriate record form for each specimen.
- The employee is to watch the entire process to ensure conformity with procedure and to ensure that the specimen was not mishandled.
- If the employee who is to provide the urine sample is unable to provide a sufficient sample for testing, the employee will remain at the collection site in accordance with federal regulations until the MRO determines he/she is able or unable to provide a sufficient urine sample. If the MRO determines the employee should have been able to provide a sufficient sample within the timeframe for testing based upon the procedures used, then this may be considered as a “refusal to test” in accordance with the regulations.
- A sample that contains less than 45 mls is an insufficient sample and will be considered unacceptable. Likewise, the temperature of the sample is to be checked immediately and must fall within prescribed limits in order to be considered acceptable. The acceptable temperature range is 32-38 degrees Celsius or 90-100 degrees Fahrenheit.
- The independent lab will be responsible to ensure that the specimen follows the chain of custody and will make available documentation of same upon request.

B. Negative/Dilute or Adulterated or Substituted Urine Specimen

Urine specimens that are determined by the testing lab to be negative/dilute or adulterated or substituted specimens shall be handled in accordance with the HHS, SAMHSA mandatory guidelines for workplace drug testing programs and the employee may be required to re-test if required by the MRO.

If the employee admits to having adulterated or substituted the specimen, the MRO must on the same day write a statement of what the employee or applicant told the MRO. The MRO must report a refusal to test to the Human Resource Management Department and in accordance with 49 CFR Sec. 40.163. A refusal to test or to cooperate in any way will result in termination.

C. Inconclusive/Invalid Drug Screen

An inconclusive/invalid drug screen or invalid screen occurs when the testing laboratory cannot obtain results due to an unexplained interfering substance in the specimen or due to a definite result not being obtained. This will be deemed as Invalid Results. When a laboratory reports that the test results are an Invalid Result, the MRO will discuss the results with the certifying scientist to obtain more information. The MRO will contact the employee and inform him or her that the specimen was an Invalid Result. The MRO will inquire about medications the employee may have taken that may interfere with some immunoassay testing and will follow all procedures required by 49 CFR Part 40.

Following this process, if the test results are still inconclusive/invalid, the MRO will make a ruling on the test results and communicate it to the Human Resource Management Department.

D. Alcohol Screening

The test for alcohol level will be an evidential breath test given using an approved evidential breath testing device. In cases requiring confirmation of alcohol level, the evidential breath test will be repeated after waiting 15 minutes following the initial test. The result of the alcohol test is available immediately and shared with the applicant/employee and the person accompanying them to the test site. There is no provision for such re-testing as a result of alcohol testing.

NOTIFICATION OF RESULTS

Department Heads or designee will be notified by telephone call from the City's Medical Provider, of a positive drug or controlled substances test result. Written verification will be provided to the Department Head or designee as soon as possible. All medical files will be maintained at the facility of the City's medical provider. The results of the test will be determined by using approved immunoassay testing, and automatically confirmed by gas chromatography/mass spectrometry (GC/MS), or a test of equal or greater sensitivity, and reviewed by the MRO.

Should the test for drugs or other controlled substances using confirmation by GC/MS test reveal a positive result (for non-Police Officer/DOT drug tests), the applicant/employee may request that an independent lab, meeting College of American Pathologists (CAP) and Medicare standards, test the sample. (For Police Officer/DOT guidelines, see Special Requirements section of this policy.) It will be the responsibility of the applicant/employee to notify the City in writing via the MRO of such request within 72 hours. It will be the responsibility of the employee to locate a qualified lab to conduct the second test of the split sample.

The applicant/employee will be responsible for providing the City with the test results in writing from the approved lab. The cost inherent in transferring the sample, and the independent laboratory testing cost, will be borne by the applicant/employee.

Should the City-contracted lab and the independent lab have conflicting results, the City Manager or his designee will decide which lab results take precedence. In no case will the City bear any financial responsibility for costs associated with the independent lab's testing.

Applicants and employees will have an opportunity to obtain their results in writing by signing a statement at the time of the test.

