

DSNY EMERALD SOCIETY STUDY SESSIONS

Policy & Administrative Procedure # 2012-02 / Substance abuse

1. A Supervisor may refer an employee for an evaluation, to determine the employee fitness for duty when:
 - A. An employee has been involved in a physical altercation
 - B. An employee has been involved in a motor vehicle accident
 - C. The Supervisor has reasonable suspicion that the employee possesses, or is under the influence of drugs or alcohol
 - D. All of the above

2. The Department of Sanitation Medical Division will evaluate if an employee is fit for duty, and determine if a urine and/or breathalyzer test is warranted. The Medical Division's hours of Operation for such testing to be performed at the DSNY clinic are:
 - A. 24 hours a day / 7 days a week
 - B. Monday through Friday from 0700 hours – 1500 hours
 - C. Monday through Saturday from 0600 hours – 1400 hours
 - D. Monday through Saturday from 0800 hours – 1600 hours

3. In the event that Substance testing for an employee(s) needs to be performed during "off-hours", a urine and breathalyzer test can be administered by:
 - A. the PAP wagon, upon request of the Bureau Operations Office Supervisor
 - B. the on-call DSNY clinic physician
 - C. a private laboratory staff that is contracted by the Department, at the borough office
 - D. staff at a designated hospital within the confines of the respective borough

4. Employees being transported for substance testing must be escorted by a Supervisor. The Supervisor will remain on site as a witness for such incidents as refusals, and/or abusive or threatening behavior and should not leave until all the testing and paperwork is complete.
 - A. True
 - B. False

5. In cases where multiple employees are being sent for substance testing, employees may be transported in the same vehicle by the designated Officer.
 - A. True
 - B. False

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6. When an employee is referred to the Department of Sanitation Medical Division for evaluation, the referring Supervisor must complete a:
- A. D.S. 1690
 - B. D.S 1005
 - C. D.S. 400
 - D. D.S. 398
7. When a Department employee whose position requires a CDL is issued a moving violation by police resulting from a motor vehicle accident, as per Federal D.O.T regulations, an alcohol breathalyzer test must be administered within 8 hours.
- A. True
 - B. False
8. When a Department employee whose position requires a CDL is issued a moving violation by police resulting from a motor vehicle accident, a urine test must be administered
- A. within 32 hours of the accident
 - B. within 8 hours of the accident
 - C. within 48 hours of the accident
 - D. by the end of the workers shift
9. Sanitation worker Smith is arrested while off-duty for "Driving Under the Influence" (DUI). Within 2 days of being released from custody, S/W Smith reports to the Advocate's office as outlined in General Order 2012-31. After meeting with the Advocate, S/W Smith:
- A. can return to his district, and return to regular duty
 - B. was ordered to report to the Department clinic for drug and/or alcohol testing
 - C. reports to the borough office and is counseled by the borough's Assistant Chief
 - D. was ordered to report to PMD before returning to regular duty
10. While the results of urine tests are pending, the employee is to:
- A. be placed on an appropriate MDA tissue (grounded, etc.)
 - B. be carried as XWOP
 - C. be suspended
 - D. return to regular duty

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11. Whenever an employee is prescribed medication, he/she must phone the DSNY clinic or inform their supervisor before the start of his or her next shift that they are taking prescribed medication. The employee will be ordered to the Medical Clinic for a medical evaluation and must provide proof of prescription (ie: medicine bottle), the name and # of who prescribed it and the reason.

- A. True
- B. False

12. The definition of an "Observed test" (also called Direct Observation) is:

- A. The process by which an employee, before attempting to give a urine specimen, is required by the collector to raise and/or lower clothing and underwear to uncover bare skin from naval to mid-thigh, baring this area to a same sex lab technician
- B. The testing of employees set up for "random" due to previous incidents, which are monitored or "observed" by the clinic
- C. No such type of test
- D. Testing conducted by a contracted clinical technician

13. Every employee referred to the Employee Assistance Unit (EAU) due to a substance abuse violation, who has qualified to return to full duty, will be subject to follow-up drug and/or alcohol testing for a period ranging from:

- A. 3 to 6 months, as determined by the Substance Abuse Professional
- B. 6 to 12 months, as determined by the Substance Abuse Professional
- C. 12 to 18 months, as determined by the Substance Abuse Professional
- D. 1 to 5 years, as determined by the Substance Abuse Professional

14. Any probationary employee with a documented instance of substance abuse in violation of Department policy, must be immediately referred to the Evaluation Review Board (ERB) for termination.

- A. True
- B. False

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15. The intent of the “Substance Abuse Policy and Procedure” (PAP 2012-02) was to:
- A. Protect the public and Department employees
 - B. Clearly state that substance abuse cannot be tolerated in our work place
 - C. Convey the message that the Department values its employees, and will attempt to assist employees who have substance abuse problems
 - D. All of the above
16. Which of the following statements are true:
- A. Employees convicted of an alcohol related driving offense will automatically be suspended for a period of 30 calendar days
 - B. An employee in a pay status who registers a blood alcohol content reading of 0.02 to 0.039 during a breath test, will be placed on an Excused Without Pay (XWOP) status for the remainder of that work shift, issued a complaint for violating the Substance Abuse policy (PAP 2012-02)
 - C. A refusal to take an ordered breathalyzer and/or urine test will be treated the same as a positive test
 - D. All of the above
17. For a commercial driver’s license (CDL) holder, the first conviction or either a DWI or DUI, or the refusal to submit to an alcohol or substance test, NYS DMV will revoke a person’s CDL for a period of
- A. one months
 - B. three months
 - C. six months
 - D. twelve months
18. For a commercial driver’s license (CDL) holder, the second conviction or either a DWI or DUI, or the refusal to submit to an alcohol or substance test, NYS DMV will impose
- A. a lifetime revocation
 - B. a six month revocation
 - C. a one year revocation
 - D. a five year revocation

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19. Employees are prohibited from using any liquid, food, or medication that contains alcohol within _____ hours before reporting for work

- A. two
- B. four
- C. six
- D. eight

20. Upon reporting to a "Substance Use Test Site", the employee may have to wait to enter the testing room. During the waiting time, the employee is not allowed to leave the designated waiting area. If the employee does leave the area, he/she will, depending on the circumstances

- A. undergo the "Observed Collection" process
- B. be charged with a "Refusal to Test", and subsequently suspended
- C. Be excused from being tested
- D. neither "A" or "B"

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**Policy and Procedures for Substance Abuse
&
Drug and Alcohol Testing**

