

The City of Great Falls

“Alcohol and Controlled Substance Policy” Requirements & General Information

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The City of Great Falls Alcohol and Controlled Substance Policy

Program Introduction

The City of Great Falls supports a drug free work environment for all employees in the interest of safety and good health.

The Alcohol and Controlled Substance Policy prohibits the use, possession, concealment, transportation, promotion or sale of illegal drugs, designer, and synthetic drugs, prohibited drugs and drug paraphernalia. The abusive use of legal prescription drugs and unauthorized alcoholic beverages on The City of Great Falls premises or job locations is strictly prohibited.

It is the intention of The City of Great Falls through the Alcohol and Controlled Substance Policy to assure that the risks and dangers of drug abuse as well as the resources for assistance for those adversely affected by drug abuse are known and understood by all employees. With the Alcohol and Controlled Substance Policy, management and employees will maintain a workplace free of mood-altering substances. Employment at The City of Great Falls is contingent upon all employees abiding by our Policy. Failure to do so will result in disciplinary action that may include termination.

This policy applies to all employees of The City of Great Falls. Employees who exercise a Commercial Driver's License for The City of Great Falls (CDL employees) have additional regulations that apply.

1. Scope and Intent

The City of Great Falls is dedicated to providing safe, dependable and economical services to our customers. Our employees are our most valuable resource, and it is our goal to provide a healthy, satisfying working environment which promotes personal opportunities for growth.

In meeting these goals, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (3) to encourage employees to seek professional assistance any time personal problems, including alcohol and drug use or misuse, adversely affect their ability to perform their assigned duties. All covered employees are subject to the provisions of this policy.

The City of Great Falls is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy regarding subordinates, shall be subject to disciplinary action, up to and including termination.

2. Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees, and the public from the risks posed using alcohol and controlled substances. The Montana legislature has enacted MCA sections 39-2-205 thru MCA 39-2-211 allowing controlled substance urine testing and breath alcohol testing for employees who engage in the performance, supervision, or management of work in a hazardous work environment, security position, position affecting public safety, or fiduciary positions. The U.S. Department of Transportation (DOT) has also enacted 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

3. Prohibited Substances

“Prohibited substances” addressed by this policy include the following:

A. Illegal Drugs and Controlled Substance

Except as otherwise provided by Montana law, any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), also found in Appendix D of the Federal Motor Carrier Safety Regulations. This includes but is

not limited to amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U. S. Drug Enforcement Administration or the U. S. Food and Drug Administration.

Illegal uses include any illegal drugs, misuse of legally prescribed or authorized drugs, and use of illegally obtained prescription drugs.

B. Legal Drugs (including marijuana)

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought, as appropriate, before performing regular work duties.

A legally prescribed drug means that an individual has a prescription or other written approval from a licensed medical professional for the use of a drug during medical treatment. It must include the patient's name, the name of the substance, dosage, and the period of authorization. The misuse or abuse of legal drugs is prohibited.

Although the use of marijuana or substances containing federally-regulated CBD away from city premises during nonworking hours is now legal under Montana law, marijuana and such substances remain a "Prohibited Substance" at work, for purposes of the forms of Prohibited Conduct set forth below, including possession, use, being under the influence of and/or impaired by them. The concentration of marijuana is expressed in terms of the person's delta-9-tetrahydrocannabinol level in ng/ml of blood.

C. Alcohol

The use of beverages or substances containing alcohol, including any medication that alcohol is present in the body while performing regular work duties is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device (EBT).

4. Prohibited Conduct

"Prohibited Conduct" addressed by this policy include the following:

A. Manufacturing, Trafficking, Possession, and Use

Employees engaging in the manufacture, distribution, dispensing, possession, or use of prohibited substances on city premises, in city vehicles, or while on city business will be subject to disciplinary action up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

B. Intoxication/Under the Influence

Employees performing, about to perform, or having just completed performing regular work duties, who are reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance or alcohol, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees found to be under the influence of a prohibited substance or alcohol, who fail to pass a drug or alcohol test, shall be removed from duty and subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the individual is found to have a quantitative presence of a prohibited substance in the body above the minimum thresholds as defined in 49 CFR Part 40; or an employee's refusal to test.

