



CITY OF HOLLYWOOD ADMINISTRATIVE POLICY

Subject: DRUG FREE WORKPLACE POLICY		Page: 1 of 20
Responsible Department/Office: Human Resources		Original Effective Date: 5/1/98
City Manager Approval: Signed by: <i>George R. Keller, Jr. CPPT</i> BB25DD053647405...	Policy Number: HR-012	Supersedes: 5/19/2025
	Revised Effective Date: 8/04/2025	Reviewed Date:

Purpose:

The City of Hollywood (“City”) is committed to maintaining a safe, healthy, and productive work environment for its employees. An employee under the influence of drugs or alcohol can be a serious safety risk to themselves, other employees and the public. To guard against drug and alcohol related safety risks, the City has established a Drug-Free Workplace Program, in compliance with Florida Statute §440.101 – 440.102. This policy aims to reduce workplace accidents, injuries, and absenteeism while promoting a safe and productive working environment. The City prohibits the use of drugs and/or alcohol in the workplace.

Scope and Applicability:

This Drug Free Workplace Policy applies to all full-time, part-time, and temporary employees (including seasonal employees), and volunteers. In addition, this policy covers applicants of safety-sensitive, mandatory testing positions, where drug and alcohol testing are part of the pre-employment process.

Employees injured in the course and scope of employment that test positive on drug or alcohol tests may forfeit medical and indemnity benefits under Florida Worker’s Compensation.

Employees who are required to possess a Commercial Driver’s License (CDL) are covered by U.S. Department of Transportation (DOT) requirements under the Federal Motor Carrier Safety Act (FMSCA) and subject to the Drug and Alcohol Policy for DOT-covered employees of the City (Policy HR-036).

Definitions:

“Chain of custody” refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.

“Confirmation test,” “confirmed test,” or “confirmed drug test” means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen,



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which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

“Drug” means alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. An employer may test an individual for any or all of such drugs.

“Drug rehabilitation program” means a service provider as defined in [§397.311](#) which provides confidential, timely, and expert identification, assessment, and resolution of employee drug abuse.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.

“Employee Assistance Program” means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow up services for employees who participate in the program or require monitoring after returning to work. If, in addition to the above activities, an employee assistance program provides diagnostic and treatment services, these services shall in all cases be provided by service providers as defined in [§397.311](#).

“Initial drug test” means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in a cost-effective form.

“Job applicant” means a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a drug test and may have begun work pending the results of the drug test. For a public employer, “job



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applicant” means only a person who has applied for a special-risk or mandatory-testing position.

“Medical Review Officer (MRO)” means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee’s positive test result in relation to the employee’s medical history or any other relevant biomedical information.

“Prescription or nonprescription medication” means a drug or medication obtained pursuant to a prescription as defined by [§893.02](#) or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

“Reasonable-suspicion testing” means drug testing based on a belief that an employee is using or has used drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience.

“Mandatory-testing position” or “Safety-sensitive position” means, a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with confidential information or documents pertaining to criminal investigations, work with controlled substances; or a job assignment that requires an employee security background check, pursuant to [§110.1127](#), or a job assignment in which a momentary lapse in attention could result in injury or death to another person.

“Special-risk position” means, with respect to a public employer, a position that is required to be filled by a person who is certified under chapter 633 or chapter 943.

“Specimen” means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.



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Types of Tests:

The City may require drug/alcohol testing in the following situations:

Applicant Testing. After a conditional offer of employment, candidates for all special risk and mandatory testing positions are required to undergo drug testing. The list of classifications included under these categories follows this policy. Any person refusing such a test will not be employed. Candidates who test positive for illegal drugs will be notified of the positive result and will have their conditional offer of employment revoked. Any applicant who fails a drug test may not apply for employment with the City for a period of 12 months.

Fitness-for-Duty Testing. The City may require an employee to submit to a drug test if the test is conducted as part of a scheduled employee fitness-for-duty medical examination.

