

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER THREE: PERSONNEL**

**POLICY 3.26 Drug-Free and Smoke-Free Workplace**

**PAGE 1 OF 3**

**I. POLICY:**

The use of alcohol or illegal drugs may jeopardize the safety of employees, clients for whom the Oklahoma County Juvenile Bureau (OCJB) is responsible, and the citizens of Oklahoma County. Accordingly, the OCJB has adopted and follows the "Drug-Free Workplace Policy" as outlined in section 2.7 of the Oklahoma County Employee Handbook and the standards for workplace drug and alcohol testing outlined in 40 O.S. § 551-565 **(3-JDF-1C-15)**.

The OCJB has zero tolerance for the use of alcohol and illegal drugs in the workplace and will test job applicants and employees in order to maintain a healthy and safe work environment **(2-7037)**. The OCJB will not hire or continue to employ any person found to be using illegal drugs. The OCJB will not continue to employ any person found to be under the influence of alcohol while on duty.

Oklahoma County is a tobacco free campus, as authorized by section 2.31 of the Oklahoma County Employee Handbook. There shall be no use of tobacco products or electronic cigarettes inside of the Oklahoma County Juvenile Justice Center, on the property, or in any county owned vehicle **(3-JDF-3B-04)**.

**II. DEFINITIONS:**

- a. **Dilute:** To make thinner or more liquid by admixture.
- b. **Illegal Drug:** Any controlled dangerous substance, as defined by O.S. 63 § 2-101.

**III. PROCEDURE (3-JDF- 1C-15):**

- A. Job Applicant Testing:
  - 1. Every job applicant who is conditionally offered employment shall be tested. Refusal to undergo testing or a confirmed positive test result will be a basis for refusal to hire.
- B. For Cause Testing **(2-7037)**:
  - 1. Any employee may be tested at any time if it is reasonably believed that the employee may be under the influence of drugs or alcohol. When specific circumstances cause the belief that an employee

may be under the influence of drugs or alcohol, a supervisor, department head, or approved designee shall complete the "For Cause Drug Testing Report," Attachment B, prior to referring the employee to the County Health and Safety Department to undergo drug and alcohol testing. Circumstances warranting for cause testing include the following:

- a. Drugs or alcohol are found on or about the employee's person or in the employee's vicinity;
- b. Conduct on the employee's part that suggests impairment or influence of drugs or alcohol;
- c. A report is made of drug or alcohol use while at work or on duty;
- d. Information is given that an employee has tampered with drug or alcohol testing at any time;
- e. Negative performance patterns; and
- f. Excessive or unexplained absenteeism or tardiness.

C. Post-Injury or Property Damage Testing **(2-7037)**:

1. Any employee may be tested when the employee or another person has sustained an injury while at work requiring medical attention or property has been damaged, including damage to equipment and vehicles.

D. Random Selection and Scheduled Periodic Testing **(2-7037)**:

1. All OCJB employees are subject to drug and alcohol testing on a random selection basis.
  - a. The drug testing technician shall contact the Director with the names of all employees who are required to test.
    - i. The Director shall notify his/her employees and direct them to report for testing immediately.
    - ii. The Director shall inform the respective department heads of other employees, who shall direct them to report for testing immediately.

E. Diluted Specimens:

1. If an employee provides a diluted specimen, the employee shall be discharged from employment.
2. If an applicant provides a diluted specimen, he/she shall be immediately disqualified from employment with the OCJB.

F. Employee Failure to Provide Sample:

1. The employee shall remain with the drug technician and make another attempt to provide the adequate sample.
2. If no sample is provided during the specified time, as determined by the drug technician, the employee shall be escorted to the Internal Affairs Office.
3. Once the employee is inside the Internal Affairs Office, the Director shall be notified by the Internal Affairs Supervisor. With approval from the Director and Oklahoma County Health and Safety

Department, the Internal Affairs Supervisor shall drive the employee to the designated drug testing facility where the employee shall again submit to a drug test. The drug technician at the facility shall observe the test.