Confidentiality of Notification:

Individuals tested for drugs and controlled substances will be identified by their social security number, and for alcohol testing by names and social security number. Department Heads will practice confidentiality when notified of a positive test result. Information regarding positive test results will be treated in a strictly confidential manner and shall be divulged on a "need to know" basis. Anyone who inappropriately divulges such information shall be subject to appropriate disciplinary action under the City of Portsmouth's Employee Standards of Conduct.

SPECIAL REQUIREMENTS FOR POLICE OFFICERS & CDL DRIVERS

A. Special Hiring Procedures for CDL Positions

The hiring department shall obtain and review the following information from any employer(s) for which the applicant performed CDL or safety-sensitive functions in the previous two years. This information must be obtained and reviewed prior to the applicant beginning employment with the City.

The information obtained must include:

- Information on the driver's alcohol test in which a breath alcohol concentration of 0.04 or greater was indicated.
- Information on the driver's controlled substances test in which a positive result was indicated.
- Any refusal to cooperate or to submit to a required alcohol or controlled substances test.

The hiring department must provide to each of the prospective employee's previous employers of the past two years, written authorization from the applicant for the release of the required information. The release of this information may take the form of testing results, personal interviews, telephone interviews, letters, or any other method that ensures confidentiality. The department must maintain a written confidential record with respect to each past employer contacted. Forms for use in complying with this requirement may be obtained from the Human Resource Management Department.

B. Testing of Police Officers & CDL Drivers for Illegal Drugs or Controlled Substances

When a specimen of urine is taken for the purpose of determining whether the employee has used drugs or other controlled substances, two samples shall be taken. One specimen shall be tested, while the other is held by the laboratory in a proper and secure manner to preserve the specimen.

Should the first specimen test positive, the employee shall have the right to require the second specimen to be sent to a laboratory of his/her choice for independent testing in accordance with the procedures set forth in Section 18.2-268.1 et seq. of the Code of Virginia, as amended.

An officer shall notify the Chief of Police in writing of his/her request within 10 days of being notified of positive specimen results. A CDL driver must request a second test within 72 hours.

The cost inherent in transferring the sample, and the independent laboratory testing costs, will be borne by the employee.

The laboratory chosen by a Police officer shall be on the approved list of the Commonwealth of Virginia's Division of Forensic Science.

For CDL, should the second test reveal a negative result, the test will be considered negative. The City Manager or designee will decide which test result will be used for Police Officers after consultation with the MRO.

Results of controlled substances testing will be received by the MRO who shall review the results and contact the employee via the Department Head or designee of positive or suspicious negative results.

EMPLOYEE ASSISTANCE PROGRAM

In accordance with the Federal Drug-free Workplace Act of 1988, the City's Employee Assistance Program (EAP) is available to assist those employees who voluntarily seek help for substance abuse problems. Employees who are aware of a chemical dependency are encouraged to utilize treatment services such as EAP prior to being drug or alcohol tested. Provision is also made in the EAP for mandatory referral when circumstances warrant. EAP assistance could include outpatient or inpatient rehabilitation services.

Departments are required to provide any CDL employee tested for alcohol whose results are between 0.02 and less than 0.04 under this policy with a referral to the Employee Assistance Program. There are also available resources which can be provided to individuals with substance abuse problems through the City's EAP or through the Human Resource Management Department. Training and assistance information regarding alcohol, illegal drugs and other controlled substances is available to Department Heads, supervisors and employees through the City's EAP. This is a requirement of the U.S. Department of Transportation/Federal Highway Administration.

DISCIPLINARY ACTION

1. Employees requested to submit to a urinalysis or an evidential breath test **must be informed of the reason, i.e., facts giving rise to a reasonable suspicion for which the sample is being requested or that the request is part of the random testing process. Further, they will be informed that if the test shows positive results, the employee shall be terminated.** Refusal to cooperate with or to submit immediately to a drug/alcohol analysis when directed by a supervisor will result in termination.
2. **In compliance with the Federal Drug-free Workplace Act of 1988, employees are required to notify their immediate supervisors within five days of any criminal drug or alcohol conviction.**

- Supervisors who fail to take appropriate action in accordance with this policy will be subject to disciplinary action.

