

ORDINANCE NO. 2378

AN ORDINANCE OF THE CITY OF MESQUITE, TEXAS AMENDING THE CITY OF MESQUITE CIVIL SERVICE RULES AND REGULATIONS BY ESTABLISHING A NEW SECTION 5.5 TO READ AS THE ATTACHED DRUG TESTING POLICY HEREBY ADOPTED AND DECLARING AN EMERGENCY.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MESQUITE, TEXAS:

SECTION 1. That the City of Mesquite Civil Service Rules and Regulations are hereby amended by adding a new Section 5.5 to read according to the attached Drug Testing Policy which is hereby adopted, in all other respects said Civil Service Rules and Regulations to remain in full force and effect.

SECTION 2. The fact that there is no provision for determining drug use of applicants for employment in certain occupations constitutes a safety hazard and hinders the City in performing its proper functions creates an urgency and an emergency for the preservation of the public health, safety, and welfare and requires that this ordinance shall take effect immediately from and after its passage and publication of said ordinance, as the law in such cases provides.

DULY PASSED AND APPROVED by the City Council of the City of Mesquite, Texas, on the 5th day of January, A.D., 1987.

Mrs. Brunhilde Nystrom
Mrs. Brunhilde Nystrom
Mayor

ATTEST:

APPROVED AS TO FORM:

Lynn Prugel
Lynn Prugel
City Secretary

Elland Archer
City Attorney

CITY OF MESQUITE
DRUG TESTING POLICY

1. ADMINISTRATIVE PROCEDURES FOR NEW EMPLOYEES
 - A. Applicants for all City jobs will be subject to drug testing based on the duties of each job. Drug testing will be mandatory for applicants for positions classified as sensitive and having the potential for harm to the general public's health, welfare or safety. Applicants for employment will not be tested for alcohol.
 - B. Sensitive positions shall be defined as all positions in the Fire Department, all positions in the Police Department, all positions that operate any type of City mobile or stationary equipment that may be used in field and non-clerical operations, all positions that handle monies, materials, supplies or other assets readily convertible to monies, all positions that affect the public health, all positions where it is reasonable to believe that drug abuse would affect the job safety of the individual or job safety or general safety of others, and all executive, administrative and professional positions as defined by the Department of Labor Regulations in the Fair Labor Standards Act. Sensitive positions shall be considered to be only those positions specifically designated as such in the attached City Classification Plan document. This listing designation shall be subject to amendment from time to time as position duties change and new positions are added.
 - C. All drug tests will be conducted under the supervision of the City physician conducting the pre-employment physical examination. A job applicant will be requested to sign a consent form authorizing the testing and the use of the test results in employment decisions. A job applicant will be permitted an opportunity to prove a legitimate use of any drugs being taken. A job applicant refusing to sign a requested consent form will not be considered for employment.
 - D. An applicant who fails to pass any drug test (TLC and/or Emit) will have positive confirmation testing performed by the use of the gas chromatography/mass spectrometry (GC/MS) method. The additional testing (GC/MS) will be at the City's expense.

- E. The following drugs will be included in the drug abuse screen; amphetamines, barbituates, benzodiazepines, cocaine, methodone, opiates, phencyclidine and THC. Drugs may be added or deleted from the screening process as deemed necessary.
- F. An applicant who fails to pass the required drug testing process will not be eligible for employment at that time. An applicant who fails to pass the drug testing process may reapply and again be considered for employment after a six-month period of time.

2. MISCELLANEOUS

- A. The effective date of this policy for new employees will be from and after the adoption of the Drug Testing Policy.
- B. All applicants for employment will be provided with a copy of this policy.

