

**M E M O R A N D U M**

**To: PERSONNEL MANAGEMENT LIAISONS**

**Date: January 3, 1989**  
**Reference Code: 88-113**

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

**Labor Relations Officers**  
**Personnel Officers**  
**Training Officers**

**From: Department of Personnel Administration**  
**Policy Development Office**

**Subject: Drug Awareness Training**

In a November 18, 1988 memorandum to Personnel Management Liaisons concerning training on substance testing (88-102), the Department of Personnel Administration (DPA) indicated that it would be offering training by professional consultants on drug awareness and identification of drug impairment in the workplace for persons who have key departmental roles in implementing the State's drug testing policy. This memorandum announces that training and provides the enrollment instructions.

This training is an important part of the current efforts to implement the State's new rules on substance testing. As previously discussed, these rules call for drug and/or alcohol testing when there is reasonable suspicion that an employee in a sensitive position is under the influence while at work or on standby.

DPA is requiring that all supervisors receive training on the rules and their use before they refer employees for substance tests. To this end DPA has developed a basic training course that is now being initiated through a Training-for-Trainers (T-4-T) effort in departments having substantial numbers of sensitive positions. This training will be offered directly to supervisors in other departments.

The DPA training includes very basic coverage of drug awareness and detection of employees under the influence. It represents the minimum level of knowledge that supervisors of sensitive positions are expected to have in this area. However, for those who will have more central roles in implementing the rules (e.g. departmental trainers; personnel, labor relations and/or health and safety officers; those who will be confirming findings of reasonable suspicion; etc.) DPA believes that broader, more sophisticated training is needed.

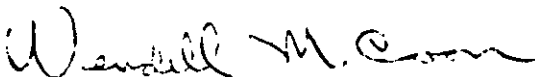
To meet this need, DPA has contracted with Prince and Page Consulting for a number of training sessions that will be offered in February 1989 (see attached schedule). Each session is six hours and will:

- discuss the problem of drug abuse in the workplace
- identify the various drugs of abuse and discuss current usage trends
- outline the signs and symptoms of drug impairment - each participant will complete a comprehensive signs and symptoms chart to keep for future reference
- give guidance on dealing with employees who are under the influence - this will include valuable role playing exercises

The trainers each have an excellent background in these areas. Pat Prince is certified by the Los Angeles Police Department as a drug recognition expert and has worked extensively as a trainer and employee assistance manager. He is currently an instructor in substance abuse programs offered by the University of Southern California, the University of California at Los Angeles and Los Angeles City College. Thomas Page is a Sergeant with the Los Angeles Police Department and is a coordinator for their drug recognition expert program. He is recognized by the courts and Federal government as an expert in drug influence signs and symptoms and has provided instruction in this area for officers from law enforcement agencies throughout the country. Prince and Page Consulting have served a variety of clients, including Los Angeles Water and Power, the National Highway Traffic Safety Administration, Loma Linda University Medical Center and the New York State Police.

All departments having sensitive positions are encouraged to enroll at least their key substance abuse program personnel in one of the training sessions listed on the attached announcement. Enrollment is limited.

Questions may be referred to Sydney Miguel on (916) 324-9363 or ATSS 454-9363.



Wendell M. Coon, Chief  
Policy Development Office

Attachment

**Department of Personnel Administration  
Policy Development Office Offers**

**DRUG AWARENESS TRAINING**

**WHO SHOULD ATTEND:**

- Those who will give training on the State's substance abuse rules
- Personnel, Labor Relations and Health and Safety Officers
- Those who will confirm findings of reasonable suspicion
- Others who will have central roles in implementing the substance abuse rules

**CONTENT:** Each 6 hour session will provide expert training in drug and alcohol awareness. The course is designed to give participants a drug awareness background to provide training and leadership in implementing the new substance abuse rules (in their departments). Particular emphasis will be given to identifying reasonable suspicion. Specific topics include:

- Drug abuse in the workplace
- Drugs of abuse and current usage trends
- Signs and symptoms of drug impairment
- Dealing with the employee who is under the influence

**INSTRUCTOR:** Prince and Page Consulting. Pat Prince and Thomas Page are both recognized experts who have provided extensive training in this area to a wide variety of employers.

**WHERE:** State Training Center  
1515 S Street, North Building, #105  
Sacramento, CA 95814

**TUITION:** \$75 per participant.

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| <b>DATES:</b> | Section 1 | February 9, 1989  | 9 a.m. - 4 p.m. |
|               | Section 2 | February 23, 1989 | 9 a.m. - 4 p.m. |
|               | Section 3 | February 24, 1989 | 9 a.m. - 4 p.m. |

**TO ENROLL:** To register for this training, a Program Registration Form (STD 697) approved by the Department Training Office must be submitted by **January 25, 1989 for Section 1 and by February 8, 1989 for Sections 2 and 3 to:**

Department of Personnel Administration  
Policy Development Office  
1515 S Street, North Building, Suite 400  
Sacramento, CA 94244-2340  
Attention: Julie Nakao

Enrollment is limited. Telephone reservations may be made in advance by calling Julie Nakao on (916) 324-9351 or ATSS 454-9351. However, to hold the reservation, a registration form must be submitted as indicated above.