SEVERABILITY

The provisions of this policy are severable and if any of its provisions shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

COLLECTION SITES

The Primary Collection Site that should be used in all cases during regular working hours will be **Bon Secours OccuMed** at the following address:

4700 George Washington Highway
Portsmouth, Virginia 23702

(Hours of Operation: Monday – Friday 8:00 a.m. until 4:30 p.m.)

The Secondary Collection Site that could be used during regular working hours will be Bon Secours OccuMed at the following address:

4300 Portsmouth Boulevard, Suite 220
Chesapeake, Virginia 23321

(Hours of Operation: Monday – Friday 8:00 a.m. until 4:30 p.m.)

After hours of operation at the above sites, **Maryview Hospital Emergency Room** will be used as the collection site.

Full-Time (As of May 2015)

JOB CODE	DEPT	TITLE	SS
58303	56019	AIDE II	S
45702	41010	ANIMAL CONTROL OFFICER	S
12005	73010	ASSISTANT DIR OF PUBLIC UTILITIES	S
15604	37010	ASSISTANT POLICE CHIEF	S
73403	20010	AUTOMOTIVE BODY MECHANIC	C
73413	20010	AUTOMOTIVE MAINTENANCE MECHANIC (Schools)	C
73405	20010	AUTOMOTIVE MECHANIC	C
73414	20010	AUTOMOTIVE MECHANIC (Schools)	C
73412	20010	AUTOMOTIVE MECHANIC HELPER (Schools)	C
73408	20010	AUTOMOTIVE MECHANIC SUPERVISOR	C
73410	20010	AUTOMOTIVE PARTS SUPERVISOR	C
73409	20010	AUTOMOTIVE REPAIR SUPERINTENDENT I (City)	C
73415	20010	AUTOMOTIVE REPAIR SUPERINTENDENT II (Schools)	C
63410	20010	AUTOMOTIVE STOREROOM CLERK	C
88311	56010	BLDG & DELIVERY CLERK	S
31601	67012	BLDG INSPECTOR	S
79041	50010	BLDG MAINT SPECIALIST I (CARPENTRY)	C
79044	50010	BLDG MAINT SPECIALIST I (CIVIC CENTER)	S
79045	50010	BLDG MAINT SPECIALIST I (ELECTRICAL)	S
79043	50010	BLDG MAINT SPECIALIST I (PAINT)	S
79049	50010	BLDG MAINT SPECIALIST II (CARPENTRY)	C
79046	50010	BLDG MAINT SPECIALIST II (ELECTRICAL)	S
79048	50010	BLDG MAINT SPECIALIST II (HVAC)	C
72308	73014	BLDG MAINT SPECIALIST II (PLANT)	S
79047	50010	BLDG MAINT SPECIALIST II (PLUMBING)	S
79057	50013	BLDG MAINT SUPERINTENDENT (NTELOS PAV)	S
76007	50010	BLDG MAINT SUPERVISOR	S
79050	50010	BLDG MAINT SUPT I	C
79040	50010	BLDG MAINT WORKER (ELECTRICAL)	C
79037	50013	BLDG MAINT WORKER (NTELOS PAV)	C
79038	50010	BLDG MAINT WORKER (PLUMBING)	S
15607	37010	BUREAU DIRECTOR	S
21403	45222	CASE MANAGER	S
25311	27215	CASE MANAGER	S
25314	55227	CASE MANAGER	S
29157	55015	CASE MANAGER	S
29110	55010	CASE MANAGER (ADMIN)	S
29118	55012	CASE MANAGER (ID)	S
29113	55011	CASE MANAGER (MENTAL HEALTH)	S
29106	55013	CASE MANAGER (SUBSTANCE ABUSE)	S
22301	73014	CHEMIST	S
28306	56019	CHILD PROTECTIVE SERVICES WORKER I	S

