



**COUNTY OF PLACER
COUNTY EXECUTIVE OFFICE
Risk Management Division
Maryellen Peters, Director**

MEMORANDUM

To: Honorable Board of Supervisors
From: Maryellen Peters, Director Risk Management
Date: February 24, 2006
Subject: BOARD OF SUPERVISOR'S MEETING – March 21, 2006
DOT Alcohol & Drug Program Policy Amendments

Request

That your Board adopts the updated program contacts and collection sites to the County's Department of Transportation Alcohol & Drug Program. In addition we request that the Board delegate authority to change in the future when necessary, the names, addresses and telephone numbers of the program administrators and vendors to the County Executive Officer and / or Risk Manager so that it is not necessary to go before the Board for non-substantive changes in the future.

Background

The Placer County Policy and Procedures for Department of Transportation Alcohol and Drug Program was adopted on February 21, 1995, Resolution Number is 95-42. It is necessary to update the names, addresses, and telephone numbers of the program administrators and vendors. No changes have been made to the policy itself.

The Policy is organized into three sections:

1. Supervisor's Program, 66 pages plus Training Module
2. Employee's Program, 33 pages
3. Post Accident Testing Procedures, 8 pages

Supervisor's Program

1. The header has been created to read "Revised January, 2006"
2. The revision date of "January, 2006" has been added to the cover page.
3. Page 10, "Policy and Purpose": the telephone number and contacts for the Risk Management Division have been added.
4. Page 16, Number 5, Designated Employee Representative (DER). The individuals have been updated to Cindy Martin, and Radha Gold.
5. Page 42, "Reasonable Suspicion Testing", the laboratories, collection sites, contacts and hours of operations have been updated.
6. Page 45, the "Employee Clinic Passport" has been updated to reflect changes in collection sites.
7. Page 58, the "Employee Clinic Passport" has been updated to reflect changes in collection sites.
8. Page 61, center page: the Auburn collection site has been updated to Dr. Greenlee's office.

Employee's Program Manual

1. The header has been created to read "Revised January, 2006"
2. The revision date of "January, 2006" has been added to the cover page.
3. Page 9, "Policy and Purpose": the telephone number and contacts for the Risk Management Division have been added.
4. Page 15, Number 5, Designated Employee Representative (DER). The individuals have been updated to Cindy Martin, and Radha Gold.

Post Accident Testing Procedures

1. The header has been created to read "Revised January, 2006"
2. The revision date of "January, 2006" has been added to the cover page.
3. Page 5, the table of laboratories, collection sites, contacts and hours of operations have been updated.
4. Page 8, the "Employee Clinic Passport" has been updated to reflect changes in the collection sites.

Fiscal Impact

By adopting these changes, the only costs will be the costs of copying and distributing the updated policy to managers and supervisors of employees in the D.O.T. Program.

Recommendation

That your Board adopts the non-substantive changes made to the Department of Transportation Alcohol & Drug Program. Also that the Board adopts the policy that any non substantive changes to program administrators or vendors be delegated to Maryellen Peters, or Tom Miller.

Attachments (Available for review at the Clerk of the Board's Office)

Employee's Program Manual
Supervisor's Program Manual
Post Accident Testing Procedures

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF PLACER, STATE OF CALIFORNIA**

In the Matter of: **AMENDMENT OF PORTIONS** Resol. No:
OF COUNTY D.O.T. ALCOHOL & DRUG Ord.
PROGRAM

No: _____

First Reading: _____

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____ by the following vote on roll call:

Ayes:

Noes:

Absent::

Signed and approved by me after its passage.

Chairman, Board of Supervisors

ATTEST:
Clerk of said Board

WHEREAS, Through the passage of time it has become necessary to update the names, addresses, and telephone numbers of the program administrator and vendors, in the County's Policy and Procedure for the Department of Transportation Alcohol and Drug Program; and

WHEREAS, It would be more efficient in the future if the Board delegated its authority to make such non-substantive changes to the policy to the CEO and Risk Manager;

NOW, THEREFORE, BE IT RESOLVED, The following changes are made to the County D.O.T. Alcohol & Drug Program Policy;

The Policy is organized into three sections:

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2. Employee's Program, 33 pages
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BE IT FURTHER RESOLVED, The Board delegates its authority to make future amendments to the administrator and vendor contact information in the County D.O.T. Alcohol and Drug Policy to the County Executive Officer and/or Risk Manager.