Follow-up Testing. If the City requires an employee to enter an employee assistance program, or a drug rehabilitation program, as a condition of continued employment after a confirmed, positive drug test, the employee will be required to submit to random drug tests, at least once per year for a two-year period after completion of the program. Advance notice of a follow-up testing date must not be given to the employee being tested. If the employee voluntarily enters a program, the City has the option not to require follow-up testing.

Post-Accident. Employees involved in an accident while operating a City vehicle, operating City equipment, or driving their own personal vehicle while conducting City business, may be subject to drug/alcohol testing, in accordance with city vehicle driver policy (HR-038) and departmental standard operating procedures.

Post-Accident Testing Procedure:

1. The supervisor shall notify Human Resources immediately if post-accident testing is required.
2. The supervisor shall drive the employee to the approved drug testing site.



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3. The supervisor shall require the employee to sign the consent forms provided by the testing site. If the employee refuses, the supervisor will advise that refusal to sign the forms or provide a specimen will be treated as a refusal to obey a direct order constitutes grounds for termination.

4. Once testing is complete, the employee may return to work to perform non-safety sensitive duties, at the discretion of the City.

Alcohol testing should be performed within the first two hours, but no more than eight hours post-accident. Drug testing should be performed as soon as possible, but not more than 32 hours post-accident.

Random Drug Testing. Employees who possess a CDL and perform safety sensitive duties are covered by DOT standards and are randomly selected at various times for unannounced drug and alcohol testing. Covered employees are selected by a scientifically valid method (i.e. computer-generated random number table), where each employee has an equal chance of being selected each time regardless of being previously tested.

Reasonable Suspicion Testing. Drug tests must be conducted following any observed behavior creating “reasonable suspicion”, drawn from specific, objective and articulable facts and inferences based upon on the following:

- a. Direct observation of drug/alcohol use, or the symptoms of being under the influence of a drug or alcohol.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c. A report of drug use, provided by a reliable and credible source.
- d. Evidence that an individual has tampered with a drug test during their employment with the City of Hollywood.
- e. Information that an employee has caused, contributed to, or been involved in, an accident while at work.



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- f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer’s premises or while operating the employer’s vehicle, machinery, or equipment.
- g. Violation or neglect of safety regulations.
- h. Reporting to work in a condition unfit for duty.

When a supervisor has a reasonable suspicion that an employee is in violation of this policy, the supervisor will initiate the following procedure:

1. Contact a second supervisor to confirm the specific, contemporaneous, articulable observations of the employee’s appearance, behavior, speech, etc.
2. If both supervisors agree that there is reasonable suspicion that the employee is in violation of this policy, after taking appropriate safety measures to remove the employee from a situation which may pose a safety risk, the supervisor will document in writing the specific reasons for the decision to initiate testing.
3. Contact Human Resources to coordinate the testing.
4. The supervisors will escort the employee to a supervisor’s office or other private area to discuss the suspicions and advise the employee that they are being ordered to undergo a drug or alcohol test. A copy of the written report shall be given to the employee upon request.
5. Have a supervisor escort the employee to the testing site. Under no circumstances should the employee be allowed to drive to the testing site or be sent to the testing site unescorted. The employee shall be required to return their employee access card and vehicle/facility keys pending the results of the test.
6. Advise the employee that refusal to sign consent forms or provide a specimen will be treated as a refusal to obey a direct order and will constitute grounds for termination.
7. If a breathalyzer is used to determine alcohol levels, results are instantaneous. A breath alcohol concentration of .04 or greater will indicate a positive test.



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8. After testing is completed, the employee shall be escorted home by the supervisor. Under no circumstances should the employee be allowed to drive away from the testing site or work site. If the employee does leave the premises on their own, notify the Police Department immediately and provide them with relevant information including description of the vehicle.
9. The employee will be placed on administrative leave with pay while the City awaits results.
10. If the test provides a positive result a pre-determination hearing will be scheduled to provide the employee with their due process rights.

Reasonable suspicion testing should be administered within two hours of making a reasonable suspicion determination. Supervisors who do not test employees within this timeframe may be subject to discipline, up to and including termination.