JOB CODE	DEPT	TITLE	SS
28310	56016	CHILD PROTECTIVE SERVICES WORKER I	S
28307	56019	CHILD PROTECTIVE SERVICES WORKER II	S
28311	56016	CHILD PROTECTIVE SERVICES WORKER II	S
25313	27203	CLINICAL THERAPIST	S
28209	55011	CLINICAL THERAPIST I	S
29108	55013	CLINICAL THERAPIST I(SUBSTANCE ABUSE)	S
29115	55011	CLINICAL THERAPIST II	S
25308	27215	CLINICIAN	S
29119	55012	CLINICIAN (ID)	S
29114	55011	CLINICIAN (MENTAL HEALTH)	S
59117	55012	CLINICIAN ASSISTANT (ID)	S
59105	55013	CLINICIAN ASSISTANT (SUBSTANCE ABUSE)	S
29101	55012	CLINICIAN SUPERVISOR (ID)	S
29104	55011	CLINICIAN SUPERVISOR (MH)	S
31603	67012	COMBINATION CODE INSPECTOR	S
35901	38010	COMMUNICATIONS DISPATCHER I	S
35903	38010	COMMUNICATIONS DISPATCHER II	S
35902	38010	COMMUNICATIONS DISPATCHER SUPV	S
76104	61010	CONTRACT SUPERVISOR	C
45408	35010	CORRECTIONS OFFICER - CI FUNDS	S
35611	37010	CRIME PREVENTION SPECIALIST (COPS MR)	S
45701	41010	DEPUTY ANIMAL CONTROL OFFICER	S
15512	42010	DEPUTY FIRE CHIEF	S
35804	39010	ELECTRONICS TECHNICIAN	S
38313	56018	ELIGIBILITY SUPERVISOR	S
28510	56013	EMPLOYMENT SERV WORKER (WELFARE REFORM)	S
28502	56013	EMPLOYMENT SERVICES SUPERVISOR	S
28503	56013	EMPLOYMENT SERVICES WORKER	S
49386	42010	EMS PARAMEDIC	S
33105	48010	ENGINEERING INSPECTOR	S
31608	67014	ENVIRONMENTAL/ZONING INSPECTOR I	S
31604	67014	ENVIRONMENTAL/ZONING INSPECTOR II	S
82906	73100	EQUIP OP CREW LEADER (SEWER MAINT)	C
83504	48014	EQUIP OP CREW LEADER (STORMWATER)	C
82404	73015	EQUIP OP I (PU DIST SYSTEMS)	C
89073	73100	EQUIP OP I (SEWER CONST & REPAIR)	C
82909	73100	EQUIP OP I (SEWER MAINT)	C
82708	73019	EQUIP OP I (CAP ADD WATER SYS)	C
89013	50015	EQUIP OP I (GROUNDS)	S
89012	50015	EQUIP OP I (LAND)	S
82504	73017	EQUIP OP I (METER MAINT)	S
82804	73100	EQUIP OP I (SEWAGE PUMP)	S
83508	48014	EQUIP OP I (STORMWATER)	C
83209	48011	EQUIP OP I (STREETS/INCIN)	C