00216

CITY OF MESQUITE
CLASSIFICATION PLAN
INDICATING
SUBSTANCE ABUSE TESTING
REQUIREMENT FOR EACH INDIVIDUAL POSITION

1986 - 87

SUBSTANCE ABUSE TESTING

CODING LEGEND

- F = FIRE POSITION
- P = POLICE POSITION
- E = OPERATES EQUIPMENT: MOBILE OR STATIONARY
- M = HANDLES MONIES OR CONVERTIBLE ASSETS
- H = AFFECTS PUBLIC HEALTH
- S = AFFECTS JOB SAFETY OF SELF OR JOB OR GENERAL SAFETY OF OTHERS
- A = ADMINISTRATIVE AND EXECUTIVE DECISIONS
- O = NOT CONSIDERED SENSITIVE POSITION

		SUBSTANCE ABUSE TESTING	
III CLERICAL, FISCAL, ADMINISTRATIVE		TESTING STATUS	REASON (See Legend)
10 GENERAL CLERICAL			
01	PBX OPERATOR-RECEPTIONIST	Not Req'd.	O
05	DISPATCHER-SERVICE CENTER	Required	S
09	CLERK I	Not Req'd.	O
13	CLERK II	Not Req'd.	O
17	CLERK III	Not Req'd.	O
21	GENERAL SERVICES CLERK	Required	M
25	SENIOR COURT CLERK	Required	M
29	PERSONNEL AND BENEFITS CLERK	Required	M
33	CLERK TYPIST I	Not Req'd.	O
35	CLERK TYPIST II	Not Req'd.	O
37	CLERK TYPIST III	Not Req'd.	O
41	SECRETARY I	Not Req'd.	O
45	SECRETARY II	Not Req'd.	O
49	ADMINISTRATIVE SECRETARY	Not Req'd.	O
53	LEGAL SECRETARY	Not Req'd.	O
57	OFFICE SUPERVISOR	Required	A
61	PRINTER	Required	E
65	REHABILITATION SPECIALIST	Required	E
69	HOUSING COUNSELOR	Required	E
73	PURCHASING ASSISTANT	Required	M
20 CUSTOMER SERVICE			
05	METER READER	Required	E
10	CUSTOMER SERVICES CLERK	Required	M
15	CUSTOMER SERVICE WORKER	Required	E
20	CUSTOMER SERVICE REPRESENTATIVE	Required	M
25	SENIOR CUSTOMER SERVICE REPRESENTATIVE	Required	M

SUBSTANCE ABUSE TESTING

<u>TESTING STATUS</u>	<u>REASON (See Legend)</u>
-----------------------	----------------------------

30	CUSTOMER SERVICE SUPERVISOR	Required	M
30	GENERAL ACCOUNTING		
05	CASHIER	Required	M
10	HEAD CASHIER	Required	M
15	ACCOUNT CLERK	Required	M
20	SENIOR ACCOUNT CLERK	Required	M
25	PAYROLL CLERK	Required	M
30	ACCOUNTANT	Required	M
35	BUDGET OFFICER	Required	A
40	MANAGER, DIVISION OF ACCOUNTS	Required	M/A
40	TAX ASSESSMENT AND COLLECTION		
05	TAX CLERK I	Not Req'd.	O
35	MANAGER, DIVISION OF COLLECTIONS	Required	M/A
50	DATA PROCESSING		
05	DATA ENTRY OPERATOR	Not Req'd.	O
10	COMPUTER OPERATOR	Not Req'd.	O
15	COMPUTER PROGRAMMER	Required	A
20	PROGRAMMER ANALYST	Required	A
22	SENIOR PROGRAMMER	Required	A
25	COMMUNICATIONS PROGRAMMER	Required	A
30	DATA PROCESSING SUPERVISOR	Required	A
60	GENERAL ADMINISTRATION		
05	MUNICIPAL COURT CLERK	Required	A
10	HOUSING ADMINISTRATOR	Required	M/A
15	ADMINISTRATIVE ASSISTANT (CITY MANAGER)	Required	A/E
20	TRAINING AND SAFETY SUPERVISOR	Required	A/S
25	PURCHASING AGENT	Required	M/A