4. Once the test is completed, the employee shall be transported back to work.
  5. If the employee fails to submit a second test, the employee shall be terminated.
- G. Employee Refusal to Provide Sample or Positive Test Results:
1. Any employee who refuses to provide a sample for testing or who has a confirmed positive test shall be immediately terminated for misconduct and is ineligible for unemployment benefits as authorized by O.S. 40 § 2-406.
- H. Possession of Illegal Drugs, Alcohol, and/or Tobacco:
1. Employees found to have illegal drugs in their possession shall be subject to corrective discipline.
  2. Employees found to have alcohol in their possession while on duty shall be subject to corrective discipline.
  3. Employees may keep tobacco in their possession for personal use, however:
    - a. Employees may not have tobacco in their possession beyond doors seven (7) and fifteen (15) of the Oklahoma County Juvenile Detention Center (OCJDC). All tobacco brought into approved areas of the OCJDC must be secured in a locked locker.
    - b. Employees found to be using tobacco products on the property of Oklahoma County shall be subject to corrective discipline.
- I. Distribution:
1. All new employees shall receive an overview of and a copy of this policy and the "Oklahoma County Drug Free Work Place Policy Resolution 228-11," Attachment C, during their orientation training.
  2. All employees shall receive an overview of and a copy of "Oklahoma County Drug Free Work Place Policy Resolution 228-11," Attachment C, whenever revisions and/or updates occur.
  3. All employees shall sign the "Acknowledgement of Receipt," Attachment A, upon orientation training or when changes occur. The original shall be maintained in the employee's personnel file **(2-7011) (3-JDF-1C-15)**.

Approved: James L. Saffle 11/29/16  
James L. Saffle, Director Date

Attachments: Attachment A, "Acknowledgement of Receipt"  
Attachment B, "For Cause Drug Testing Report Form"  
Attachment C, "Oklahoma County Drug Free Workplace Policy Resolution 228-11"

Honorable Lisa Tipping Davis  
District Judge  
Juvenile Division



James L. Saffle  
Director

**OKLAHOMA COUNTY JUVENILE BUREAU**  
*"Providing Opportunities for Success"*

**RECEIPT OF OKLAHOMA COUNTY RESOLUTION NO. 228-11**

**DRUG-FREE WORK PLACE & DRUG TESTING POLICY**

**(All Employees)**

I understand that by my signature, I am acknowledging that I have received, read, and understand the provision of Oklahoma County Resolution No. 228-11, making Oklahoma County Juvenile Center a Drug-Free Work Place, effective November 1, 2011. I further understand that Resolution No. 228-11 also provides for a Drug Testing Program and that I understand the provisions of this policy. I also understand that this signed receipt of this policy will be filed in my personnel file in the Human Resources Department, and that I should contact that office with any questions I have regarding these policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

For Cause Drug Testing Report Form

Instructions: Parts A through D must be completed by a supervisor, department head, or designee prior to referring an employee to the Oklahoma County Health and Safety Department to undergo for cause drug and alcohol testing.

Part A: Employee's Name \_\_\_\_\_  
Employee's Position \_\_\_\_\_  
Date/Time of Occurrence \_\_\_\_\_  
Specific Location of Occurrence \_\_\_\_\_

Part B: Please mark the specific circumstance(s) of cause that applies to this occurrence and gather all relevant information pertaining to that circumstance.

- \_\_\_\_\_ 1. Drugs or alcohol are found on or about the employee's person or in the employee's vicinity.
- \_\_\_\_\_ 2. Conduct on the employee's part that suggests impairment or influence of drugs or alcohol.
- \_\_\_\_\_ 3. A report is made of drug or alcohol use while at work or on duty.
- \_\_\_\_\_ 4. Information is given that an employee has tampered with drug or alcohol testing at any time.
- \_\_\_\_\_ 5. Negative performance patterns.
- \_\_\_\_\_ 6. Excessive or unexplained absenteeism or tardiness.

