

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 - if so seek medical attention.
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:
 - ✓ an Alcohol Drug Test Request Letter with the current date, the employees agency, the full name of the employee being tested, and the type of tests being requested filled in.
 - ✓ directions from your location to the testing facility - which is any Hometown Urgent Medical Provider. The following locations are in/around Columbus:
 - 4300 Clime Road Columbus, OH 43228 614.282.1100
 - 2880 Steltzer Road Columbus, OH 43219 614.472.2880
 - 4400 N High Street Columbus, OH 43214 614.263.4400
 - 3813 South Hamilton Road Groveport, OH 43125 614.835.0400
 - 5677 Scioto Darby Road Hilliard, OH 43026 614.921.0648
 - ✓ 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 (in other words, don't just drop an employee off at a medical facility).
6. After the testing is complete, the management representative(s) will collect the paperwork from the testing facility and 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.