



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

REQUESTED BY: ADMINISTRATION
PREPARED BY: CLERK'S OFFICE

RESOLUTION NO. WR96-03

A RESOLUTION OF THE CITY OF WASILLA, ALASKA AMENDING PERSONNEL POLICY NO. 95-03, APPROVING ALCOHOL AND DRUG ABUSE/DRUG-FREE WORKPLACE POLICY FOR ALL EMPLOYEES.

WHEREAS, WMC 3.10.010(M) allows for the adoption of policies by Council resolution; and

WHEREAS, It is the goal of the City of Wasilla to provide a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug abuse; and

WHEREAS, concerns were raised regarding suspension without pay and the search of private vehicles;

NOW THEREFORE BE IT RESOLVED, that the City of Wasilla amends Personnel Policy No. 95-03, Alcohol and Drug Abuse/Drug-Free Workplace for all employees.

I certify that a resolution in substantially the above from was passed by a majority of those voting at a duly called and conducted meeting of the governing body of the City of Wasilla this 12th day of February, 1996.

APPROVED:

JOHN C. STEIN, Mayor

ATTEST:

MARJORIE D. HARRIS, CMC
City Clerk

(SEAL)

City of Wasilla

Personnel Policy No. 95-03 Alcohol and Drug Abuse Booklet

All Employees

**NOTICE: This Booklet is for ALL Employees of the
City of Wasilla.**

INTRODUCTION

The increasing use of alcohol and drugs in the workplace dictates that we have an overall city policy on drug and alcohol abuse for all employees. That policy is included in this booklet.

Please note that although we are testing employees under the overall Alcohol and Drug Abuse/Drug-Free Workplace Policy based on the city's authority under this policy, we believe that the U.S. Department of Transportation(DOT) rules and procedures contained in 49 CFR Parts 40 and 382 Federal Highway Administration (FHWA) are the most comprehensive available. Therefore, these procedures mirror those rules and procedures.

Those employees who are required to have a Commercial Drivers License CDL will be tested under DOT rules and DOT authority and The City of Wasilla rules and authority as applicable, all other employees will be tested under City of Wasilla authority as an employer. DOT rules and procedures are incorporated into the overall policy and procedures as a matter of reference only.

We believe that employers have a responsibility to provide their employees with information on their drug and alcohol program and the rules regarding the testing for alcohol and drugs. This information booklet is intended to provide that information.

PERSON(S) DESIGNATED TO ANSWER QUESTIONS

As part of the continuing policy to ensure fair and equal treatment of employees, there may be questions and concerns involving our controlled substance and alcohol testing policies and programs. To assist you in understanding the requirements placed on both you, the employee, and the City, the person listed below have been designated to answer your questions regarding alcohol and drug testing programs.

**Marj Harris 373-9065
Ron Stocker 745-8378**

City of Wasilla
Personnel Policy No. 95-03
Alcohol and Drug Abuse/Drug-Free Workplace
All Employees

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CITY OF WASILLA

Personnel Policy No. 95-03

Alcohol and Drug Abuse/Drug-Free Workplace

All Employees

A. INTRODUCTION

The City of Wasilla (City) values its employees and recognizes each person's need for a safe and healthy work environment. The City has a strong commitment to the health, safety and welfare of its employees, their families, and its citizens. Widely available statistics and information establish that the incidence of drug and alcohol abuse is increasing and that the effect is devastating to lives, business, and the community at large. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to greater absenteeism resulting in the potential for increased accidents, costs, and risks. The City of Wasilla is concerned because of the potential for abuse among some of its employees could endanger the safety of other employees and the general public. The City's commitment to maintaining a safe and secure workplace requires a clear policy and supportive programs relating to the detection, and prevention of substance abuse and alcohol misuse by employees.

The violation of this policy, regulations and Federal, State or Local laws may result in severe disciplinary action, up to and including immediate termination, at the City's sole discretion. In the event of a conflict between this policy and those governing DOT employee drug/alcohol testing, the more stringent policy shall apply.