SUBSTANCE ABUSE TESTING

		<u>TESTING STATUS</u>	<u>REASON (See Legend)</u>
30	ASSISTANT TO CITY MANAGER	Required	A/E
35	ASSISTANT CITY ATTORNEY	Required	A
40	ADMINISTRATIVE SPECIALIST	Required	A
45	HOUSING INSPECTOR	Required	M/E
47	PARA-LEGAL (CERTIFIED)	Required	A
50	PERSONNEL ASSISTANT	Required	M
55	PERSONNEL TECHNICIAN	Required	A
60	AIRPORT MANAGER	Required	A/S

SUBSTANCE ABUSE TESTING

<u>TESTING STATUS</u>	<u>REASON (See Legend)</u>
---------------------------	--------------------------------

PLANNING, ENGINEERING AND RELATEDPLANNING

05	PLANNING ASSISTANT I	Not Req'd.	O
10	PLANNING ASSISTANT II	Required	E
12	ASSISTANT ZONING ADMINISTRATOR	Required	E
15	ZONING ADMINISTRATOR	Required	A/E
20	SENIOR PLANNER	Required	A/E
25	COMMUNITY DEVELOPMENT GRANTS COORDINATOR	Required	A/E
30	CITY PLANNER	Required	A/E

20 ENGINEERING

05	DRAFTING TECHNICIAN	Not Req'd.	O
10	SENIOR DRAFTING TECHNICIAN	Not Req'd.	O
15	CONSTRUCTION INSPECTOR	Required	E/S
17	SURVEY TECHNICIAN	Required	E
20	GRADUATE ENGINEER	Required	A/E
25	SENIOR CONSTRUCTION INSPECTOR	Required	E
27	ADMINISTRATIVE ASSISTANT (COMM DEVELOPMENT)	Required	E
30	DESIGN ENGINEER	Required	A/E
35	ASSISTANT CITY ENGINEER	Required	A/E
40	CITY ENGINEER	Required	A/E

30 BUILDING INSPECTION

05	GENERAL BUILDING INSPECTOR	Required	E/S
07	PLANS EXAMINER	Required	E/S
10	SENIOR BUILDING INSPECTOR	Required	E/S
15	BUILDING OFFICIAL	Required	A/E

40 TRAFFIC

05	TRAFFIC SAFETY SPECIALIST	Required	E/S
10	TRAFFIC SIGNAL MAINTENANCE TECHNICIAN	Required	E/S

SUBSTANCE ABUSE TESTING

		<u>TESTING STATUS</u>	<u>REASON (See Legend)</u>
15	SIGNAL SHOP ATTENDANT	Required	E/S
20	TRAFFIC SAFETY SUPERINTENDENT	Required	E/S
25	TRAFFIC ENGINEER	Required	E/A

SUBSTANCE ABUSE TESTING

TESTING STATUS	REASON (See Legend)
----------------	---------------------

3 PUBLIC SAFETY

10 ENVIRONMENTAL HEALTH

05	ANIMAL SHELTER ATTENDANT	Required	S
10	ANIMAL CONTROL INSPECTOR I	Required	E/S
15	ANIMAL CONTROL INSPECTOR II	Required	E/S
20	GENERAL CODE ENFORCEMENT OFFICER	Required	E/H
25	PUBLIC HEALTH INSPECTOR I	Required	E/H
30	PUBLIC HEALTH INSPECTOR II	Required	E/H
35	ENVIRONMENTAL HEALTH OFFICIAL	Required	E/A

11 FIRE

05	FIREFIGHTER	Required	E/S/H/F
10	FIRE DRIVER-ENGINEER	Required	E/S/F
15	FIRE LIEUTENANT	Required	S/H/F
20	FIRE CAPTAIN	Required	S/F
25	DEPUTY FIRE CHIEF	Required	A/E/S/F
30	ASSISTANT FIRE CHIEF	Required	A/E/S/F

