



Kern County Sheriff's Office
Policies and Procedures

TITLE: PRE-EMPLOYMENT DRUG TESTING		NO: C-400	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 6/15/2020	REVISED: 3/1/2007	UPDATED: 6/15/2020

POLICY

The Kern County Sheriff's Office has a duty to provide professional law enforcement services and operate its courts and detention facilities in a safe and secure manner including the prevention of contraband (including drugs) from entering the jails.

The Kern County Sheriff's Office has a duty to safeguard the confidentiality of criminal justice information contained in the California Law Enforcement Telecommunications System ("CLETS") and the Criminal Offender Records Information ("CORI") system, the breach of which could hamper the Sheriff's ability to maintain law and order.

The Kern County Sheriff's Office has compelling governmental interests in these areas and has determined that pre-employment drug testing is necessary in accomplishing these objectives. Therefore, the Kern County Sheriff's Office shall conduct pre-employment drug testing of applicants for positions involving the following activities:

- All positions involving the use of firearms and all positions directly engaged in drug interdiction.
- All positions with access to prisoners or unsupervised access to contraband (including drugs).
- All positions with access to the California Law Enforcement Telecommunications System ("CLETS") or the Criminal Offender Records Information ("CORI").

Pre-employment drug testing will be conducted as part of the background process for all newly hired employees, and county employees who transfer in or promote to specified positions in the Sheriff's Office from other county departments. Notwithstanding the foregoing, pre-promotional drug testing will not be conducted on Sheriff's employees who have previously passed a county pre-employment drug test and seek promotion within the Sheriff's Office.

DEFINITIONS

Controlled Substances: Any drug or other substance, defined as a "controlled substance" by California Health and Safety Code Sections 11053 – 11057, which is either: (1) not legally obtainable by the applicant, or (2) which has not been legally obtained by the applicant for prescribed medical purposes, or (3) which has been legally obtained by the applicant, but which has been (a) abused for non-medical purposes, or (b) which may impair the applicant's ability to safely or effectively perform assigned duties.

DIRECTIVE A

Pursuant to Civil Service Rule 307.10.02, applicants shall be disqualified from employment if reliable evidence is discovered, during the application process or background investigation, that the applicant is currently using illegal drugs. In addition, pursuant to Civil Service Rule 307.10.03, applicants shall be disqualified for failing the pre-employment drug test described in this policy.

PROCEDURE

The background investigator will:

- Cause the applicant to respond to National Toxicology Laboratories or a County approved vendor, with the referral form completed by the investigator, where the applicant will submit a urine sample for analysis for the presence of any drugs of use.
 - Undersheriff
 - Chief Deputy Sheriff
 - Sheriff's Commander
 - Sheriff's Lieutenant
 - Sheriff's Sergeant
 - Sr. Deputy Sheriff
 - Deputy Sheriff
 - Detention Deputy Lieutenant
 - Detention Deputy Sergeant
 - Sr. Detention Deputy
 - Detention Deputy
 - Detention Deputy Food Specialist
 - Administrative Coordinator
 - Crime Prevention Coordinator
 - Crime Prevention Specialist
 - Confidential Administrative Assistant
 - Sheriff's Records Administrator
 - Sheriff's Senior Support Specialist
 - Sheriff's Support Specialist
 - Human Resources Manager
 - Human Resources Specialist
 - Sheriff Services Technician
 - Sheriff Services Assistant
 - Sheriff's Civil Litigation Coordinator
 - Sheriff's Property Control Officer

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- Micro photographer
 - Technology Services Manager
 - Computer Programmer
 - Sr. Information Systems Specialist
 - Sheriff's Aide
 - Warehouse Supervisor
 - Structural Maintenance Superintendent
 - Detention Deputy Maintenance Worker
 - Maintenance Worker 4
 - Maintenance Plumber
 - Air Conditioner Mechanic
 - Maintenance Electrician
 - Auto Mechanic 1/2
 - Aircraft Pilot
 - Aircraft Mechanic
 - Sheriff's Dispatch Supervisor
 - Sheriff's Senior Dispatcher
 - Sheriff's Dispatcher
 - Sheriff's Dispatch Assistant
 - Supervising Sheriff's Report Technician
 - Sheriff's Report Technician
 - Evidence Technician
 - Identification Technician
 - Light Vehicle Driver
 - Deputy Public Administrator
 - Autopsy Assistant
 - Property Control Officer
 - Supervising Coroner Investigator
 - Coroner's Investigator
 - Network Systems Administrator
 - 911 Coordinator
- Failure to complete the drug screen on the date specified by the investigator constitutes a refusal, and **automatically disqualifies** the applicant for the position.
 - Staff at National Toxicology Laboratories, Inc. are required to allow each client (applicant) a period of three hours to complete the drug screen.
 - The background investigator will notify the applicant of any positive drug testing results.
 - The background investigator will cause the results of the drug test to be filed in the applicant's background file.

DIRECTIVE C

The pre-employment drug screening will be capable of detecting at least the following drugs or drug groups at the listed screening and confirmation levels (in NG/ML by each method):

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	SCREENING	CONFIRMATION
• AMPHETAMINES	300	260
Amphetamine/Methamphetamine		
MDMA/MDA (Ecstasy)	1000	260
• BARBITURATES	300	100
Amobarbital		
Boutalbarbital		
Butalbital		
Pentobarbital		
Phenobarbital		
Secobarbital		
• BENZODIAZEPINES	300	100
• CANNABINOIDS	20	10
Marijuana (THC)		
• COCAINE	300	150
Benzoylacognine		
• OPIATES	300	150
Codeine/Morphine		
Heroin		
Hydrocodone/Hydromorphone		
• METHADONE	300	100
• METHAQUALONE	300	300
• PHENCYCLIDINE	25	25
• PROPOXYPHENE	300	300
Norpropoxyphene		
• OXYCODONE	100	100

Testing of urine samples will normally be done by National Toxicology Laboratories, or other approved contracted laboratory, which complies with accepted contemporary standard for laboratory analysis.

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