B. GOAL

It is the goal of the City of Wasilla to provide a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug abuse. The City believes this goal to be in the best interest of its employees, its citizens and the general public.

C. SCOPE

This policy applies to all employees of the City of Wasilla while on the job and to situations where an individual's off-the-job or off-premises conduct impacts work performance or undermines the public confidence in or harms the reputation of the City of Wasilla.

The City of Wasilla recognizes that involvement with alcohol or other drugs on the job eventually takes its toll on job performance. The City's concern is to ensure that employees report to work in a condition to perform their duties safely and efficiently in the interest of their fellow workers and citizens as well as themselves.

Employees who are regulated by the U.S. Department of Transportation (DOT) i.e. Commercial Drivers are subject to this policy and Personnel Policy 95-04 covering Federal Highway Administration agency rules and specifically written in accordance with DOT regulations.

D. POLICY STATEMENT

The City of Wasilla will not tolerate or condone substance abuse by its employees. It is the policy of the City of Wasilla to maintain a workplace free from alcohol and other drug abuse and its effects. For the purposes of this policy, the workplace includes: City Property, Buildings, Parks and Vehicles. ~~Employees are subject to searches of their personal property located at the workplace.~~

It is the policy of the City of Wasilla that employees, while at the workplace, shall not engage in the distribution, dispensing, sale, use, possession, storage, transfer or manufacture of illegal drugs or controlled substances. Employees shall not offer to buy or sell such substances; use alcohol during working hours; or abuse prescribed drugs.

This policy is not intended to restrict the normal use of medications prescribed by a physician. However, employees must explain to their physician the type of work they are engaged in and ask the physician whether the medication could affect the safe performance of their duties. Employees are responsible for reporting this information to their supervisor before starting their next shift.

It is the policy of the City of Wasilla to commit the resources necessary to achieve and maintain a drug-free and alcohol-free environment.

E. PROHIBITIONS

An employee shall not:

- * Report for or remain on duty while having a blood alcohol concentration of 0.040 or greater;
- * Possess or use alcohol while on the job.
- * Possess or use controlled substances (drugs);
- * Report to work within four hours of using alcohol,
- * Use alcohol for 8 hours following an accident unless the employee has been given a post-accident test or told by a city official they are not subject to a test; or
- * Refuse to submit to a required alcohol and/or drug test involving post-accident, or reasonable suspicion testing.

F. EMPLOYEE AND CITY REQUIREMENTS FOR FEDERAL GRANTS [Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et seq.]

All grantees receiving grants, including cooperative agreements, from any Federal Agency must certify that they will provide a drug-free workplace. Making the required certification has been a precondition of receiving a grant from a Federal Agency since March 18, 1989. Every grantee, except a state or state agency, is required to make this certification for each grant. State or State Agencies may elect to make a single annual certification to each Federal Agency from which it obtains grants if the Federal Agency has designated a central location for submission.

Employees are required to report to the City Clerk in writing of any criminal drug stature conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. If the employee is involved in the administration or execution of a federal grant the City shall notify the grantor Federal Agency of the conviction within ten (10) calendar days after receiving notice from the employee. The City will, within 30 calendar days of receiving notice of such a conviction take the following actions: Take appropriate personnel actions against the employee, up to and including termination and/or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes be a Federal, state or local health, law enforcement, or other appropriate agency.

G. WHEN DRUG AND ALCOHOL TESTS WILL BE CONDUCTED

The drug test will use urine and the alcohol test will use breath.

<u>Type of Test</u>	<u>Alcohol</u>	<u>Drugs</u>
Pre-employment	No	Yes
Reasonable Suspicion	Yes	Yes
Post-Accident	Yes	Yes

1. **PRE-EMPLOYMENT TESTING**—Those persons that the City of Wasilla intends to hire may be tested for drug use, prior to employment. A negative test result must be received before the employee performs duties. A positive pre-

employment drug test will result in the applicant not being considered for further employment. Pre-employment testing for all employees other than Commercial Drivers will be a screening test only, and will not involve a Medical Review Office. Laboratory results are final.