30 POLICE

05	POLICE OFFICER	Required	E/S/P
10	POLICE SERGEANT	Required	E/S/P
15	POLICE LIEUTENANT	Required	E/S/P
20	POLICE CAPTAIN	Required	E/S/P
25	ASSISTANT POLICE CHIEF	Required	E/S/P

40 PUBLIC SAFETY SUPPORT SERVICES

05	POLICE SERVICE ASSISTANT	Required	P
10	COMMUNICATIONS OPERATOR	Required	S/P
15	LEAD COMMUNICATIONS OPERATOR	Required	S/P
20	RECORDS SUPERVISOR	Required	A/P

00221

SUBSTANCE ABUSE TESTING

TESTING STATUS	REASON (See Legend)
-------------------	------------------------

II COMMUNITY SERVICES

11 LIBRARY

05	LIBRARY AIDE	Not Req'd.	O
10	LIBRARY ASSISTANT I	Required	M
15	LIBRARY ASSISTANT II	Required	M
20	LIBRARY ASSISTANT III	Required	M
21	TECHNICAL SERVICES ASSISTANT	Not Req'd.	O
25	LIBRARIAN II	Not Req'd.	O
30	LIBRARIAN III	Not Req'd.	O
35	SUPERVISOR, LIBRARY PUBLIC SERVICE	Required	A/E
40	SUPERVISOR, LIBRARY TECHNICAL SERVICE	Required	A/E
45	SUPERVISOR OF BRANCH LIBRARY SERVICES	Required	A/E

20 RECREATION

05	LIFEGUARD	Required	H/S
10	SWIMMING POOL SUPERVISOR	Required	H/S
15	SWIMMING POOL MANAGER	Required	H/S
35	TENNIS SHOP ATTENDANT	Required	M
40	CONCESSION ATTENDANT	Required	M
42	BUS DRIVER	Required	E/H/S
45	RECREATION LEADER	Required	M/S
50	SENIOR COMMUNITY CENTER LEADER	Required	E/M/S
55	COMMUNITY CENTER SUPERVISOR I	Required	E/M/S
60	COMMUNITY CENTER SUPERVISOR II	Required	E/M/S
65	RECREATION ATHLETIC COORDINATOR	Required	E/M
70	COORDINATOR OF COMMUNITY CENTERS	Required	E
75	SUPERINTENDENT OF RECREATION	Required	A/E

SUBSTANCE ABUSE TESTINGTESTING REASON
STATUS (See Legend)

30 PARKS

05	PARK MAINTENANCE HELPER I	Required	E/S
15	PARK MAINTENANCE HELPER II	Required	E/S
20	PARK MAINTENANCE MECHANIC	Required	E/S
25	SPRAY OPERATOR	Required	E/H/S
30	LANDSCAPE DESIGNER	Required	E
35	PARK SUPERVISOR	Required	E/S
37	SENIOR PARK SUPERVISOR	Required	E/S
40	PARK PLANNER	Required	A/E
45	PARK SUPERINTENDENT	Required	A/E
50	SUPERINTENDENT, PARK PLANNING-DEVELOPMENT	Required	A/E

SUBSTANCE ABUSE TESTING

TESTING STATUS	REASON (See Legend)
----------------	---------------------

50 PUBLIC SERVICES

10 UTILITIES

05	UTILITY MAINTENANCE WORKER	Required	E/H/S
10	UTILITY CREW CHIEF	Required	E/H/S
15	ELECTRICAL EQUIPMENT TECHNICIAN	Required	E/H/S
20	UTILITY SUPERVISOR	Required	E/H/S
22	WATER UTILITIES COORDINATOR	Required	E/H/A
25	ASSISTANT UTILITIES SUPERINTENDENT	Required	A/E
30	UTILITIES SUPERINTENDENT	Required	A/E