C. Alcohol/Marijuana Use

No employee should report for duty or remain on duty to perform regular work duties when his/her ability to perform assigned functions is adversely affected by marijuana, alcohol or when his/her blood alcohol concentration is 0.02 or greater. No employee shall use marijuana or alcohol while performing regular work duties. No employee shall have used marijuana or alcohol within four hours of reporting for duty to perform regular work duties. Violation of these provisions is prohibited and punishable by disciplinary action up to and including termination.

5. Complying with Test Requirements

Employees will be subject to drug and breath alcohol testing. Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately, and subject to disciplinary action, up to and including termination. Refusal can include an inability to provide an adequate specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

6. Testing for Prohibited Substances

The City of Great Falls affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. Information obtained through testing that is unrelated to the use of a controlled substance or alcohol must be held in strict confidentiality by the medical review officer and may not be released to the employer.

Analytical urine drug testing and breath testing for alcohol may be conducted as required by Federal and State regulations. All employees may be subject to testing prior to

employment, randomly (unannounced basis), for reasonable suspicions as determined by a trained supervisor or administrator and following a commercial motor vehicle accident.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All collection and testing will be conducted consistent with the procedures put forth in 49 CFR Part 40.

The urine samples will be tested for marijuana, cocaine, opioids, amphetamines, and phencyclidine. An initial drug screen will be conducted on each specimen. For those specimens that are not negative, a confirmatory gas Chromatography/Mass Spectrometry (GS/ms) test will be performed. The test will be considered positive if the amounts present are above the minimum threshold established in 49 CFR Part 40.

Tests for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). Alcohol screening tests may be performed using a non-evidential alcohol screening device, approved by NHTSA, operated by a screening test technician (SST). Any positive alcohol screen will be confirmed using an EBT. Employees are subject to alcohol testing 4 hours prior to performing, while on call for, while performing or immediately following performance of, a safety-sensitive function. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from duty for a minimum of twenty-four hours. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy.

AN EMPLOYEE WHO HAS A CONFIRMED POSITIVE DRUG OR ALCOHOL TEST (GREATER THAN 0.04) WILL BE REMOVED FROM DUTY AND INFORMED OF EDUCATIONAL REHABILITATION PROGRAMS AVAILABLE. CDL EMPLOYEES WILL BE REFERRED TO A SUBSTANCE ABUSE PROFESSIONAL (SAP). A POSITIVE DRUG AND/OR ALCOHOL TEST MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT WITH THE CITY OF GREAT FALLS.

7. TYPES OF TESTING

A. Pre-Employment Testing (CDL Employees)

All CDL employee applicants applying for a CDL position shall undergo urine drug testing prior to employment. Receipt by The City of Great Falls of a negative test result is required prior to employment. A positive drug test may disqualify an applicant for employment.

B. Random Testing

All employees will be subject to random, unannounced urine drug and alcohol testing. All random selections will be done by The Chemnet Consortium Inc. This will be done using a scientifically proven method of selection at an established testing rate and spread out over the period of a year.

C. Reasonable Suspicion Testing

All employees may be subject to a fitness for duty evaluation, to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the long or short term effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Adequate documentation of unsatisfactory work performance or on the job behavior;
2. Physical signs and symptoms consistent with prohibited substance use;
3. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances;
4. Occurrence of a serious or potentially serious accident that may have been caused by human error; or
5. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion testing determinations will be made by a minimum of one manager or supervisor trained to detect the signs and symptoms of drug and alcohol use and who reasonably conclude that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse. While trained supervisors will make the decision to test for reasonable suspicion, it is the responsibility of all employees to report any suspicious behavior they witness to a supervisor.

D. Post-Accident Testing

All employees will be required to undergo Non-DOT urine and breath testing if they are involved in an accident that included human fatality, bodily injury requiring medical treatment or property damage estimated greater than \$1,500.00 or it is believed that the accident may have been caused by the employee's act or failure to act.

