

	<b>SAN BERNARDINO COUNTY POLICY MANUAL</b>	<b>No. 07-14</b> <b>PAGE 1 OF 2</b> <b>EFFECTIVE DATE</b> January 27, 2026
<b>POLICY: PRE-PLACEMENT DRUG TESTING</b>	<b>APPROVED</b>	<b>DAWN ROWE</b> Chair, Board of Supervisors

### **POLICY STATEMENT AND PURPOSE**

It is the County's and Board-Governed Special District's policy to conduct pre-placement drug testing as part of the physical examination process for new employees in designated classifications.

This policy establishes the responsibility and procedure for pre-placement drug testing pursuant to the Drug Free Workplace Resolution adopted by the Board on October 30, 1989, and the Board's approval of the pre-placement drug testing program for County Departments on February 10, 1998 (Item No. 61) and for Board-Governed Special Districts on March 24, 1998 (Item No. 41).

### **DEPARTMENTS AFFECTED**

Board of Supervisors, all County Agencies, Departments, Board-Governed Special Districts, and Board-Governed Entities.

### **DEFINITIONS**

**Designated Classification** – A classification that is Safety Sensitive, involves a high degree of fiduciary responsibility, or requires testing under the Department of Transportation regulations.

**Safety Sensitive** – A safety-sensitive position is one in which the employee's duties include tasks that, if performed while the employee is impaired, could reasonably result in a significant risk of substantial harm to the employee, coworkers, or the public, based on the following criteria:

- Classifications directly responsible for public safety - These positions carry an immediate and significant impact on the health and safety of County residents. Any impairment affecting essential job duties could endanger the public. Individuals in these roles must be capable of taking prompt emergency action, maintain unimpaired judgment and physical ability, and avoid conflicts of interest or any compromise of security.
- Classifications requiring the operation of trucks, buses, heavy equipment, or other professional driving - These roles present a risk of severe consequences to the public and/or coworkers if an employee's abilities are impaired. Potential outcomes include death, serious injury, property damage, or significant financial liability.
- Classifications with a high degree of fiduciary authority and independence. These positions involve substantial responsibility for decisions related to the expenditure, investment, or safeguarding of very large sums of money. They are characterized by significant autonomy, authority, and a high level of public trust.

### **POLICY AMPLIFICATION**

General Requirements: The Human Resources Department, Center for Employee Health and Wellness (Center) is responsible for pre-placement drug testing services.

Human Resources is responsible for evaluating and designating job classifications as Safety-Sensitive. Departments may request that additional classifications be included in the Safety-Sensitive testing program by submitting a written request to Human Resources. Such requests must include documentation demonstrating how the position's duties meet the Safety Sensitive criteria as outlined in the Definitions section above.

The Center has the authority and responsibility for planning, coordinating, and monitoring pre-placement drug testing services for all County departments and Board-Governed Special Districts to include:

- Determining the sampling method utilized.
- Contracting with appropriate agencies (i.e. laboratory, specimen collection sites).
- Ongoing assessment and modification of pre-placement testing policy/procedure.

**RESPONSIBILITIES AND PROCEDURES**

Individuals will be sent to the Center for drug testing as part of their pre-placement physical examination, according to the following guidelines:

- All new hires in the designated classifications after receiving a conditional offer of employment.
- Employees promoting or transitioning between designated classifications will not be re-tested.
- Employees promoting or transitioning from a non-designated classification to a designated classification in Board-governed Special Districts and the County after a conditional offer of employment will be tested.
- Employees transitioning from a designated classification in an extra-help, recurrent or contract position into a designated classification will not be re-tested.
- The Center is responsible for securing all drug testing results and maintaining confidentiality.
- The Center is responsible for evaluating and responding to disputes arising out of the drug-testing process. If the Center cannot resolve the dispute, the Human Resources Director, or designee, will resolve the dispute. The Director's or designee's decision will be deemed final.
- At the discretion of the Director for the Department of Public Works, a pre-placement physical examination may be waived for individuals transitioning between the Flood Control District and the County.
- For new employees in the County, all positive drug tests will result in a medical disqualification for employment for twelve (12) months, from the printed date on the drug test result form.
- For existing County employees, all positive drug tests will result in disqualification for the job change for twelve (12) months, from the printed date on the drug test result form.

**REFERENCES**

- Drug-Free Workplace Resolution 89-349 (Adopted 10/30/1989).
- Approved 2/10/98 (Item No. 61) - Pre-Employment Drug/Alcohol Testing Program for New Employees.
- Approved 3/24/98 (Item No. 41) - Pre-Employment Drug/Alcohol Testing Program for New Employees.

**LEAD DEPARTMENT**

Human Resources Department

**APPROVAL HISTORY**

**Adopted** October 23, 2001 (Item No. 46)

**Amended** January 27, 2026 (Item No. XX)

**REVIEW DATES**

January 2031