2. REASONABLE SUSPICION TESTING—Reasonable suspicion means that a trained supervisor believes that the employee's appearance or conduct are indicative of the use of alcohol and/or drugs. The actions or observations of the employee must occur while on duty or just preceding the work period. The conduct, appearance, or actions of the employee must be observed by a supervisor or city official. The supervisor or official must have received training in detection of probable alcohol and/or drug use. Other factors which may result in reasonable suspicion testing at the sole discretion of the City of Wasilla include, but are not limited to: reports of unsafe work practices or methods, high individual accident experience, excessive absenteeism and/or deteriorating job performance.

In the case of suspected drug use, the employee must be taken immediately to a collection site and a urine sample must be obtained. Employees who are tested for reasonable suspicion will be suspended immediately ~~and without pay~~ or reassigned to another, safer position until the results of the test are received by the City of Wasilla. Reassignments will be made at the sole discretion of the City of Wasilla, ~~whether or not that reassignment results in reduction of pay, working hours, or terms of employment. If the testing is negative, the City may, in its unlimited discretion, compensate the employee, in whole or in part for the period of suspension.~~

In the case of suspected alcohol use, the breath alcohol test should be done as soon as practicable.

The employee's action that causes the supervisor or official to require the test must be documented and signed by the determining supervisor or official within 24 hours after the behavior is noticed.

3. POST ACCIDENT TESTING— In addition to required DOT post-accident criteria for DOT regulated employees all employees are subject to post-accident testing as follows:

- a. When involved in an accident in a City vehicle, including single vehicle accidents.
- b. When involved in any way with an on the job injury resulting in hospitalization or other medical treatment.
- c. When involved in an on-the-job accident or "near miss" which is unexplained; which involves suspicious circumstances; or which results in property damage, personal injury or the potential for such damage or injury.

An employee must supply a urine specimen for drug testing or a breath test for alcohol following the above types of accidents. The supervisor who investigates the accident will determine which employee or employees are to be tested. Employees who are tested post accident may be suspended immediately or reassigned to another, safer position until the results of the test are received by the City of Wasilla. Reassignments will be made at the sole discretion of the City of Wasilla. ~~whether or not that reassignment results in reduction of pay, working hours, or terms of employment. If the testing is negative, the City may, in its unlimited discretion, compensate the employee, in whole or in part for the period of suspension.~~

4. RETURN-TO-DUTY AND FOLLOW-UP TESTING--These tests are required when an employee who has violated the prohibited alcohol conduct standards or tested positive for drugs returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six tests must be conducted in the first 12 months after a driver returns to duty. Follow-up testing may be extended for up to 60 months following return to duty. The City of Wasilla is under no obligation to keep a driver employed or to re-hire a driver who has violated the City's Alcohol and Drug Abuse Policies. Drivers may be returned to duty or re-hired solely at the discretion of the City of Wasilla and only after the driver has complied with DOT requirements at his or her own expense.

H. REFUSAL TO BE TESTED

An employee shall not refuse to submit to post accident, reasonable suspicion, drug or alcohol tests.

In alcohol testing, the refusal to sign the certification in Step 2 on the Breath Alcohol Testing Form is regarded as a refusal to take the test. Not providing an adequate amount of breath may, under certain conditions, be regarded as a refusal to take a test.

In drug testing, failure to provide sufficient urine may constitute a refusal.

Failure to cooperate with the testing process in any way may also be considered a refusal to test.

I. TESTING PROCEDURES

With the exception of Pre-employment testing for applicants other than Commercial Drivers, the City of Wasilla will use the collection procedures delineated in CFR 49 Part 40.

1. DRUG TESTING PROCEDURES

The testing program is limited to five drug types:

(1) Marijuana, (2) Cocaine, (3) Opiates, (4) Amphetamines, (5) Phencyclidine (PCP).

All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory.

Employee protection is built into the testing procedures. In order to meet the requirements, the only laboratories that can be used are those that have been certified by the Federal Government. The Substance Abuse and Mental Health Services Administration (SAMHSA) certifies laboratories that have met all of the guidelines established by the Department of Health and Human Services.

