

**CITY OF STOCKTON, CALIFORNIA  
CITY MANAGER ADMINISTRATIVE DIRECTIVE**

<b>Subject:</b>  <b>PRE-EMPLOYMENT DRUG SCREENING</b>	<b>Directive No. HR-23</b>	<b>Page No. 1 of 3</b>
	<b>Effective date:</b> <b>9/22/08</b>	<b>Revised from:</b> <b>10/15/07, 6/4/07,</b> <b>8/17/04, 9/15/03,</b> <b>7/1/03, 9/1/87</b>

**I PURPOSE**

To provide an equitable and uniform policy for administering the City of Stockton pre-employment drug screening program.

The City of Stockton has a responsibility to provide a safe, healthful, and productive work environment for its employees. Likewise, it has a duty to ensure that services being rendered to the public are done so in the most efficient, cost-effective, and safe manner. To this end, the City will act to eliminate from its work environment the use of any drugs that impair an employee's ability to safely and effectively perform the duties of his/her particular job. This "drug-free workforce" requirement is based upon the fact that any significant amount of illegal or dangerous drugs in a person's body can increase the potential for accidents, frequent illness, absenteeism, substandard performance and/or damage to an agency's reputation.

The City, in fulfilling its obligation to the public and its employees, must take the initiative in preventing drug abuse from entering its workplace.

**II POLICY**

- A. It is the policy of the City of Stockton not to hire those individuals who use any illegal substance or use a controlled substance without a prescription, regardless of the amount, the frequency, or the occasion.
- B. All prospective full-time, provisional, temporary, and part-time employees, as a condition of employment, will be required to submit to a pre-employment assessment administered by the City Physician, which will consist of a urine drug screen.
- C. The Director of Human Resources shall administer this policy.

**III. PROCEDURE**

The drug screen is a part of the City's pre-employment assessment and shall be administered in the following manner:

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- A. The Human Resources Department shall inform all applicants for employment of the City's requirement of a pre-employment urine drug screen. This information shall be included in all job announcements and recruitment material.
- B. The Human Resources Department shall identify and schedule each affected candidate for employment for the requisite drug screen.

As a condition of employment, candidates shall be required to sign the "Applicant Consent Form" and complete the drug screen. Candidates who refuse to sign the authorization shall not be considered for employment, and their names shall be removed from the eligible list in the manner set forth in the Civil Service Rules or applicable City policy.

The refusal of authorization shall be entered in the candidate's record and the Human Resources Department shall notify the candidate that the offer of employment is withdrawn as a result of failure to complete the pre-employment assessment.

- C. The City Physician shall maintain the chain of custody to ensure the integrity of the testing process in accordance with the agreement between the City and City Physician.
- D. Upon approval of the City Attorney, the City Physician shall determine the certified laboratory utilized for the urine drug screen.
- E. The drug screen will test for illegal and non-prescribed substances.

All positive test results are confirmed by gas chromatography/mass spectrometry (GC/MS) at the laboratory before results are submitted to the City Physician.

Applicants with a negative-dilute result will be required to submit a second specimen for urine drug testing. Repeat negative-dilute readings will not be cause for disqualification.

- F. Applicants with a non-negative test result will be contacted by the City

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Physician who will conduct a medical interview (by telephone or in person) to determine if there is a reasonable medical explanation for the presence of the drug in their urine. The candidate shall be provided an opportunity to explain the circumstances to the City Physician, who will consider relevant information including that provided by the candidate's treating physician(s). If the applicant provides a reasonable medical explanation, which is verified by the City Physician, the test result will be reported as negative. If no reasonable medical explanation is presented or cannot be verified, the result will be reported as positive.

The City Physician shall advise the Human Resources Department whether, in his/her opinion, the substance detected would in fact prevent the candidate from safely and effectively performing the job and/or pose a potential threat to the safety of the public, the employee, or coworkers. The City Physician's opinion may be considered by the Human Resources Director in making the final hiring decision.

Those candidates who do not successfully complete the urine drug screen, i.e. the drug screen result is positive for unauthorized or illegal drugs, shall not be hired, and their names shall be removed from the eligible list in accordance with the Civil Service Rules or other City policies. The Human Resources Department shall give written notice to the candidate.

- G. Candidates rejected on the grounds of a positive drug screen shall have the same reapplication rights as a candidate who has failed to secure employment for any other reason.

APPROVED:

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J. GORDON PALMER, JR.  
CITY MANAGER