Return to Duty Testing. Applies only to DOT covered employees who require a passing drug test prior to returning to duty after the Substance Abuse Professional's (SAP) assessment, evaluation and an outlined treatment has been identified. DOT covered employees are subject to at least 6 unannounced drug tests in the 12 months following a return to duty, the SAP may recommend more frequent or longer-term testing, up to a maximum of 5 years.

Drug Testing Procedures:

Drug testing shall be conducted by qualified collection site personnel at a collection site designated by an approved laboratory. All specimens collected and tested for drugs shall be collected with the privacy interests of the individual in mind and shall be documented according to the procedures prescribed in Florida Statutes §440.102(5). Moreover, the collection and testing will be accomplished by a licensed clinical laboratory and according to those procedures provided by Florida Statutes §440.102(9). In accordance with Florida Statutes §440.102(5)(g), the laboratory is required to preserve the specimen that produces a positive confirmed test result for a period of at least 210 days after the results of the positive confirmation are mailed or otherwise delivered to the MRO. Within 180 days after the written notification of a positive test result, the



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employee or job applicant may have a portion of the specimen retested at the employee's or job applicant's expense at another laboratory.

The second laboratory test must be of equal or greater sensitivity as the first laboratory test, licensed and approved by the Agency for Health Care Administration. The first laboratory shall be responsible for the transfer of a portion of the specimen to be retested to the second laboratory and for the integrity of the chain of custody doing the transfer.

Employees or job applicants will receive a form for the employee or job applicant to provide any information they consider relevant to the test, including identification of currently or recently used prescription or nonprescription medication or other relevant medical information.

The information provided by the employee or job applicant shall not preclude the administration of the drug test but shall be considered in interpreting any positive confirmed test result.

Upon request, the City shall provide the employee or job applicant with a copy of the test results.

Confirmation Procedures:

The licensed clinical laboratory used by the City is required to confirm all positive initial tests using gas chromatography/mass spectrometry (GC/MS) or an equivalent or more accurate scientifically accepted method approved by the Agency for Health Care Administration or the United States Food and Drug Administration as such technology becomes available in a cost- effective form.

If an initial drug test of an employee or job applicant is confirmed as positive the MRO shall contact the employee or job applicant regarding a confirmed positive test result and make such inquiry as to enable the MRO to determine whether prescription or over-the-counter medication could have caused the positive test result. If the employee or job applicant has a plausible explanation for the test result showing positive (i.e., legal use



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of prescription or nonprescription medication), as determined by the MRO, the MRO will report the test result as negative to the City.

The City shall pay the cost of all drug tests, initial and confirmation, which the City requires of employees or job applicants. An employee or job applicant shall pay the costs of any additional drug tests not required by the City.

Types of Drugs for which employees and job applicants will be tested:

The City reserves the right to determine which type of drug/alcohol test is appropriate: Breathalyzer, Urine analysis, Hair Sample, Blood test, etc.

The following are among the illegal drugs which may be the subject of drug testing and confirmation testing of employees and job applicants:

1. Alcohol (liquor, wine, beer, distilled spirits)
2. Amphetamines
3. Cannabinoids
4. Cocaine
5. Phencyclidine (PCP)
6. Hallucinogens
7. Methaqualone
8. Opiates
9. Barbiturates
10. Benzodiazepines
11. Synthetic narcotics
12. Designer Drugs
13. A metabolite of any of the substances listed above.

The above-referenced list is non-exhaustive, and the City reserves the right to amend the list of drugs tested. Detection levels for both drug and alcohol will be consistent with the most current State and Federal regulations for drug testing.



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Medical Marijuana:

Florida has legalized the use/possession of marijuana for limited medical uses, but it remains an illegal drug under federal law. The medical marijuana amendment to Florida's law still preserves employers' rights to enforce drug-free workplace policies and the City will enforce its policy accordingly. Florida law does not make it mandatory for the City to accommodate employees working under the influence of medical marijuana.

Employees who work while under the influence of medical marijuana pose a safety risk to themselves and others and may be terminated according to this policy.