JOB CODE	DEPT	TITLE	SS
89015	50015	EQUIP OP II	C
82402	73015	EQUIP OP II (PU DIST SYSTEMS)	C
89071	73100	EQUIP OP II (SEWER CONST & REPAIR)	C
82902	73100	EQUIP OP II (SEWER MAINT)	C
83511	48014	EQUIP OP II (STORMWATER)	C
86303	49010	EQUIP OP II (STREET CLEANING)	C
83208	48011	EQUIP OP II (STREET/HWYS)	C
76106	49010	EQUIP OP III	C
72702	73019	EQUIP OP III (CONSTRUCTION	C
73506	48014	EQUIP OP III (CONSTRUCTION)	C
79072	73100	EQUIP OP III (SEWER CONSTR & REPAIR)	C
72901	73100	EQUIP OP III (SEWER MAINT)	C
73507	48014	EQUIP OP III (STORMWATER)	C
73204	48011	EQUIP OP III (STREETS/HWYS)	C
79070	73017	EQUIP OP III (WATER LINE MECH)	C
72709	73019	EQUIP OP IV (CAP ADD WATER SYS)	C
72904	73100	EQUIP OP IV (SEWER CONST & REPAIR)	C
72409	73015	EQUIP OP IV (WATER LINE MECH)	C
79025	61010	EQUIP OP SUPERVISOR	C
79026	61010	EQUIP OP SUPERVISOR	C
76103	49010	EQUIP OP SUPERVISOR (REFUSE)	C
73501	48014	EQUIP OP SUPERVISOR (STORMWATER)	C
73205	48011	EQUIP OP SUPERVISOR (STREETS/HWYS)	C
81501	84011	EQUIPMENT OPERATOR CREW LEADER	S
81504	84010	EQUIPMENT OPERATOR CREW LEADER	S
81503	84011	EQUIPMENT OPERATOR II	C
81500	84010	EQUIPMENT OPERATOR II	S
33108	48014	EROSION CONTROL SPECIALIST	S
65625	37010	EVIDENCE CLERK	S
28313	56016	FAMILY SERVICES SPECIALIST	S
28324	56019	FAMILY SERVICES SPECIALIST	S
28330	56017	FAMILY SERVICES SPECIALIST	S
35607	37010	FINGERPRINT EXAMINER/AFIS TECHNICIAN	S
15504	42010	FIRE BATTALION CHIEF	S
15505	42010	FIRE BATTALION CHIEF (40 HR)	S
25505	42010	FIRE CAPTAIN	S
25506	42010	FIRE CAPTAIN (40 HR)	S
15506	42010	FIRE CHIEF	S
75507	20010	FIRE EQUIPMENT MECHANIC	C
45509	42010	FIRE FIGHTER	S
45510	42010	FIRE FIGHTER (40 HR)	S
25508	42010	FIRE LIEUTENANT	S
25509	42010	FIRE LIEUTENANT (40 HR)	S
25507	42010	FIRE LIEUTENANT/PARAMEDIC	S

JOB CODE	DEPT	TITLE	SS
25514	42010	FIRE LIEUTENANTS/LOGISTICS (40 HR)	S
45508	42010	FIREFIGHTER TRAINEE	S
45507	42010	FIREFIGHTER/PARAMEDIC	S
45511	42010	FIREFIGHTER/PARAMEDIC (40 HR)	S
45506	42010	FIREFIGHTER/PARAMEDIC TRAINEE	S
35609	37010	FORENSICS TECHNICIAN	S
38319	56018	FRAUD INVESTIGATOR	S
15608	37010	INTERIM POLICE COMMANDER	S
86012	50010	JANITOR	S
86013	50010	JANITOR CREW LEADER	S
86008	50010	LABORER (BLDG MAINT)	S
89006	49010	LABORER (REFUSE)	S
83510	48014	LABORER (STORMWATER)	S
32312	73014	LEAD TREATMENT PLANT OPERATOR	S
38221	55013	LICENSED PRACTICAL NURSE	S
39100	55011	LICENSED PRACTICAL NURSE	S
25501	42010	MANAGER OF EMS BILLING	S
25620	37010	MANAGER OF POLICE PLAN & ANALYSIS	S
12706	73019	MANAGER OF PUBLIC UTILITIES FIELD OPS	S
33311	48015	MANAGER OF SIGNAL OPERATIONS	C
13416	20010	MANAGER OF VEHICLE & SERVICE CENTER	C
16106	49010	MANAGER OF WASTE MANAGEMENT	C
22316	73014	MANAGER OF WATER TREATMENT PLANT	S
62502	73017	METER READER I	S
72503	73017	METER READER II	S
83500	48013	MOSQUITO CONTROL CREW LEADER	C
73500	48013	MOSQUITO CONTROL SPRAY TECHNICIANS	C
77601	50015	PARK EQUIPMENT MECHANIC	S
71706	71010	PARKING METER REPAIRER	S
71707	71010	PARKING OPERATIONS SUPERVISOR	S
25616	37010	POLICE CAPTAIN	S
15617	37010	POLICE CHIEF	S
25618	37010	POLICE LIEUTENANT	S
25617	37010	POLICE LIEUTENANT (INTAKE)	S
45619	37010	POLICE OFFICER	S
45617	37010	POLICE OFFICER (INTAKE)	S
45618	37010	POLICE OFFICER TRAINEE	S
35626	37010	POLICE RECORDS TECHNICIAN I	S
35625	37010	POLICE RECORDS TECHNICIAN II	S
35622	37010	POLICE SERGEANT	S
35621	37010	POLICE SERGEANT (INTAKE)	S
25614	37010	PRINCIPAL CRIME ANALYST	S
35614	37010	PROCESSING TECHNICIANS (INTAKE)	S
62405	73015	PROCUREMENT & STOREROOM SUPV	S