60 GEN LABOR, TRADES, EQUIP OPERATION, SUPERVISION

01	CUSTODIAL ATTENDANT	Required	E/H/S
04	SENIOR CUSTODIAL ATTENDANT	Required	E/H/S
07	GENERAL MAINTENANCE TECHNICIAN	Required	E/S
10	BUILDING MAINTENANCE SUPERINTENDENT	Required	E/S
13	LANDFILL ATTENDANT	Required	S
16	SANITATION HELPER	Required	E/S
19	SANITATION CREW CHIEF	Required	E/S
20	SANITATION SOLO ROUTE DRIVER	Required	E/S
22	SANITATION SUPERVISOR	Required	E/S
25	SANITATION LANDFILL SUPERVISOR	Required	E/H/S
28	ASSISTANT SANITATION SUPERINTENDENT	Required	A/E/S
31	SANITATION SUPERINTENDENT	Required	A/E/S
34	SANITATION SERVICES SUPERINTENDENT	Required	A/E/S
37	EQUIPMENT OPERATOR I	Required	E/S
40	EQUIPMENT OPERATOR II	Required	E/S
43	EQUIPMENT OPERATOR III	Required	E/S
46	EQUIPMENT SERVICE ATTENDANT	Required	E/S
49	EQUIPMENT MECHANIC	Required	E/S

		<u>SUBSTANCE ABUSE TESTING</u>	
		<u>TESTING</u>	<u>REASON</u>
		<u>STATUS</u>	<u>(See Legend)</u>
52	DIESEL MECHANIC	Required	E/S
55	SUPERVISING EQUIPMENT MECHANIC	Required	E/S
58	SUPPORT SERVICES SUPERINTENDENT	Required	A/E
63	WAREHOUSE HELPER	Required	E/S
64	STOREKEEPER	Required	E/S
67	WAREHOUSE SUPERVISOR	Required	A/E
70	MAINTENANCE HELPER I	Required	E/S
73	MAINTENANCE HELPER II	Required	E/S
76	MAINTENANCE CREW CHIEF I	Required	E/S
79	MAINTENANCE CREW CHIEF II	Required	E/S
82	CONCRETE FINISHER	Required	E/S
85	STREET SUPERVISOR	Required	E/S
88	ASSISTANT STREET SUPERINTENDENT	Required	A/E
91	STREET SUPERINTENDENT	Required	A/E
94	AIRPORT LINEMAN I	Required	E/S
96	AIRPORT LINEMAN II	Required	E/S

SUBSTANCE ABUSE TESTING

60 EXECUTIVE

TESTING STATUS REASON (See Legend)

10 EXEMPT

05 CITY MANAGER

Required A/E

10 MUNICIPAL COURT JUDGE

Required A

20 DIRECTORS

05 ASSISTANT CITY MANAGER

Required A/E

10 DIRECTOR OF COMMUNITY DEVELOPMENT

Required A/E

15 DIRECTOR OF FINANCE

Required A/M

20 CITY ATTORNEY

Required A

25 DIRECTOR OF PUBLIC SERVICES

Required A/E

30 DIRECTOR OF LIBRARY SERVICES

Required A/E

35 DIRECTOR OF PARKS AND RECREATION

Required A/E

40 DIRECTOR OF PERSONNEL

Required A

45 FIRE CHIEF

Required A/E/F

50 POLICE CHIEF

Required A/E/P

55 CITY SECRETARY

Required A

00229

SUBSTANCE ABUSE TESTING

	<u>TESTING STATUS</u>	<u>REASON (See Legend)</u>
30 ASSISTANT TO CITY MANAGER	Required	A/E
35 ASSISTANT CITY ATTORNEY	Required	A
40 ADMINISTRATIVE SPECIALIST	Required	A
45 HOUSING INSPECTOR	Required	M/E
47 PARA-LEGAL (CERTIFIED)	Required	A
50 PERSONNEL ASSISTANT	Required	M
55 PERSONNEL TECHNICIAN	Required	A
60 AIRPORT MANAGER	Required	A/S

06230