Medication Reporting:

Over the counter or prescription drugs may also affect the safety of employees or members of the public. Therefore, any employee who is taking any over the counter medications or prescription drugs which might impair safety, performance, or any motor functions must advise their immediate supervisor of the possible impairment before reporting to work under the influence of such medication or drug.

A failure to do so may result in disciplinary action. If the City determines that the impairment does not pose a safety risk, the employee will be permitted to work. Otherwise, the City may temporarily reassign the employee or place the employee in an appropriate leave status during the period of impairment. Improper use of "prescription drugs" is prohibited and may result in disciplinary action, up to and including termination.

Prohibited Use:

Improper use of prescription drugs includes, but is not limited to, use of multiple prescriptions of identical or interchangeable drugs, and/or consumption of excessive quantities of an individual or therapeutically interchangeable drugs, and/or inappropriately prolonged duration of consumption of drugs, and/or consumption of prohibited drugs for other than valid medical purposes. For this policy, consumption of any drug by the employee of more than the manufacturer's maximum recommended daily dosage, or for a longer period than recommended, or of any prohibited drug prescribed for or intended for another individual, or for other than a valid medical purpose



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shall be construed to constitute improper use. Excessive or inappropriate prescribing by the prescriber or prescribers shall NOT constitute a defense for the employee. Prescription medication must be kept in its original container if such medication is taken during working hours or on City property.

Confidentiality:

The City shall keep all information, interviews, reports, statements, memoranda, drug test results, written or otherwise, received or produced as a result of a drug-testing program as confidential and exempt from Florida's public records laws. This confidential information may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except by waiver of the employee, in accordance with Florida's Drug Free Workplace Act or in determining compensability under the workers' compensation or unemployment benefits.

Despite the above, the City may use such information and documents when consulting with legal counsel in connection with actions brought under the Florida Statute Section 440.102 or where the information is relevant to its defense in a civil or administrative matter.

Consequences of Refusing to Submit to Drug Testing:

Employees who refuse to submit to a drug test or refuse to disclose the results to the City may be terminated from employment. Tampering of samples will be considered a positive test result, and those employees who tamper with their drug test sample will be immediately discharged. Injured employees who refuse to submit to a drug test or have a positive confirmation test, in addition to the above, forfeits eligibility for all workers' compensation medical and indemnity benefits.

Refusal to submit means that an employee:

- a. Failed to appear for any test on the same day of being directed to report by the City. This includes the failure of an employee to appear for a test when called by a consortium or third-party administrator;
- b. Failed to remain at the testing site until the testing process is complete;



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- c. Failed to provide a urine specimen for any drug test, or failed to provide a blood specimen for alcohol testing;
- d. In the case of a directly observed or monitored collection in a drug test, failed to permit the observation or monitoring of the employee's provision of a specimen;
- e. Failed or declined to take a second test that the City or collector has directed the employee to take;
- f. Failed to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the City;
- g. Failed to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
- h. Is reported by the MRO as having submitted or attempting to submit a verified adulterated, diluted, or otherwise altered or substituted specimen.

Challenging Positive Test Results:

Within five working days after receiving notice of a positive confirmed test result, an employee or job applicant may contest or explain the result to the MRO who shall report a positive result to the City if the explanation or challenge to the MRO is unsatisfactory.

Within five working days after the City receives notice of the positive confirmed test result, the City shall notify the employee of the results, the consequences of the results, and any options available to the employee or job applicant.

Within five working days after the employee receives notice from the City of the positive test result, the employee may submit information to the City explaining or contesting the test result and explaining why the result should not constitute a violation of this policy. If the employee's or job applicant's explanation or challenge is unsatisfactory to the City, the employee will be notified by the City in writing within 15 working days of the date the challenge was received and will be subject to discipline under this policy. At that time, the employee will be provided with a copy of the confirmed positive test result and the name and address of the laboratory.



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Disciplinary Actions:

Positive test results will require a pre-determination hearing.

Employees who are not immediately terminated for testing positive or for some other violation of this policy must enter a substance abuse program as prescribed by the City's EAP Administrator.