All CDL employees will be required to undergo DOT urine and breath testing if they are involved in an accident that included human fatality, bodily injury with immediate medical treatment away from the scene of the accident with a citation issued to the driver or disabling damage to any motor vehicle requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle with a citation issued to the driver.

When required, following an accident, the employee will be tested as soon as possible, but within no more than 8 hours for alcohol testing and 32 hours for drug testing. Testing not completed within 2 hours of the accident needs to have documented reasons as to why the testing was not completed within 2 hours of the accident. Any employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he or she undergoes a post-accident alcohol test. Any employee who leaves the scene of the accident without appropriate authorization or consumes alcohol within eight hours following an accident, prior to submission to drug and alcohol testing will be considered to have refused the test and subject to disciplinary action up to and including termination.

E. Split Sample Testing

Any employee who questions the results of a required drug test may request that an additional test be conducted. This test may be conducted at a different testing DHHS-certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are paid by the employee unless the second test invalidates the original test. The city will seek reimbursement from the employee up to withholding the costs from a paycheck by signature of receipt of acknowledgement form, Appendix A, that allows the City to withhold the costs from a paycheck. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40. The employee's requests for a retest must be made to the Medical Review Officer (MRO) within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

F. Negative Dilute Testing

Negative Dilute means a drug test result was reported as negative for the tested drugs/drug metabolites but has a creatinine value that is lower than expected for human urine. Negative dilute test results will cause an immediate retest.

G. Canceled Testing

A Canceled Drug test means that the testing lab was unable to complete testing on the sample provided. Canceled Drug tests will cause an immediate retest.

H. Observed Collection

Consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) will occur with no advanced notice if:

1. The temperature of the specimen falls out of the range of 90 – 100° F;
2. The collector identifies a donor's attempt to alter or tamper with their specimen;
3. A specimen test result is reported as invalid because there is no adequate medical explanation for the result;
4. Directed by the Medical Review Officer (MRO); or
5. When a positive, adulterated, or substituted test result is reported as a cancelled test because testing on the split specimen could not be performed.

The collection site will immediately notify The City of Great Falls DER of the occurrence and perform a second collection by direct observation. Every observed collection will be conducted by an observer that is the same gender as the employee being tested.

8. RESULTS OF INFRACTION

An Employee will be subject to the same consequences of a positive test if an employee:

- Refuses to test;
- Adulterates or dilutes the specimen;
- Substitutes the specimen with that from imposter;
- Will not sign the required forms; or
- Refuses to cooperate in the testing process in such a way that prevents completion of the test

Any employee, who violates this city's drug and alcohol policy, is subject to sanction, within federal and state regulations, up to and including termination.

Any employee that has a confirmed positive drug or alcohol test (greater than .04) will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and may be terminated unless the employee has previously disclosed an issue requiring reasonable accommodation and accommodation was granted. Refusal to test will be considered a positive test. CDL employees will also be referred to a Substance Abuse Professional (SAP) for assessment.

FMCSA CDL Drug and Alcohol Clearinghouse (Applies to CDL Employees)

The Federal Motor Carrier Administration (FMCSA) is establishing the Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse). This database contains information pertaining to violations of the U.S. Department of Transportation (DOT) controlled substances (drug) and alcohol testing program for holders of CDLs.

The Clearinghouse rule requires FMCSA-regulated Employers, Medical Review Officers (MROs), Substance Abuse Professionals (SAPs), consortia/third party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, parts 40 and 382 by current and prospective employees.

The Clearinghouse will also require the following:

- Employers will be required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads.
- Employers will be required to annually query the Clearinghouse for each driver they currently employ.

The Clearinghouse will provide FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a CMV based on DOT drug and alcohol program violations and ensure that such drivers receive the required evaluation and treatment before operating a CMV on public roads. Specifically, information maintained in the Clearinghouse will enable employers to identify drivers who commit a drug or alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). Records of drug and alcohol program violations will remain in the Clearinghouse for five years, or until the driver has completed the return-to-duty process, whichever is later.