Part C: Provide a complete narrative description of the circumstances, including any facts, inferences drawn from those facts, and witnesses relied upon, which constitute the reasonable belief held that the employee has engaged in prohibited drug or alcohol use. Attach information pages as necessary.

Part D: Referring Supervisor/Department Head \_\_\_\_\_  
Oklahoma County Health and Safety Department Contact  
Representative \_\_\_\_\_  
Date & Time of Contact \_\_\_\_\_  
Decision \_\_\_\_\_

A. DRUG-FREE WORK PLACE POLICY: Resolution No. 28-11 effective 11/1/2011

WHEREAS, the Board of County Commissioners of Oklahoma County, acting and exercising its responsibility to proclaim the policy of the County as a body politic, does hereby establish this policy in compliance with State and Federal Laws and other policies as established by the Board. In compliance with notice mandate, this policy shall be effective at least 30 days after adoption.

I. REFERENCED STANDARD:

- Oklahoma Statute, Title 40, Chapter 15, Section 651, et.al.
- Oklahoma County DRUG-FREE WORKPLACE POLICY, Resolution #3-94
- Federal Motor Carrier Safety Regulations Part 382 -- Controlled Substances and Alcohol Use and Testing

II. SCOPE:

All Oklahoma County Employees

III. PURPOSE:

Use of alcohol or illegal drugs may jeopardize the safety of Oklahoma County employees, the inmates/residents for whom Oklahoma County is responsible, and the citizens of Oklahoma County. Accordingly, it shall be the policy of Oklahoma County to maintain an alcohol and drug-free work environment for the employees and to test job applicants and employees for the use of alcohol and illegal use of drugs.

IV. DEFINITIONS

The following words and terms, when used in this Part, shall have the following meaning, unless the context clearly indicates otherwise:

**Alcohol:** ethyl alcohol or ethanol.

**Dilute:** to make thinner or more liquid by admixture.

**Employee:** any person who works full-time, part-time, or on a temporary basis for Oklahoma County, including management staff.

**Illegal Drugs:** means any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act, section 2-101 et seq. of Title 63 of the Oklahoma Statutes.

**Applicant:** any person who has applied to be an employee of Oklahoma County and has received a conditional offer of employment

**OSDH:** Oklahoma State Department of Health.

**Elected Official:** Assessor; County Commissioners; County Clerk; Court Clerk; Sheriff; Treasurer.

**Medical Review Officer:** A person, qualified by the State Board of Health, who is responsible for receiving results from a testing facility which have been generated by an employer's drug or alcohol program, and who has the knowledge and training to interpret and evaluate test results together with the individual's medical history and other relevant information.

**Random selection basis:** a mechanism for selecting employees which:

- (a) Results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and
- (b) Permits neither Oklahoma County, its Board, Elected Officials, Directors, Deputy Directors nor any employee to waive selection when an employee is selected under the mechanism.

## V. PROCEDURES

### A. SUBSTANCE SCREENING

Drug and alcohol testing shall be required for employees and job applicants under the following circumstances:

(1) **Job Applicant Testing.** Every job applicant who is conditionally offered employment shall be tested. The refusal to undergo testing or a confirmed positive test result will be a basis for refusal to hire, provided that such testing does not violate the provisions of the Americans with Disabilities Act of 1990, 42 U.S.C., Section 12101 et seq., and provided that such testing is required for all applicants who have received a conditional offer of employment for a particular employment classification.

(2) **For Cause Testing.** Any employee may be tested at any time it is reasonably believed that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- (A) Drugs or alcohol are found on or about the employee's person or in the employee's vicinity.
- (B) Conduct on the employee's part that suggests impairment or influence of drugs or alcohol.
- (C) A report is made of drug or alcohol use while at work or on duty.
- (D) Information is given that an employee has tampered with drug or alcohol testing at any time.
- (E) Negative performance patterns
- (F) Excessive or unexplained absenteeism or tardiness.