In addition, disciplinary action may include:

1. A suspension without pay. The employee will then be placed on leave and required to use any accrued leave before being placed on leave without pay, until it is determined, through the City's EAP Administrator, that the employee is able to return to duty. A negative drug/alcohol test is required before returning to work.
2. Upon fulfillment of the above requirement for returning to duty, an employee must sign a "Last Chance Agreement", which will state the conditions they must meet for continued employment with the City. This document includes the stipulation that they will be subject to additional drug and alcohol testing as mandated by the EAP/SAP and that a positive test result for any drug/alcohol test, during the remainder of their career with the City, will result in immediate termination of employment.

Training and Education:

This policy is distributed to employees to foster their understanding of the City's Drug Free Workplace Program. A copy is also posted on the City's website. Additionally, the City provides training on substance awareness to help employees identify personal and emotional problems that may result in the misuse of drugs or alcohol.

Drug Related Crime Arrest or Conviction:

Employees must notify their Department Director, in writing, within five calendar days of a drug-related arrest who will then notify Human Resources. If an employee is arrested for or convicted of a drug-related crime, the City will investigate the circumstances and take appropriate administrative action. In most cases, an arrest for a drug related crime constitutes reasonable suspicion of drug use for purposes of this policy.



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Employee Assistance Program:

The City offers an Employee Assistance Program (EAP) benefit for employees and their household members experiencing personal difficulties. Use of the EAP is voluntary and confidential. It is the responsibility of all employees to seek assistance before alcohol abuse or drug use leads to disciplinary action.

City Sponsored EAP
 Evernorth Health Services
 888-736-7009
 or visit well.evernorth.com
 Employer ID: hollywoodfl

The City shall not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment, while under the employ of the City, for a drug-related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug-related problems, or entered a drug rehabilitation program.

Employees Covered by a Collective Bargaining Agreement:

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement. Employees should consult the terms of their collective bargaining agreement and may challenge employment decisions made pursuant to this policy. An employee also has the right to appeal to the Public Employees Relations Commission or applicable court.

POSITIONS SUBJECT TO PRE-EMPLOYMENT TESTING:

I. SAFETY SENSITIVE

Any applicant for a position responsible for ensuring the safety of the public. These positions include, but are not limited to, the following:

Assistant Police Chief



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- Chief Building Official
- Citizen Resource Officer
- Community Service Officer
- Crime/Intelligence Analyst
- Deputy Fire Chief
- Fire Chief
- Fire Division Chief
- Firefighter
- Marine Safety Chief
- Marine Safety Captain
- Marine Safety Lieutenant
- Marine Safety Officer
- Ocean Lifeguard
- Ocean Rescue Training Officer
- Police Chief
- Police Officer
- Pool Lifeguard
- Pool Supervisor
- School Resource Officer
- Senior Pool Lifeguard
- Teletype Operator
- Teletype Supervisor

II. OPERATES HEAVY OR LIGHT EQUIPMENT, MACHINERY, OR CITY VEHICLES

Any applicant for a position requiring a CDL responsible for operating machinery or motorized vehicles with the potential for injury; or any applicant for a position which may require the operation of a City vehicle. These positions include, but are not limited to, the following:

- Air Conditioning/Refrigeration Mechanic
- Beach Maintenance Supervisor
- Beach Maintenance Superintendent



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- Building Compliance Officer
- Building Maintenance Technician
- Carpenter
- Chief Electrical Inspector
- Chief Mechanic
- Chief Mechanical Inspector
- Chief Plumbing Inspector
- Chief Structural Inspector
- Chief Utility MechanicCode Compliance Manager
- Code Compliance Officer
- Code Compliance Officer – Animal Control
- Code Compliance Supervisor
- Contract Compliance Administrator
- Contract Compliance Coordinator
- Crime Scene Technician I
- Crime Scene Technician II
- Crime Scene Unit Supervisor
- Dockmaster
- Electrical Inspector
- Electrical Plans Examiner
- Electrician
- Environmental Inspector
- Facilities Supervisor
- Facilities and Trades Superintendent
- Fire Equipment Technician
- Fire/Rescue Apparatus Mechanic
- Fire/Rescue Fleet Superintendent
- Fire/Rescue Logistics Technician
- Fleet Superintendent
- Grounds, Urban Forestry and Streets Superintendent
- Groundskeeper
- Housing Inspector
- Irrigation and Grounds Maintenance Supervisor



