

M E M O R A N D U M

To: **PERSONNEL MANAGEMENT LIAISONS**

Date: September 11, 1989
Reference Code: 89-56

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Training Officers
Labor Relations Officers
Personnel Officers

From: **Department of Personnel Administration**

Subject: **Additional Substance Abuse Training**

This memo provides an update on the State's Substance Abuse Testing Program and offers additional training on it for departmental trainers and supervisors.

As you know, The Department of Personnel Administration (DPA) recently sent memoranda to departments providing 60-day notices for employees in positions designated sensitive. The memoranda also included a survey to assess departments' progress in implementing supervisory substance abuse training (attached). Departments are reminded that it is DPA's policy that supervisors must be properly trained prior to sending an employee to a substance abuse test under the DPA rules.

DPA has conducted several training sessions which included Training-for-Trainers, Drug Recognition Training and Direct Supervisory Training (for smaller agencies). These are described in the attached training announcements. Subsequently, DPA has received requests from various departments asking for additional training. To assist departments in meeting their training needs, DPA is offering additional Training-for-Trainers and Direct Supervisory Training sessions in the Sacramento area. The training sessions being offered are described in the attached schedule. They will occur in late September and October. Sessions in other areas may be considered if a demonstrated need exists.

The attached schedule provides dates, times and locations for the scheduled training sessions. If your department is interested in sending employees to Drug Recognition Training (DRT) to receive more specialized instruction in identifying signs of drug impairment, please fill out the attached form or telephone Sydney Miguel at (916) 324-9363 or ATSS 454-9363. It is recommended that employees confirming a supervisor's finding of reasonable suspicion be offered this training. To facilitate the scheduling of DRT please respond as soon as possible.

Individualized Training-for-Trainers sessions may also be arranged for departments. Should your department desire this arrangement, we ask that training facilities be provided by the requesting department.

Enrollment procedures are provided on the attached schedule. If you have questions regarding the registration procedures, please contact Julie Nakao at (916) 324-9351 or ATSS 454-9351.

Questions regarding the substance abuse training sessions should be directed to Sydney Miguel.



Wendell M. Coon, Chief
Policy Development Office

Attachments

DEPARTMENT OF PERSONNEL ADMINISTRATION
SUBSTANCE ABUSE RULE
IMPLEMENTATION INFORMATION
MARCH 1989

With the sensitive designation process reaching its final stages for some or all of the positions in your department, it is time to verify that the necessary provisions have been made in your department to properly implement the substance abuse rules. To help in this, please submit the information requested below to Karen Neuwald, Policy Development Office, 1515 S Street, Suite 400, P.O. Box 944234, Sacramento 94244-2340. Department of Personnel Administration (DPA) staff must approve your arrangements before you begin substance testing under the DPA rules.

I. Supervisor Training

All supervisors must be trained on the DPA substance abuse rules before they assume responsibility for applying them. Please respond as follows:

- A. If you are conducting your own departmental training program, please attach an outline of this curriculum and a training schedule indicating training times and places, how many supervisors are being trained, and when training of all current supervisors will be completed.
- B. If your supervisors are receiving their training at the State Training Center, please indicate how many have been enrolled and how many more must still be trained. Indicate the work locations of those yet to be enrolled so DPA staff can plan the locations of future training sessions.

II. Designated Representatives

Please indicate who will be confirming findings of reasonable suspicion on behalf of the appointing power, as called for by DPA Rule 599.962(b). How have supervisors be informed of this?

III. Collection Sites

The DPA is contracting with MEDS Inc. for urine collection sites at the following locations:

Redding	Eureka	San Luis Obispo	Susanville
Marysville	Ukiah	Ventura	Lake Tahoe
Sacramento	Sonoma	Los Angeles	Bishop
Stockton	Napa	Ontario	Barstow
Fresno	San Rafael	Corona	El Centro
Sanger	San Francisco	San Bernardino	
Porterville	Oakland	Santa Ana	
Bakersfield	San Jose	San Diego	
	Salinas		

Will your department be using these sites? If not, what sites will be used? If other sites are used, DPA will contact you to discuss their nature, staffing, chain of custody, and coordination with the appropriate laboratory.

IV. Laboratory Contract

DPA plans to contract with PharmChem Laboratories Inc., in Menlo Park, to conduct substance tests under the rules. Independent toxicology consultants have verified that this laboratory meets the standards cited in Rule 599.963(f). PharmChem will coordinate with MEDS on matters pertaining to the chain of custody and the transportation of urine samples from the collection sites to the laboratory. Any State agency having sensitive positions may use this contract. Does your agency plan to do so? If not, what laboratory will you use? If you use another laboratory, DPA staff will contact you to discuss the laboratory qualifications, coordination with collection sites, chain of custody, etc.

V. Medical Review Officer

DPA is currently seeking a central resource for the medical review function. Would you be interested in this? If not, who will be your medical review officer?