- (3) **Post-injury or property damage testing.** Any employee may be tested when the employee or another person has sustained an injury while at work requiring medical attention or the employer's property has been damaged, including damage to equipment.
- (4) **Random selection and scheduled periodic testing.** Any employee may be subject to drug and alcohol testing on a random selection basis or a scheduled periodic basis, who:
  - (A) Is a police or peace officer,
  - (B) has drug interdiction responsibilities,
  - (C) is authorized to carry firearms,
  - (D) is engaged in activities which directly affect the safety of others, or
  - (E) works in direct contact with inmates in the custody of the Department of Corrections or work in direct contact with juvenile delinquents or children in need of supervision in the custody of the Department of Human Services.

Certain employees that are required to possess a Commercial Driver's License in order to operate heavy trucks or equipment are subject to random drug and alcohol testing as mandated under the Federal Motor Carrier Safety Regulations Part 382 -- Controlled Substances and Alcohol Use and Testing.

- (5) **Scheduled periodic testing.** May be conducted as a routinely scheduled employee fitness-for-duty medical examination or as routinely scheduled for all members of an employment classification or group identified in (4) above.
- (6) **Post-rehabilitation.** Any employee, who has had a confirmed positive test or has participated in a drug or alcohol dependency treatment program as a part of disciplinary action by Oklahoma County, may be tested without prior notice for a period of up to two years, commencing with the employee's return to work.
- (7) **Independent Contractor:** An independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group;

B. SUBSTANCES TO BE TESTED.

In accordance with Oklahoma Statute, Title 40, Chapter 15, Section 556, Oklahoma County tests for drugs and alcohol.

C. TESTING METHODS

- (a) Tests will be conducted by an outside testing facility according to Drug and Alcohol Testing Rules of the Oklahoma State Department of Health (OSDH).
- (b) Drug Testing. Drug testing shall be performed on urine samples or by other methods approved by OSDH.
- (c) Alcohol Testing. Initial testing shall be performed on blood, breath, or saliva or by other methods approved by OSDH. Confirmation testing shall be performed on breath or blood or by other methods approved by OSDH. Rehabilitation/post-rehabilitation alcohol tests may be performed on urine or by other methods approved by OSDH.

D. COLLECTION PROCEDURES

Collection of samples for drug and alcohol testing shall be in accordance with the Drug and Alcohol Testing Rules of the OSDH.

E. DILUTE SPECIMEN

1. County employee. Employees who provide dilute specimens will have to undergo an unannounced immediate re-collection under direct observation, as a safeguard for the integrity of the testing program.
2. Should County employee's second test be reported as dilute, county employees must provide medical documentation explaining why the samples were diluted. Failure to provide this documentation will result in termination.
3. Job applicant. Applicants who provide a dilute specimen will be contacted immediately and advised that he/she must undergo a re-collection under direct observation as a safeguard for the integrity of the testing program. The job applicant must present themselves at the testing lab within 4 hours of being notified to do so.
4. Should job applicant second test be reported as dilute, job applicant must provide medical documentation explaining why the samples were

diffuted. Failure to provide this documentation will result in the job applicant not being hired by Oklahoma County.

F. CONSEQUENCES OF REFUSAL

1. **County Employees.** Any employee who refuses testing under this policy shall be discharged from employment. Any employee discharged on the basis of refusal to undergo drug or alcohol testing or a positive drug or alcohol test shall be considered to have been discharged for misconduct for purpose of unemployment compensation benefits.
2. **Job Applicants.** Any job applicant who has received a conditional offer of employment from Oklahoma County and who refuses to undergo drug and alcohol testing will not be hired by Oklahoma County. Unreasonable delay in submitting to testing or evidence of tampering with the sample shall be deemed a refusal.
  - a. Job applicant shall submit to a pre-employment drug test within four (4) hours of being notified to do so.
  - b. Any job applicant who leaves the drug testing facility prior to submitting a sample for testing will not be hired by Oklahoma County.