JOB CODE	DEPT	TITLE	SS
29127	55014	PROGRAM ADMINISTRATOR (PREVENTION)	S
65626	37010	PROPERTY & EVIDENCE SUPERVISOR	S
65624	37010	PROPERTY CLERK	S
29146	55011	PSYCHIATRIC NURSE	S
28228	55011	PSYCHIATRIST	S
32705	73019	PUBLIC UTILITIES INSPECTIONS COORD	S
72304	73014	PUMP MAINT MECH (PURIFICATION)	S
72801	73100	PUMP MAINT MECHANIC (SEWAGE PUMP)	S
72803	73100	PUMP MAINT MECHANIC SUPERVISOR	S
72406	73015	PUMP MAINTENANCE MECHANIC SUPERVISOR	S
72302	73014	PUMP MAINTENANCE MECHANIC SUPR.	S
72204	73015	PUMPING AND CONVEY SUPERINTENDENT	S
35612	37010	QUALITY CONTROL SPECIALIST	S
35613	37010	QUALITY CONTROL SPECIALIST (INTAKE)	S
34110	12010	REAL ESTATE APPRAISER I	S
34109	12010	REAL ESTATE APPRAISER III (RESIDENTIAL)	S
59058	61010	RECREATION ACTIVITIES LEADER	S
29057	61010	RECREATION PROGRAM SPECIALIST	S
29061	61010	RECREATION SUPERVISOR	S
16105	49010	SANITATION SUPERINTENDENT	C
45703	41010	SECURITY GUARD I	S
45704	41010	SECURITY GUARD II	S
28504	56013	SENIOR EMPLOYMENT SERVICES WORKER	S
28325	56019	SENIOR FAMILY SERVICES SPECIALIST(DSS)	S
28331	56017	SENIOR FAMILY SERVICES SPECIALIST (DSS)	S
79074	73100	SEWERS & DRAINS SUPERVISOR (CONST)	C
72907	73100	SEWERS & DRAINS SUPERVISOR (MAINT)	S
28513	56013	SR EMPLOYMENT SERVICES SUPERVISOR	S
62406	73015	STOREKEEPER	S
33110	48010	SURVEY INSTRUMENT TECHNICIAN	S
33111	48010	SURVEY PARTY CHIEF	S
29058	61010	THERAPEUTIC RECREATION SPECIALIST	S
73306	48015	TRAFFIC MAINTENANCE CREW LEADER	C
83308	48015	TRAFFIC MAINTENANCE MECHANIC	C
73310	48015	TRAFFIC SIGN FABRICATOR	S
33312	48015	TRAFFIC SIGNAL TECHNICIAN	C
29120	55014	TRAINING SPECIALIST (PREVENTION)	S
29111	55011	TRAINING SPECIALIST (MH)	S
32311	73014	TREATMENT PLANT OPERATOR	S
32310	73014	TREATMENT PLANT OPERATOR-IN-TRAINING	S
85616	37010	VEHICLE & EQUIPMENT SUPV (COPS MORE)	S
29055	20010	VEHICLE & SERVICE CENTER SUPT	C
72408	73015	WATER DISTRIBUTION SUPERINTENDENT	S
72407	73015	WATER DISTRIBUTION SUPERVISOR	C

JOB CODE	DEPT	TITLE	SS
32201	73015	WATER DISTRIBUTION SYSTEMS OPS	S
72506	73017	WATER METER SERVICE WORKER	S
72606	73017	WATER METER SERVICE WORKER	S
32309	73014	WATER PLANT OPERATION SUPERINTENDENT	S
22318	73014	WATER QUALITY COMPLIANCE SUPERINTENDENT	S
32315	73014	WATER QUALITY CONTROL TECHNICIAN	S
72710	73019	WATER SYSTEM SUPERVISOR	C
31609	67013	ZONING ADMINISTRATOR	S