VI. Record Keeping

Rule 599.966 specifies that drug testing records are to be maintained in a confidential manner. Please tell us how you will maintain these records. For example:

- Where in the department will the drug test results be sent?
- How will these records (drug test results and supporting documentation) be ultimately filed? Will the records, sealed in a confidential envelope, be kept in the individual's personnel file or in a separate file?
- Who will have access to these records?
- How long will you keep these records?

DPA offers a couple of suggestions in this regard. First, we suggest that you keep all documentation with the test results. Second, in the absence of specific MOU provisions, we suggest that you keep all records for five years.

Submitted by:

Name

Department

Telephone

Date

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Submitted by:

Name

Department

Telephone

Date

Department of Personnel Administration
Policy Development Office Offers

SUPERVISOR'S SUBSTANCE ABUSE TRAINING

**WHO SHOULD
ATTEND:**

Supervisors and managers of employees in sensitive positions.

WHAT:

This one-day course provides an overview of the State's Substance Abuse Testing Program and provides the knowledge and skills to utilize the program.

CONTENT:

The topics to be covered in the course are:

- DPA rules governing substance abuse testing.
- Identification and documentation of reasonable suspicion.
- Guidelines for sending an employee for substance testing.
- How to deal with the employee after the test.

INSTRUCTOR:

DPA staff.

WHERE:

Sections 1 and 2
Department of Personnel Administration
1515 S Street, North Building, 4th Floor
Conference Rooms A and B

Section 3
Student Aid Commission
1515 S Street, North Building,
5th Floor
Conference Rooms C/D

TUITION:

\$35 per participant.

DATES:

Section 1	September 27, 1989	8:30 a.m. - 4:30 p.m.
Section 2	October 6, 1989	8:30 a.m. - 4:30 p.m.
Section 3	October 11, 1989	8:30 a.m. - 4:30 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 :

Section 1	September 13, 1989
Section 2	September 22, 1989
Section 3	September 27, 1989

Please send the Program Registration Form to:

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

**SUBSTITUTION/
CANCELLATION:**

If you are unable to attend class after registering, contact your Training Coordinator immediately to either find a substitute or cancel the registration. Your training coordinator must contact Julie Nakao more than two weeks before the first day of the class; there is a \$25 late cancellation charge for those made within 10 working days of the start date of the class. The full tuition will be charged if you neither attend the class nor cancel the registration.

If you have questions regarding the registration process, please call Julie Nakao on (916) 324-9351 or ATSS 454-9351.



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

DRUG RECOGNITION 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:

The 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:

To be announced

TUITION:

\$75 per participant.

DATE:

To be announced

TO ENROLL:

To register for this training, a Program Registration Form (STD 697) approved by the Department Training Office must be submitted.

If you are interested in sending employees to this training, please fill out this form as soon as possible and return to the Department of Personnel Administration, Policy Development Office, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814 or call Sydney Miguel at (916) 324-9363, ATSS 454-9363.

**SUBSTITUTION/
CANCELLATION:**

If you are unable to attend class after registering, contact your Training Coordinator immediately to either find a substitute or cancel the registration. Your training coordinator must contact Julie Nakao more than two weeks before the first day of the class; there is a \$25 late cancellation charge for those made within 10 working days of the start date of the class. The full tuition will be charged if you neither attend the class nor cancel the registration.

Department

Number of Employees

Contact Person/Phone Number

JENS497

Department of Personnel Administration
Policy Development Office
1515 S Street, North Building, Suite 400
Sacramento, CA 95814

**SUBSTANCE TRAINING PROGRAM
TRAINING FOR TRAINERS ENROLLMENT FORM**

The T-4-T will provide trainers with an overview of the State's Substance Abuse Testing Program and enable trainers to provide direct supervisory training to their departmental supervisory employees.

The Department of Personnel Administration training for trainers sessions will be offered at the Department of Personnel Administration, 1515 S Street, North Building, Fourth Floor, Sacramento, or the Department of General Services, 1518 L Street, Sacramento:

<u>Date</u>	<u>Location</u>	<u>Time</u>
September 22	DPA, Conference Rooms A and B	9 a.m. - 4 p.m.
September 26	DPA, Conference Rooms A and B	9 a.m. - 4 p.m.
October 4	DGS, Training Room	9 a.m. - 4 p.m.
October 11	DPA, Conference Rooms A and B	9 a.m. - 4 p.m.

Please use the bottom part of this form to enroll your core trainers. Send the enrollment form to Sydney Miguel, Department of Personnel Administration, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814 by September 19. You may also make reservations by telephoning 324-9363 by September 19.

**SUBSTANCE TRAINING PROGRAM
TRAINING FOR TRAINERS ENROLLMENT FORM**

Department _____

Contact Person _____ Phone _____

<u>Name(s) of enrollee(s)</u>	<u>-- Session Desired</u>	
	<u>1st Choice</u>	<u>2nd Choice</u>

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