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is an immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test. Pre-employment tests for applicants other than Commercial Drivers will be tested by the immunoassay test only.

The positive levels for the five classes of drug tests are in the table below:

<u>DRUGS</u>	<u>Initial</u> Test Levels (ng/ml)*	<u>Confirmation</u> Test Levels (ng/ml)*
Marijuana	50	15
Cocaine	300	150
Opiates	300	
Morphine		300
Codeine		300
Phencyclidine(PCP)	25	25
Amphetamines	1000	500
Methamphetamine		500

*ng/ml means nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a liter.

If the results of the initial test are negative, no additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the test levels for any of the five drug classes, a second (confirmation) test is performed. This test is done in an entirely different manner from the initial one. All

specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques.

A split specimen collection will be done. That is, the urine is divided into two specimen bottles. If the test result of the primary specimen is positive, the employee may request to send the second (or split) specimen to a different certified lab for testing at the employee's expense. The split specimen test request must be made within 72 hours of being notified of the positive test result of the primary specimen. The testing of the split specimen will be for the presence of drugs with no cut-off levels. If the result of the test of the split specimen is "negative", the first test shall be canceled.

the City of Wasilla will keep a record in the employees file showing the type of test (pre-employment, random, etc.); date of collection; location of collection; entity performing the collection; name of the lab; name of the MRO; and the test results.

2. ALCOHOL TESTING PROCEDURES

Alcohol testing is done by testing breath, because breath is the most easily obtained bodily substance and the results are known within minutes of testing. The test results are displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). The EBT is a scientific instrument which determines the concentration of alcohol expressed as "percent by weight". It does this by analyzing a specific volume of expired breath. The weight of alcohol in the breath sample is determined and the quantity of the alcohol converted to its equivalent value in blood. A BAC (blood alcohol concentration) of 0.100 means one tenth of a gram of alcohol per 210 liters of breath. The EBT will print three copies of each test result and the test results are numbered. A test may have two separate parts. The first test is the initial or screening test. If the screening test shows a reading less than 0.040 the test is recorded as "negative". If the screening test result is 0.040 or greater a confirmation test will be done. The alcohol testing will be done in a site that affords privacy to the employees being tested. This site could be a room, van, or a partitioned-off area. Only one breath test will be conducted at a time. The person giving the test (Breath Alcohol Technician (BAT)) will not leave the testing sight during your test.

The BAT will ask the employee for a picture ID and will also show the employee a like ID, if requested. The technician will explain the testing process to the employee and answer any questions. Next, a sealed mouthpiece is opened and placed into the EBT. In order to get a sufficient quantity of deep lung air, the employee is requested to blow into the mouthpiece for at least 6 seconds, or until the EBT indicates that an adequate amount of breath has been obtained. The EBT will read the results of the test and a copy of the printed results will be affixed to the Breath Alcohol Testing Form and copy 2 will be given to the employee. Printed results are not required for the screening test but must be used for the confirmation test.

When the initial test results show a reading of 0.040 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15 minute waiting period will be observed. The purpose of the 15 minute waiting period is to ensure that the presence of mouth alcohol from recent use of food, alcohol or hygiene product, does not artificially raise the test result. If the confirmation test is done on the same EBT as the first test, the testing procedures will be the same.

When the confirmation result is different from the initial test, the confirmation test results will always be used to determine the consequences for the employee. A breath alcohol testing form will be prepared with copy 2 for the tested employee.

J. CONSEQUENCES OF A POSITIVE TEST

ALCOHOL

CONSEQUENCES FOR EMPLOYEES WHO TEST 0.040 BAC AND ABOVE—Discipline up to and including immediate termination.

DRUGS

CONSEQUENCES OF A POSITIVE DRUG TEST—Discipline up to and including immediate termination.