9. VOLUNTARY REHABILITATION

The City of Great Falls may allow an employee one voluntary rehabilitation opportunity without being subject to disciplinary action under all of the following circumstances:

- The employee has not been selected for or notified of mandatory drug and/or alcohol testing and has voluntarily admitted current drug and/or alcohol use;
- The employee has not failed or refused to take a drug or alcohol test;
- The employee will utilize a SAP or LAC for evaluation and referral;
 - DOT employees must be evaluated by a Substance Abuse Professional (SAP).**
 - All other employees must be evaluated by a DER approved Licensed Addiction Counselor (LAC).**
- The employee is compliant with the treatment recommendations;
- The employee agrees to submit to follow-up testing as required by the SAP/LAC; and
- The employee is responsible for all costs associated with rehabilitation.

Employee Assistance Program provided by the City of Great Falls:

Uprise Health at 1-800-395-1616

Access: greatfallsmt

Password: greatfallsmt

10. INFORMATION AND TRAINING

All employees will be provided information concerning the effects of alcohol and controlled substances on an employee's health, work, and personal life; signs and symptoms of a problem; and rehabilitation. (Appendix B)

In addition, designated supervisors will receive a minimum of one-hour training on alcohol misuse and one-hour training on controlled substances abuse.

Copies of this policy, 49 CFR Part 40, Montana's Workforce Drug & Alcohol Testing Act, and the Federal Register are available for review from the Designated Employer Representative (DER).

CITY CONTACT

If you have any questions regarding this policy, contact the following Designated Employer Representative (DER):

Name: Melissa Guelff

Phone: 406-455-8466

Appendix A
The City of Great Falls
AWARENESS AND ACKNOWLEDGEMENT FORM

I, _____, acknowledge that I have been given information on The City of Great Falls' Alcohol and Controlled Substance Policy in the workplace and that this Policy applies to me as a covered employee. I understand that violation of the policy may result in the imposition of discipline and/or penalties, up to and including termination.

The City of Great Falls' Alcohol and Controlled Substance Policy describes important information about my employment, and I understand that I should consult the City's Designated Employer Representative (DER) regarding any questions I may have. I have been provided the necessary information to reach the City's DER should I desire.

I further understand penalties, up to and including termination, may be imposed for conviction of a drug related offense that occurs in the workplace.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to this policy may occur. All such changes will be communicated through official City notices. I further understand that revised information may supersede, modify, or eliminate existing policy as directed. I understand that copies of this policy, any future revisions, and additional information are available for review from the city contact person.

I have received, read, and it is my responsibility to comply with the City's Alcohol and Controlled Substance Policy and any revision made to it.

By signing this document, I agree to the withholding of the cost of a split sample test from my paycheck.

Employee Signature

Date

Supervisor Signature

Date

APPENDIX B

DRUG AND ALCOHOL INFORMATION

1. Alcohol

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

A. Signs and Symptoms of Use:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

B. Health Effects

The chronic consumption of alcohol (average of three servings per day of beer 12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related)

C. Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.

- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

D. The Annual Toll

24,000 people will die on the highway due to the legally impaired driver.

12,000 more will die on the highway due to the alcohol-affected driver.

15,800 will die in non-highway accidents.

30,000 will die due to alcohol-caused liver disease.

10,000 will die due to alcohol-induced brain disease or suicide.

Up to another 125,000 will die due to alcohol-related conditions or accidents.

E. Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

2. Amphetamines

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.

A. Description

- Amphetamine is sold in counterfeit capsules or as white, flat, double-scored "minibennies." It is usually taken by mouth.
- Methamphetamine is often sold as a creamy white and granular powder or in lumps and is packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected, or snorted into the nose.
- Trade/street names include Biphentamine, Delcobese, Desotyn, Detedrine, Chetrol, Ritalin, Speed, Meth, Crank, Crystal, Monster, Black Beauties, and Rits.

B. Signs and Symptoms of Use

- Hyper excitability, restlessness
- Dilated pupils
- Increased heart rate and blood pressure
- Heart palpitations and irregular beats
- Profuse sweating
- Rapid respiration
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Heightened aggressive behavior

C. Health Effects

- Regular use produces strong psychological dependence and increasing tolerance to drug.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts.
- Withdrawal from the drug may result in severe physical and mental depression.

