



**Court Services and Offender Supervision Agency  
for the District of Columbia**

*Office of the Director*

**MEMORANDUM**

**TO:** All Community Supervision Officers

**FROM:** Paul A. Quander, Jr. *PAQ*  
Director  
Court Services and Offender Supervision Agency

**SUBJECT:** Drug-Free Workplace Program – **60-DAY NOTICE**

**DATE:** APR 1 2005

This memorandum serves as the official 60-day notice to all Community Supervision Officers with the Court Services and Offender Supervision Agency for the District of Columbia (hereinafter referred to as "Agency") that your position has been identified as a Testing Designated Position (TDP) and that you will be subject to random drug testing for the presence of illegal drugs no sooner than 60 days from the date of this memorandum. The Agency will also begin drug testing under circumstances warranting reasonable suspicion of drug use when approved by the appropriate management officials, as well as testing as part of an investigation into a work-related accident or other unsafe practice.

On September 15, 1986, President Ronald Reagan signed Executive Order (EO) 12564, Drug-Free Federal Workplace, establishing a Drug-Free Workplace Program (DFWP). The EO recognized that illegal drug use is seriously impairing a portion of the national work force, resulting in the loss of billions of dollars each year. As the largest employer in the nation, the federal government has a compelling proprietary interest in establishing reasonable conditions of employment; prohibiting employee drug use is one such condition. The use of illegal drugs on or off duty by federal employees is inconsistent not only with the law-abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the government. Furthermore, any drug use by our employees would undermine the Agency's credibility as a law enforcement agency and increase the risk of harm to the community.

As a law enforcement organization, the Agency has the responsibility of eliminating illegal drug use from its workplace. The Agency also has a legal duty to ensure a drug-free and safe work

environment which protects the public and our employees from the dangers of drug use. The intent of the DFWP is to offer a helping hand to those who need it, while sending a clear message that illegal drug use is incompatible with employment at the Agency. Therefore, an employee found to use illegal drugs is subject to disciplinary action, up to and including removal. In addition, an employee who refuses to be tested or fails to appear for testing without an approved deferral will be subject to the full range of disciplinary action, including dismissal.

The Agency has developed a DFWP that complies with the requirements of the EO and has been approved by the Department of Health and Human Services (HHS). It consists of four major elements: supervisory training, employee education, drug screening, and rehabilitation. The DFWP will be distributed to all offices and is required reading for all employees. The program is fair, reasonable and considers the rights of all Agency employees. Not all positions are subject to random testing. However, the Agency has identified certain sensitive positions, which qualify for random drug testing and are classified as Testing Designated Positions (TDPs). Prior to the start of random testing, a 30-day notice will be issued to inform employees in TDPs that they will be subject to random drug testing for presence of illegal drugs.

The DFWP provides that a laboratory certified by the U.S. Department of Health and Human Services will analyze all specimens by conducting tests that are highly accurate and reliable. Strict chain of custody procedures will be followed during the collection and testing of all specimens. Quality control procedures have been established to ensure that laboratories follow all required guidelines and that test proficiency is maintained. A Medical Review Officer (MRO) will review all laboratory results.

The laboratory will conduct a test on all specimens. If the test identifies the specimen as positive, a confirmation test will be conducted. If the confirmation test confirms the specimen as positive, the laboratory will submit the confirmed positive test result to the MRO. When the MRO receives a confirmed positive test result, the MRO will conduct an employee interview. During the interview, the employee will be given an opportunity to submit any relevant medical documentation to the MRO, including that which provides for the lawful use of an otherwise illegal drug. Within 72 hours of notification of a positive test result, the employee may request that the split specimen be submitted for confirmation testing to another HHS certified laboratory. If there is not a medical justification for the positive test result, the employee will be referred to the Employee Assistance Program (EAP) and administrative action will follow. The results of a drug test will only be disclosed to the employee, the MRO, the EAP Administrator, the respective management officials responsible for processing an adverse action against the employee, and/or a court of law or administrative tribunal in any adverse personnel action.

If an employee voluntarily admits to being a user of illegal drugs and receives counseling or rehabilitation, prior to being identified through other means, the Agency is not required to initiate disciplinary action against the employee. The employee may seek counseling and rehabilitation assistance from James R. Reedy, Counselor, U.S. Public Health Service, Federal Occupational Health, EAP at 1-800-222-0364 or (TDD) 1-888-262-7848. Furthermore, all medical and rehabilitation records within the EAP will be handled as confidential "patient records" and may

not be disclosed without prior written consent of the employee, an authorizing court order, or as otherwise permitted by federal law as implemented in 42 C.F.R. Part 2.

The Drug-Free Workplace Program is critical to the operation of the Agency and will require the support and cooperation of all employees at every level in order to achieve the desired results.

Attached is an acknowledgement form that requires your signature. Your signature indicates that you have received and read this memorandum.

If you have any questions regarding the DFWP, please contact Tresa Grosshans, Manager, DFWP at (202) 220-5732.

**DRUG-FREE WORKPLACE PROGRAM – 60-DAY NOTICE**

**ACKNOWLEDGEMENT FORM**

**Please sign and date this acknowledgement in the space provided below. Your signature indicates that you have received and read the Drug-Free Workplace Program 60-day notice.**

**Employee's Name:** \_\_\_\_\_  
(Print clearly)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Sign and return the form to your supervisor by APR 15 2005. Supervisors return the form to Court Services & Offender Supervision Agency, Office of Security, 633 Indiana Avenue, Suite 828, Washington, DC 20004, Attention: Tresa J. Grosshans, Manager, Drug-Free Workplace Program by APR 22 2005.