K. SUSPENSION/REASSIGNMENT

Pending the results of a City or official investigation of possible violations of this Policy, the City may suspend the employee immediately. The City may also reassign the employee to another position pending the investigation. ~~whether or not that reassignment results in reduction, working hours, or terms of employment.~~

L. CITY PROPERTY INSPECTION

The City of Wasilla reserves the right to inspect any of its property at any time. These inspection may include city owned vehicles, desks, cabinets, or other fixtures, drawers, enclosed spaces, containers, or areas utilized by employees at the workplace. Employees must insure that supervisors have access to locked desks, cabinets, drawers, etc.

M. CONFISCATION OF PROHIBITED SUBSTANCE

The City may, in its sole discretion, take into custody any illegal, unauthorized, evidentiary or prohibited items and may turn them over to the proper law enforcement agencies.

N. REPORTING OF ILLEGAL ACTIVITY

The City may report suspicious or illegal activity of its employees, and solicit, encourage, and cooperate in investigations by law enforcement agencies.

O. REHABILITATION

Employees who are drug or alcohol dependent are encouraged to seek rehabilitation before the dependency results in a violation of this Policy. The City may, in its unlimited discretion, condition an employee's continued employment upon completion of a rehabilitation program within a specified period and at the employee's own expense. The City may, in its unlimited discretion, offer an opportunity for re-employment to employees who have violated this Policy, but have subsequently completed a rehabilitation program approved by the City.

P. CITY NOT REQUIRED TO PERFORM TESTING OR EXAMINATION

Notwithstanding this Policy, the City shall not be required to perform tests or examinations under any circumstances, including but not limited to personal injury, death or property damage involving third parties, except as may otherwise be required by law or DOT rules.

Q. RELEASE OF INFORMATION

All information concerning individual employee test results are considered confidential and will be held in strict confidence by all the City of Wasilla supervisors and managers. Only those supervisors with a direct need to know will be informed.

Except as provided for in DOT rules or other Federal or State rules, regulations or laws, the City of Wasilla will not release individual test results or other personal information.

Individual results from drug tests required by this Policy may be released if the individual tested signs a specific authorization for the release of the results to an identified person, city, or agency.

Individuals tested under this policy may receive results of their test.

R. RECORDS AND REPORTS

The City of Wasilla will maintain records and reports required by DOT Regulations and Rules and the City of Wasilla requirements. Additionally, the City will comply with the reporting requirements in Public Law 100-690 Title V, Subtitle D, 41 U.S.C. 701 et seq. (See F. above)

S. GENERAL

Employees are encouraged to report unsafe practices and violations of this Policy to management. Employees who fail to report known unsafe practices or violations of this Policy are subject to discipline, including termination. If discipline, testing, examination, or search takes place because of a coworker's report to the City, the City reserves the right to refuse to disclose the identity of the reporting party to the affected employee or their representative.

T. OVERALL PROGRAM INFORMATION AND ADMINISTRATION

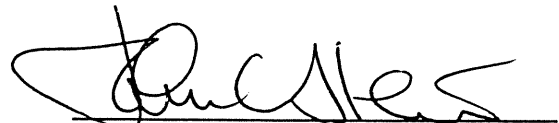
The City of Wasilla, Personnel Office may establish a continuing Drug and Alcohol Information and Awareness Program under WMC 3.90, Personnel Safety Program.

The Mayor has overall authority to implement this Policy on Alcohol and Drug Abuse.

THIS POLICY APPLIES TO ALL EMPLOYEES. COMPLIANCE WITH THIS POLICY IS A TERM AND CONDITION OF EMPLOYMENT. EACH EMPLOYEE AGREES TO COMPLY WITH THIS POLICY BY HIS OR HER CONTINUED EMPLOYMENT WITH THE CITY. ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF THIS POLICY IS A CONDITION OF EMPLOYMENT.

