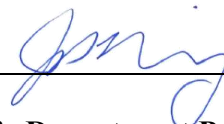


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AUTHORIZED SIGNATURE:	



Delaware Children's Department Policy

I. PURPOSE

The purpose of this policy is to promote the safety of children and youth served by the Delaware Children's Department ("Department"), their families and Department staff by requiring prospective employees or those seeking volunteer opportunities to undergo testing for commonly abused controlled substances.

II. POLICY

It is the policy of the Department that any prospective employee (including merit, merit-exempt, causal-seasonal) or volunteer (hereafter referred to collectively as "prospective employees") be required to undergo testing for commonly abused controlled substances. All offers of employment or volunteer opportunity will be conditional upon successful completion of the drug screening. A prospective employee who tests positive in the initial screening will have the conditional offer of employment rescinded. Potential volunteers who produce a positive drug screening result will not be permitted to serve as volunteers.

III. DEFINITIONS

- A. Chain of Custody: The method of tracing each specimen to maintain control from initial collection to final disposition.
- B. Collection Sites: The designated locations where prospective employees present themselves to provide specimens.
- C. Confirmation Test: An analytical procedure to identify the presence of a specific drug or metabolite, which is independent of the initial test, performed on the same specimen and which uses a different chemical principle from that of the initial test to ensure reliability and accuracy.
- D. Confirmed Positive Result: The presence of a controlled substance in the pure form or its metabolites, at or above the cutoff level, as identified in two consecutive tests on the same sample which employ different test methods, and which is determined not to have been caused by an alternative medical explanation.
- E. Medical Review Officer (MRO): The Vendor will have a certified Medical Review Officer (MRO) on staff. The MRO shall interpret results and consider alternative explanations for positive results.
- F. Non-negative test result: Test results that indicate a positive, diluted, adulterated, substituted or similar result. The MRO reviews all non-negative test results.
- G. Prospective employee: Any individual seeking a merit, merit-exempt, causal-seasonal and volunteer position within the Department.

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H. Vendor: The organization contracted by the State of Delaware to conduct drug screening for prospective employees.

IV. PROCEDURES

- A. No pre-employment drug screening is required for current Department employees being considered for a Department position. All other candidates require drug screening.
- B. Only Department Human Resources staff are authorized to approve the initiation of the pre-employment drug screening test process. Upon notification from Human Resources, the hiring manager will send the prospective employee or volunteer the drug screening form /lab order with an e-mail advising them of the required drug screen and copy Dscyf_hr_recruitment@state.de.us.
- C. Failure of the candidate to report to the designated collection site at the indicated time shall be considered the same as receiving a positive test result and the conditional offer of employment or volunteer opportunity shall be rescinded.
- D. Pre-employment drug tests shall be conducted by the Vendor in accordance with the Vendor's procedures, and samples shall be collected by the Vendor's staff or designated collectors at locations designated by the Vendor. The Vendor shall be responsible for all aspects of the collection, testing and reporting of results of drug tests in accordance with contract.
- E. If the Vendor determines that the pre-employment drug test is positive, the conditional offer of employment or volunteer position will be withdrawn and the person will not be hired or volunteer.
- F. Eligibility for future employment or volunteer
 - 1. Individuals eliminated from consideration for employment or volunteer opportunity at the Department due to positive drug screening result may apply again for employment or volunteer work after 60 days. Offer of employment or volunteer opportunity will be conditional on providing a negative drug screening result.

V. RESPONSIBILITY FOR THIS POLICY

Human Resources is responsible for providing guidance regarding this policy.