G. CONSEQUENCES OF POSITIVE TEST RESULTS

1. Disciplinary action up to, and including, termination of employment may be taken against any employee who tests positive for the presence of drugs or alcohol.
2. Any employee who has a confirmed positive test result and whose employment is not terminated may be subject to the following disciplinary action plan:
  - a. Employee may be immediately suspended without pay, from his/her duties, (work) with Oklahoma County for a minimum of five (5) working days.
  - b. Within the five days of suspension, at his/her expense, the employee shall:
    1. Select and participate in a substance abuse program under the direction of a Substance Abuse Counselor (SAC). Employees may contact the Oklahoma County Employee Assistance Program (EAP) provider to assist in the selection of a SAC.

2. Submit the SAC report of employee's initial evaluation and the schedule of counseling sessions and/or treatment recommended by the SAC to the Oklahoma County Office of Health & Safety, or to the Elected Official for whom the employee works, at the direction of the Elected Official.
  3. Provide the results of a return to work drug test, negative or positive, to the Oklahoma County Health & Safety office, or to the Elected Official for whom the employee works, at the direction of the Elected Official.
- c. Employee may be required to submit to a minimum of six (6) unannounced follow-up drug tests, at his/her expense, within twelve (12) months of employee's return to work. The Oklahoma County Office of Health & Safety will select the time and date of each test, unless the Elected Official for whom the employee works directs otherwise.
1. In the event employee misses a counseling session with the SAC, tests positive for drugs or alcohol during required follow-up testing, or refuses to submit to follow-up testing, the employee may be terminated immediately.
  2. The employee's unsuccessful completion of the above corrective actions or refusal to participate in the above corrective actions may result in the immediate termination of employment.
- d. Oklahoma County will not hire any job applicant who has a confirmed positive test result.
- e. For purposes of workers' compensation, an employee who tests positive for the presence of drugs or alcohol, or refuses to take a drug or alcohol test required by the employer, shall not be eligible for workers' compensation.

#### H: JOB APPLICANT AND EMPLOYEE RIGHTS

1. **Explanation of test results.** Any job applicant who has a confirmed positive test result shall have an opportunity to confidentially explain the result orally and in writing to the office to which the application was made. Any employee who has a confirmed positive test result shall have an opportunity to confidentially explain the result orally and in writing to the Medical Review Officer. If an employee or applicant requests a

confirmation test of a sample within twenty-four (24) hours of receiving a positive test, the employee or applicant shall pay all costs of the confirmation test, unless the confirmation test reverses the findings of the challenged positive test. In that case, Oklahoma County will pay for the confirmation test.

2. **Confidentiality.** All information relating to employee drug testing will be treated with strict confidence. All records relating to drug testing will be kept in the Health and Safety Department, or, at the direction of the Elected Official for whom the employee works, in the Official's office, separate from personnel files. These records shall be maintained in a secure location with controlled access.
3. **Information.** Test records shall be the property of Oklahoma County and, upon the request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. Oklahoma County will not release such records to any person other than the applicant, employee, or the Medical Review Officer, unless the applicant or employee, in writing and following receipt of the test results, as expressly granted permission for Oklahoma County to release such records in order to comply with a valid judicial or administrative order.
4. **Appeal.** All County employees are At-Will, have no vested property interest in retaining employment, and may be terminated at any time, regardless of the length of employment. Employees terminated in accordance with this policy shall be considered to have been discharged for misconduct.

#### I. CHANGES TO THE DRUG TESTING PROGRAM

1. Effective November 1, 2011, any changes to the Oklahoma County drug testing program must provide at least ten (10) days notice to employees. The announced changes may be communicated by:
  - a. Hand-delivery of a paper copy of the policy or changes to the policy;
  - b. Mailing a paper copy of the policy or the changes to the policy to the last known address of the employee or applicant;
  - c. Electronically transmitting a copy of the policy through an e-mail or by posting on Oklahoma County's website or InfoZone.
  - d. Posting a copy in a prominent employee access area

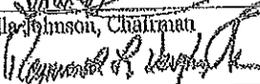
2. Oklahoma County shall provide a copy of the drug testing policy to each applicant upon his or her acceptance of employment by the same methods as described in Section 1 (1) above.