D. Workplace Issues

- Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual overtime demands or failure to get rest.
- Low-dose amphetamine use will cause a short-term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

3. Cocaine

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are more tense, the heart beats faster and stronger, and the body burns more energy. - The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

A. Description

- The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.

- Cocaine Hydrochloride—"snorting coke" is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per "line" (about 60 to 90 milligrams). Common paraphernalia include a single-edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube, and a small screw cap vial or folded paper packet containing the cocaine.
- Cocaine Base—a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water, and is up to 90 percent pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within seven seconds. Common paraphernalia includes a "crack pipe" (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol lamp, or small butane torch for heating.
- Trade/street names include Coke, Rock, Crack, Free Base, Flake, Snow, Smoke, and Blow.

B. Signs and Symptoms of Use

- Financial problems
- Frequent and extended absences from meetings or work assignment
- Increased physical activity and fatigue
- Isolation and withdrawal from friends and normal activities
- Secretive behaviors, frequent nonbusiness visitors, delivered packages, phone calls
- Unusual defensiveness, anxiety, agitation
- Wide mood swings
- Runny or irritated nose
- Difficulty in concentration
- Dilated pupils and visual impairment
- Restlessness
- Formication (sensation of bugs crawling on skin)
- High blood pressure, heart palpitations, and irregular rhythm
- Hallucinations
- Hyper excitability and overreaction to stimulus
- Insomnia
- Paranoia and hallucinations
- Profuse sweating and dry mouth
- Talkativeness.

C. Health Effects

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.

- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.
- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days (crack) or within several months (snorting coke). Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than for other chemical dependencies.
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths has tripled in the last four years.

D. Workplace Issues

- Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.
- Lapses in attention and ignoring warning signals greatly increase the potential for accidents.
- The high cost of cocaine frequently leads to workplace theft and/or dealing.
- A developing paranoia and withdrawal create unpredictable and sometimes violent behavior.
- Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

4. Cannabinoids (Marijuana)

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood- and perception-altering effects it produces.

A. Description

- Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tarlike substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil. It may also be sold in an oily liquid.
- Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense.
- Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly found. Smoking "bongs" (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.
- Trade/street names include Marinol, THC, Pot, Grass, Joint, Reefer, Acapulco Gold, Sinsemilla, Thai Sticks, Hash, and Hash Oil.

B. Signs and Symptoms of Use

- Reddened eyes (often masked by eye drops)
- Slowed speech
- Distinctive odor on clothing
- Lackadaisical "I don't care" attitude
- Chronic fatigue and lack of motivation
- Irritating cough, chronic sore throat.

C. Health Effects

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.
- Marijuana smoking lowers the body's immune system response, making users more susceptible to infection. The U.S. government is actively researching a possible connection between marijuana smoking and the activation of AIDS in positive human immunodeficiency virus (HIV) carriers.

D. Pregnancy Problems and Birth Defects

- The active chemical, tetrahydrocannabinol (THC), and 60 other related chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.
- Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.
- Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.
- In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver and water on the brain and spine.
- Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.
- One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.

- Fetal exposure may decrease visual functioning and causes other ophthalmic problems.

E. Mental Function

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive function
- Distortions in time estimation
- Long-term negative effects on mental function known as "acute brain syndrome," which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

F. Acute Effects

- Aggressive urges
- Anxiety
- Confusion
- Fearfulness
- Hallucinations
- Heavy sedation
- Immobility
- Mental dependency
- Panic Paranoid reaction
- Unpleasant distortions in body image

G. Workplace Issues

- The active chemical, THC, stores in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance.
- A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

5. Opioids (Narcotics)

Opioids (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

A. Description

- Natural and natural derivatives—opium, morphine, codeine, and heroin
- Semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone). Some common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®
- May be taken in pill form, smoked, or injected, depending upon the type of narcotic used.
- Trade/street names include Smack, Horse, Emma, Big D, Dollies, Juice, Syrup, and China White.

