

**Department of Behavioral Health
TRANSMITTAL LETTER**

SUBJECT Mandatory Drug and Alcohol Testing for Employees who Serve Children and Youth		
POLICY NUMBER DBH Policy 716.3	DATE DEC 17 2013	TL# 205

Purpose. To disseminate the attached District of Columbia, Department of Human Resources (DCHR) policy for Mandatory Drug and Alcohol Testing of Employees who Serve Children or Youth (safety-sensitive employees), Exhibit 1. The policy outlines the District government's rules and procedures for drug and alcohol testing for covered employees, and outlines the manner in which drug and alcohol testing will be conducted.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

Applicability. This policy applies to: (1) applicants who are tentatively selected for employment in safety-sensitive positions (appointees), and (2) employees who work in Department of Behavioral Health (DBH) safety-sensitive positions.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation Plans. Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

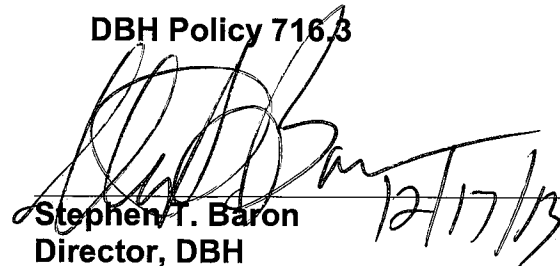
ACTION


REMOVE AND DESTROY

DMH Policy 716. 3

INSERT

DBH Policy 716.3


Stephen T. Baron
Director, DBH 12/17/13

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF BEHAVIORAL HEALTH	Policy No. 716.3	Date DEC 17 2013	Page 1
	Supersedes DMH Policy 716.3, same title, dated Oct. 15, 2008		
Subject: Mandatory Drug and Alcohol Testing of Employees who Serve Children or Youth			

1. **Purpose.** To disseminate the attached District of Columbia, Department of Human Resources (DCHR) policy for Mandatory Drug and Alcohol Testing of Employees who Serve Children or Youth (safety-sensitive employees), Exhibit 1. The policy outlines the District government's rules and procedures for drug and alcohol testing for covered employees, and outlines the manner in which drug and alcohol testing will be conducted.

2. **Applicability.** This policy applies to: (1) applicants who are tentatively selected for employment in safety-sensitive positions (appointees), and (2) employees who work in Department of Behavioral Health (DBH) safety-sensitive positions. Also see Section 7 below for applicability to private providers.

3. **Authority.** Title I of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353, D.C. Official Code § 1-620.31 et seq.) (2006 Repl.), as amended by section 4(b) of the Anti-Drunk Driving Clarification Amendment Act of 2006, effective March 2, 2007 (D.C. Law 16-195; D.C. Official Code § 1-620.33) (2007 Supp.); and DCMR § 6-3901 et seq., Testing for the Presence of Controlled Substances and Alcohol.

4. **Definition.**

Safety-Sensitive Position. A position with duties and responsibilities that require the incumbent to provide services that affect the health, safety, and welfare of children or youth, including direct care and custody of children or youth.

- An employee occupying a safety-sensitive position shall be considered a "covered employee." *This includes those providing direct services to children or youth and their supervisors.*

5. **General Information.**

5a. Each applicant who is tentatively selected for a safety-sensitive position will be required to submit to drug testing prior to appointment.

5b. Each current employee in a safety-sensitive position shall receive formal written notification that he or she is subject to drug and alcohol testing at least thirty (30) days in advance of any drug or alcohol testing.

5c. Each employee in a safety-sensitive position with a drug or alcohol problem will have one (1) opportunity to self-refer to the Employee Assistance Program within thirty (30) days after receipt of the employee notification letter.

5d. Voluntary (i.e., self-referral) and mandatory participation in a treatment program upon self-referral shall not limit enforcement of a safety-sensitive employee's obligations to comply with this policy nor restrict the District government's authority to take administrative action against the employee if he or she violates the policy.

5e. Covered employees and DBH supervisors and managers are required to participate in mandatory alcohol and substance abuse training.

6. For the Department of Behavioral Health, the following is provided for Clarification:

- The Drug and Alcohol Testing Coordinator (DATC), located in the DBH Division of Human Resources, will serve as the Program Coordinator/Designated Employer Representative and HR Advisor for DBH, as applicable.
- DBH will be required to abide by the same timeframes for reporting to testing sites as indicated in the DCHR policy for Mandatory Drug and Alcohol Testing of Employees who Serve Children or Youth.

7. Private Providers. Each private provider that contracts with the District of Columbia, Department of Behavioral Health to serve children or youth shall establish mandatory drug and alcohol testing policies and procedures that are consistent with the requirements of DC Law 15-353.

8. Inquiries. Questions regarding this policy should be addressed to the DBH Division of Human Resources (DHR) at 202-673-3655.

Approved by:

**Stephen T. Baron
Director, DBH**



(Signature) 12/17/13
(Date)