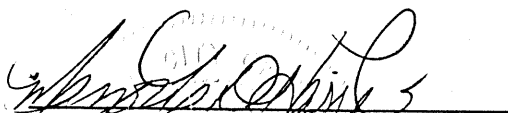
ALL CONTRACTS WITH THE CITY OF WASILLA WILL HAVE THE FOLLOWING PROVISIONS WRITTEN INTO THE CONTRACT: "CONTRACTORS WITH THE CITY OF WASILLA ARE EXPECTED TO COMPLY WITH ALL FEDERAL AND STATE LAWS, RULES AND REGULATIONS PERTAINING TO ALCOHOL AND DRUG ABUSE IN THE WORKPLACE. THE CITY OF WASILLA REQUIRES THAT ALL CONTRACTORS HAVE PROVISIONS SIMILAR TO THOSE CONTAINED IN WASILLA PERSONNEL POLICY 95-03 TO ENSURE A DRUG-FREE WORKPLACE. CONTRACTORS NOT HAVING A SIMILAR COMPANY POLICY MAY ADOPT WASILLA PERSONNEL POLICY 95-03 AS THEIR OWN FOR THE DURATION OF THE CONTRACT. THE CITY OF WASILLA RESERVES THE RIGHT TO REQUIRE THAT THE CONTRACTOR CONDUCT ALCOHOL AND/OR DRUG TESTS OF ANY OF THE CONTRACTOR'S EMPLOYEES BASED ON REASONABLE SUSPICION AS DEFINED IN PARAGRAPH G WASILLA PERSONNEL POLICY 95-03. CONTRACTORS NOT COMPLYING WITH THESE PROVISIONS MAY, AT THE DISCRETION OF THE MAYOR, HAVE THEIR CONTRACTS CANCELED."

APPROVED:



JOHN C. STEIN, Mayor

ATTEST:


MARJORIE D. HARRIS, CMC
City Clerk

APPROVED BY RESOLUTION NO. WR96-03 DATED: 2/12/96

THE EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE

The hazard of misuse of alcohol and illegal drugs extend far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our highways and waterways. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment and deterrence programs. Also, medical cost are higher and are passed on to the employer in the form of higher health insurance rates. Alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes a number of changes in behavior. Even low doses can impair the judgment and coordination required for driving. Low to moderate doses increase the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

1. SIGNS AND SYMPTOMS OF AN ALCOHOL OR DRUG PROBLEM

Drugs can show their effects in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

Multiple substance abuse is abuse of more than one drug, either at the same time or over a period of time and it involves any combination of:

- Alcohol
- Prescription drugs
- Over-the-counter drugs
- Illegal drugs

Multiple substance abuse is especially dangerous because different substances interact with each other to produce unexpected effects and dangers. Multiple substance abuse often begins with abuse of a single substance. People who abuse one substance are at a high risk for developing dependence and tolerance for other substances.

2. METHODS OF INTERVENTION FOR SUSPECTED ALCOHOL OR DRUG PROBLEMS

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Don't help or aid a person who you think has an alcohol or drug abuse problem. Don't make excuses for them, don't do their work for them, and don't look the other way. The problem is not going to go away. Don't enable the person to continue the alcohol or drug abuse. Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT regulations require that the person with a problem be evaluated by a Substance Abuse Professional (SAP)—such as, a physician, psychologist, other certified persons with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

WHERE CAN I GO FOR HELP?

For information on where to find treatment for alcohol and other drug problems, the best place to look is in the Yellow Pages under "Alcoholism Information" or "Drug Abuse and Addiction Information." Usually there is a listing of the nearest Council on Alcoholism (or Council on Alcohol and Drug Abuse). These Councils provide information over the phone on the availability of the nearest alcohol treatment programs. Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) may also be listed. Both offer immeasurable help in enabling people to cope with problems with alcohol and other drugs.

Listed below are sources of help and information:

National Clearinghouse for Alcohol and Drug Information
Monday through Friday
1-800-729-6686

The National Federation of Parents for Drug-Free Youth
Monday through Friday
1-800-554-KIDS

National Council on Alcoholism
7 days a week, 24 hours a day.
1-800-622-2255

Parents' Resource Institute for Drug Education (PRIDE)
Monday through Friday
1-800-241-9746

Cocaine Helpline
Monday through Friday
Saturday and Sunday, 12:00 p.m. - 3:00 a.m.
1-800-COCAINE

Mat-Su Council Substance Abuse Recovery Center
376-4000