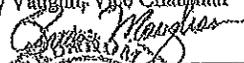
Approve for changes to the Oklahoma County Drug Testing Policy in the Oklahoma County Employee Handbook, effective November 1, 2011. The policy change will bring Oklahoma County's Drug Testing Policy in compliance with Oklahoma Statutes (Title 40, Chapter 15, Sections 551, et al.).

Approved on September 28, 2011

**BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA**

  
\_\_\_\_\_  
Will Johnson, Chairman

  
\_\_\_\_\_  
Ray Vaughn, Vice Chairman

  
\_\_\_\_\_  
Brian Maughan, Member

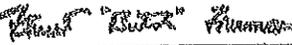


ATTEST:  
  
\_\_\_\_\_  
Carolyn Caudill, County Clerk

A Drug-Free Work Place Policy Effective November 1, 2011

Approved on the 29<sup>th</sup> Day of September, 2011 by the  
OKLAHOMA COUNTY BUDGET BOARD

  
WILLA JOHNSON, COMMISSIONER DIST 1  
CHAIRWOMAN TO THE BOARD

  
FORREST "BUTCH" ERBMAN, TREASURER  
VICE-CHAIRMAN TO THE BOARD

ATTEST  
  
  
CAROLYNN GAUDILL, COUNTY CLERK  
SECRETARY TO THE BOARD

OKLAHOMA COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE September 21, 2011 AGENDA  
28

DEPARTMENT: HR/Safety REQUESTED BY: Dan Matthews

REQUISITION NO.: \_\_\_\_\_ REQUISITION SHEET ATTACHED: YES N/A

NAME OF FUNDS: \_\_\_\_\_

FUND NUMBERS: 1 / 1

DOES THE AGENDA ITEM CONTAIN PRIVACY-PROTECTED OR SECURITY INFORMATION? YES  NO

AGENDA ITEMS CONTAINING PRIVACY-PROTECTED OR SECURITY INFORMATION WILL NOT BE HYPERLINKED TO THE AGENDA.

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: 1

AGENDA ITEM READS AS FOLLOWS: Discussion and possible action for approval of Resolution No. \_\_\_\_\_ for changes to the Oklahoma County Drug Testing Policy in the Oklahoma County Employee Handbook, effective November 1, 2011. The policy change will bring Oklahoma County's Drug Testing Policy in compliance with Oklahoma Statutes (Title 40, Chapter 15, Sections 531, et al.) The policy change was approved by the Budget Board on September 15, 2011.

APPROVED BY DA  
(If Applicable)

APPROVED BY ENGINEER  
(If Applicable)

APPROVED BY PURCHASING  
(If Applicable)

\_\_\_\_\_  
ASSISTANT DISTRICT ATTORNEY

\_\_\_\_\_  
COUNTY ENGINEER

\_\_\_\_\_  
PURCHASING AGENT

Please initial that document has been reviewed for privacy-protected or security information

DISTRICT ATTORNEY: YES N/A

COUNTY CLERK: YES N/A

Indicate any privacy-protected information that exists \_\_\_\_\_

(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM SUBMITTED AFTER THE DEADLINE)

DATE OF REQUEST: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
CHAIRMAN

1085

**REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES**

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.23 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.23, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 08 / 22 / 2011

COUNTY DEPARTMENT MAKING REQUEST: Human Resources for the BOCC

**STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED:**

Review and approval of the Oklahoma County Drug Testing Policy. Changes are being made due to changes in the Oklahoma Statutes (Title 40, Chapter 15, Section 551, et al) with the new statute effective date of 11/1/2011. Changes in the policy must be approved in the September Budget Board Meeting and by the BOCC to allow for the proper notification to employees 30 days prior to the new policy going into effect.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

[Signature]  
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: 8/22/11

REPLY BY DISTRICT ATTORNEY: Reviewed.  
approved w/ changes  
on pgs 2, 3.  
assigned to Sandi

DAVID PRATER  
DISTRICT ATTORNEY

By: Sandi Elliott

RECEIVED  
AUG 22 2011  
CIVIL DIVISION  
DISTRICT ATTORNEY