Part-Time (As of May 2015)

JOB CODE	DEPT	TITLE	SS
70010	50010	BLDG MAINT SPECIALIST II (HVAC) (PT)	C
80043	61010	BUS DRIVER	C
80038	25223	BUS DRIVER (KIDS CAFE)	C
20040	55010	CASE MANAGER	S
20004	55012	CASE MANAGER (ID) - PART TIME	S
20072	45222	CASE MANAGER (PT)	S
20048	73014	CHEMIST (PT)	S
20095	56019	CHILD PROTECTION SERVICES WORKER I	S
20039	55013	CLINICAL THERAPIST	S
20012	55011	CLINICAL THERAPIST I (PT)	S
20007	55010	CLINICIAN	S
50004	55012	CLINICIAN ASSISTANT (ID)	S
30014	38010	COMMUNICATIONS DISPATCHER I	S
30047	73014	CO-OP LAB TECH	S
40072	35010	DEPUTY SHERIFF (PART-TIME)	S
40069	42010	EMERGENCY MEDICAL TECH -VA ENHANCED (PT)	S
40071	42010	EMS PARAMEDIC (PT)	S
70001	49010	EQUIP OP III (PT)	C
20094	56019	FAMILY SERVICES SPECIALIST (PT)	S
80001	50010	JANITOR	S
80063	71010	JANITOR (PARKING AUTHORITY)	S
80061	73015	JANITOR (PU MAINT DIST SYSTEM)	S
30003	55010	LICENSED PRACTICAL NURSE	S
20047	73014	MANAGER OF WATER TREATMENT PLANT (PT)	S
20020	22010	NURSE (PT)	S
80011	71010	PARKING ENFORCEMENT TECHNICIAN	S
30012	37010	POLICE RECORDS TECHNICIAN II (PT)	S
60012	37010	PROPERTY CLERK	S
30030	73017	PUBLIC UTILITIES INSPECTIONS COORD (AMR)	S
30045	12010	REAL ESTATE APPRAISER I (PT)	S
80025	61010	RECREATION AIDE I	S
80026	61010	RECREATION AIDE II	S
80029	61013	RECREATION AIDE II (6-6)	S
80036	25223	RECREATION AIDE II (KIDS CAFE)	S
80024	61010	RECREATION AIDE II (SUMMER RAYS)	S
80027	61010	RECREATION AIDE III	S
80030	61013	RECREATION AIDE III (6 -6)	S
80034	61010	RECREATION AIDE III (CITY PARK)	S
80039	25224	RECREATION AIDE III (STRETCH-N-GROW)	S
20011	61010	RECREATION PROGRAM SPECIALIST (PT)	S
40010	41010	SECURITY GUARD I (PT)	S
30077	48014	STORMWATER TECHNICIAN	S

JOB CODE	DEPT	TITLE	SS
20009	55010	TRAINING SPECIALIST	S
20010	55010	TRAINING SPECIALIST	S
80069	61215	U.S.D.A. FOOD MONITOR	S
80070	98222	VAN OPERATOR (PT)	S
80040	25225	VAN OPERATOR (SR TRANSPORTATION)	S

DISCLOSURE STATEMENT

I hereby acknowledge that I have been provided a copy of the Alcohol, Illegal Drugs, and Other Controlled Substances Screening Policy – September 2012 version (AP # 2) for the City of Portsmouth and that I have read it. I understand and agree to comply with the provisions of the policy stated herein. I understand that this Disclosure Statement will be placed in my personnel file as a record that I have been provided with this important policy.

I further understand that compliance with this policy is a requirement of my employment with the City of Portsmouth. Any violation of this policy is subject to disciplinary action, including termination of my employment and/or legal prosecution.

Department

Printed Employee's Name

Employee's Signature

Date

Printed Department Head's Name

Department Head Signature

Date