B. Signs and Symptoms of Use

- Mood changes
- Impaired mental functioning and alertness
- Constricted pupils
- Depression and apathy
- Impaired coordination
- Physical fatigue and drowsiness
- Nausea, vomiting, and constipation
- Impaired respiration

C. Health Effects

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.
- Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

D. Social Issues

- There are over 500,000 heroin addicts in the U.S., most of whom are IV needle users.
- An even greater number of medicinal narcotic-dependent persons obtain their narcotics through prescriptions.
- Because of tolerance, there is an ever-increasing need for more narcotics to produce the same effect.
- Strong mental and physical dependency occurs.
- The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

E. Workplace Issues

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident.
- Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.

6. Phencyclidine (PCP)

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half closed. Sudden noises or physical shocks may cause a "freak out" in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

A. Description

- PCP is sold as a creamy, granular powder and is often packaged in one-inch square aluminum foil or folded paper "packets."
- It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.
- Trade/street names include Angel Dust, Dust, and Hog.

B. Signs and Symptoms of Use

- Impaired coordination
- Severe confusion and agitation
- Extreme mood shifts
- Muscle rigidity
- Nystagmus (jerky eye movements)
- Dilated pupils
- Profuse sweating
- Rapid heartbeat
- Dizziness

C. Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.
- Misdiagnosing the hallucinations as LSD induced, and then treating with Thorazine, can cause a fatal reaction.
- Use can cause irreversible memory loss, personality changes, and thought disorders.

There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

D. Workplace Issues

- PCP abuse is less common today than in recent years. It is also not generally used in a workplace setting because of the severe disorientation that occurs.

Employee Assistance Information

Alcoholics Anonymous	http://www.aa.org
Al-Anon (families of alcoholics)	800.356.9996
American Council on Alcoholism	800.527.5344
National Cocaine Hotline	800.COCAINE
Marijuana Anonymous	800.766.6779
National Institute on Drug Abuse	800.662.HELP

Employee Assistance Program Provided by the City of Great Falls:

Uprise Health at 1-800-395-1616
Access: greatfallsmt
Password: greatfallsmt

The City of Great Falls

Policy Overview on Illegal Drugs, Controlled Substances and Unauthorized Items

Purpose

The City of Great Falls is committed to the establishment and maintenance of a safe and efficient work environment for all employees, and the public, free from the effects of alcohol, illegal drugs, other controlled substances, and prohibited items. This policy establishes the basis for the Program that is applicable to all city operations.

Policy

This policy prohibits the use, possession, manufacture, concealment, transportation, promotion or sale of the following items or substances on City premises:

Illegal drugs

Designer and synthetic drugs

Prohibited drugs and drug related paraphernalia

Controlled substances such as medications when usage is abused

Unauthorized alcoholic beverages and recreational drugs

NOTE: City premises refer to all property, offices, facilities, land, buildings, structures, fixtures, installations, aircraft, automobiles, vessels, trucks, and all other vehicles and equipment-whether owned, leased or used.

Employees who violate this policy or the established Alcohol and Controlled Substance Policy will be subject to disciplinary action up to and including termination.

Substance abuse awareness and control is everyone's responsibility. Supervisors are to be trained in a Drug and Alcohol Education Program.

The Alcohol and Controlled Substance Policy established by The City of Great Falls subjects all employees to testing for the presence of drugs within their body system, the evidence thereof being considered misconduct in regard to the stated policy.

The types of testing conducted under the policy involve Pre-Employment testing, Random testing, for Reasonable Suspicions, and Post-Accident testing. The purpose of the drug testing program is to assist in the identification of those individuals who may have substance abuse problems.

If you have questions, please talk to your supervisor.

POST ON EMPLOYEE BULLETIN BOARD

**The City of Great Falls
Alcohol and Controlled Substance Policy
Approval and Adoption Form**

I, Greg Doyon/City Manager of The City of Great Falls agree to the terms and conditions outlined in this policy and approve the adoption of this policy.

Policy Approval Date _____

Policy Adoption Date _____

Greg Doyon

Date

Please return a signed copy of the Approval and Adoption form to:

The Chemnet Consortium

3414 1st Avenue North

Billings, MT 59101

(P) 406-256-2037

(F) 888-979-8156