

Alcohol and/or Drug Testing Procedures
Franklin County Board of Commissioners
Employee Handbook section 73.02

Reasonable Suspicion

If an employee is displaying suspicious behavior at the workplace a reasonable suspicion alcohol/drug test may be warranted. Reasonable suspicion includes, but is not limited to evidence of alcohol or other drugs, unusual conduct that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

In the event suspicious behavior is observed do the following:

1. Ask the employee if they are taking any medications or if they have any medical concerns/issues.
2. Absent a medical condition prompting the behavior, notify the employee that you are requiring an alcohol and/or drug test due to reasonable suspicion. Tell the employee the specific behavior(s) observed. Document the time and behavior(s) observed, list witnesses, and obtain a written statement from each witness for future reference. Explain that refusal to submit to an ordered test subjects the employee to the same consequence(s) as those of a positive test result.
3. If the employee to be tested is a union employee, management may (not must) consult a union representative. The unavailability of the union representative shall not delay the testing.
4. Collect information you will need before leaving the office, such as:
 - ✓ the attached MEDICAL TREATMENT AUTHORIZATION form with the full name of the employee being tested and their social security number. Forms are also available at the testing facility. Our company name is Franklin County.
 - ✓ directions from your location to the testing facility (1020 Dennison Ave Cols, Ohio 43201)
 - ✓ directions from the testing facility to the employee's home address
 - ✓ directions from the employee's home address back to work or home whichever is applicable
5. A management representative, preferably two, will transport the employee to the testing site. The employee who is being tested should sit in the back seat away from the driver. Ensure that all passengers are wearing seatbelts. Management personnel must remain with the employee throughout the testing process. The address for the testing site is:

MedColumbus, LLC 1020 Dennison Avenue Columbus, Ohio 43201
Telephone: 614-564-9067 Fax: 614-564-9167

6. After the testing is complete, the management representative(s) will transport the employee to the employees' home.

If at any time the employee is unresponsive call 9-1-1 immediately.
If the employee is resistant/combative/non-compliant call the Franklin County Sheriff at 614-525-4228

POST ACCIDENT TESTING

All Franklin County employees are subject to post accident drug/alcohol testing if you are injured and obtain outside medical attention, if you cause the injury of another who obtains outside medical attention, or if you cause major damage to any property during working hours.

The procedure for post-accident testing is the same as that of reasonable suspicion testing. Post-accident testing for drugs must be taken within 32 hours after the accident. Testing for alcohol must be completed within eight (8) hours after the accident has taken place.



MedColumbus, LLC

1020 Dennison Avenue
Columbus, OH 43201
(Ph) 614-564-9067
(F) 614-564-9167

MEDICAL TREATMENT AUTHORIZATION

Date: _____

Company Name: _____

Employee Name: _____

SSN: _____

TYPE OF TREATMENT

DOT _____ NON-DOT _____

Reason for Testing:

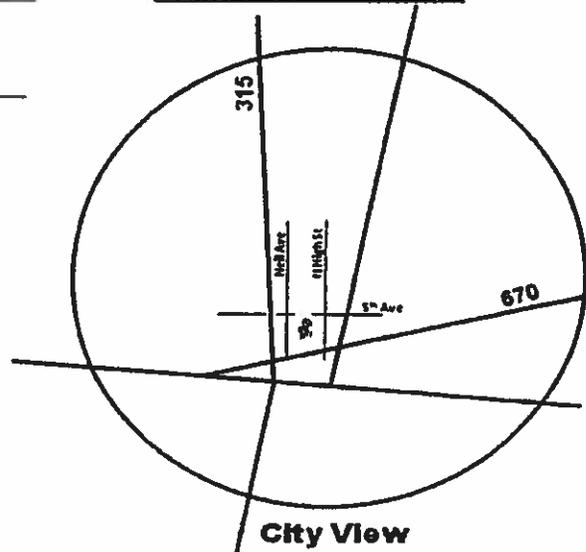
- _____ Random
- _____ Pre-employment
- _____ Post Accident
- _____ Reasonable Suspicion
- _____ Return to Duty (DIRECT OBSERVATION)
- _____ Follow-up (DIRECT OBSERVATION)
- _____ Renewal

Type of Test:

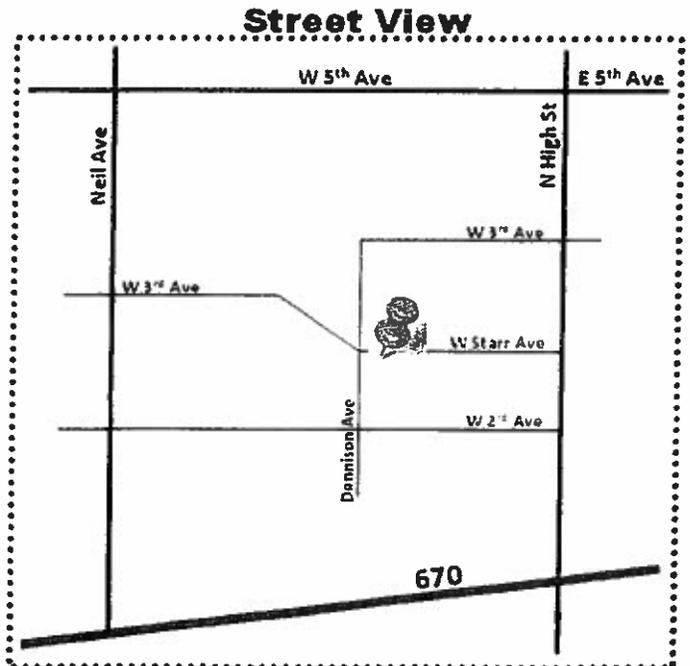
- _____ Join Consortium
- _____ Physical
- _____ Drug Screen
- _____ Lead/ZPP Level
- _____ Pulmonary Function Testing
- _____ Breath Alcohol
- _____ EKG
- _____ Hepatitis (please call 14 days ahead)
- _____ Back Evaluation
- _____ Audiogram
- _____ Mantoux/Tuberculosis Testing
- _____ Bloodwork
- _____ Other _____

Authorized Signature

Date



City View



Street View