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- IT Support Analyst
- Laborer
- Landscape Inspector/Plans Examiner
- Latent Fingerprint Examiner
- Maintenance Technician
- Marina Attendant
- Mechanical Inspector
- Mechanical Plans Examiner
- Meter Repair Technician I
- Meter Repair Technician II
- Operations Administrator, Parking and Code Compliance
- Painter
- Park Ranger Coordinator
- Park Ranger I
- Park Ranger II
- Parking Enforcement Officer
- Parking Operations Supervisor
- Parking Garage Technician
- Parking Operations Manager
- Parking Operations Superintendent
- Parking Operations Supervisor
- Parking Operations Technician
- Supervisor Parking Garage Operations
- Supervisor Parking Meter Technician
- Plant Operator I
- Plant Operator - Rotator
- Plumber
- Plumbing Inspector
- Plumbing Plans Examiner
- Police Fleet Superintendent
- Process Control Systems Administrator
- Process Control Systems Supervisor
- Process Control Systems Technician/Analyst



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- Property Standards Specialist
- Public Works Technician II
- Public Works Technician III
- Public Works Technician IV
- Public Works Technician V
- Recreation Courier
- Recreation Maintenance Supervisor
- Regulatory Compliance Officer
- Sanitation Code Compliance Officer
- Senior Environmental Inspector
- Senior Parking Operations Technician
- Senior Utility Field Technician
- Storekeeper
- Storekeeper Supervisor
- Stores Clerk
- Streets Maintenance Supervisor
- Streets Superintendent
- Structural Inspector
- Structural Plans Examiner
- Telecommunications Engineer
- Treatment Plant Mechanic I
- Treatment Plant Mechanic II
- Urban Forestry Supervisor
- Utilities Instrumentation and Control Systems Specialist
- Utilities Engineering Inspector
- Utility Field Technician
- Utility Operations Supervisor
- Utility Shift Supervisor
- Video Production Specialist
- Wastewater Maintenance Superintendent
- Wastewater Plant Superintendent
- Water Plant Operations Superintendent
- Zoning Plans Reviewer and Inspector



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III. WORKS WITH CHILDREN

Any applicant for a position with duties relating to oversight, monitoring, or interaction with children. These positions include but are not limited to the following:

- Aquatics Superintendent
- ArtsPark and Cultural Affairs Division Administrator
- Assistant Director, Parks, Recreation, and Cultural Arts
- Assistant Parks and Athletics Manager
- Athletics Supervisor
- Crime Prevention Specialist
- Director, Parks, Recreation, and Cultural Arts
- Parks Manager
- Recreation Aide
- Recreation Aide II
- Recreation Coordinator
- Recreation Leader
- Recreation Programs Supervisor
- Special Events Coordinator
- Special Projects and Administrative Manager
- Teacher

IV. OTHER ESSENTIAL FUNCTION OR REQUIREMENT

This category related to positions not found in the other categories, which would have responsibility for protecting the public trust. These positions include, but are not limited to the following:

- Accounting Supervisor – Treasury
- Assistant Permit Services Manager
- Assistant Director, Financial Services and City Treasurer
- Cashier
- Customer Service Representative I



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- Customer Service Representative II
- Customer Service Representative III
- Customer Service Supervisor
- Customer Service Manager – Utilities
- Customer Service Manager – Treasury Head Cashier
- Parking Services Representative I
- Payment Operations Supervisor
- Permit Services Representative I
- Permit Services Representative II
- Permit Services Representative III
- Permit Services Support Coordinator
- Permit Services Supervisor
- Utilities Permit Review Manager