

CDL Drug & Alcohol Testing Policy

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FOR MORE INFORMATION

If you need more information or have any questions about any of the following materials, please contact your supervisor or the Director of Human Resources, at (303) 438-6320.

1.0 Drug and Alcohol Policy for Employees Required to Have Commercial Driver's Licenses.

1.1 The City and County of Broomfield values its employees and recognizes the importance of a safe and healthy work environment. Employees who use illegal drugs and/or 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 to themselves, their fellow employees, and the community. The City and County of Broomfield expects employees to report to work in a state of mind and physical condition to perform their assigned duties in a safe and competent manner.

1.2 The City and County of Broomfield desires to provide a safer workplace by eliminating the hazards to health and job safety created by alcohol and drug abuse.

1.3 Employees who engage in the sale, use, possession, or transfer of illegal drugs or controlled substances, who offer to buy or sell such substances, who abuse alcohol, or who abuse prescribed drugs, will be subject to disciplinary action up to and including termination.

1.4 The City and County of Broomfield encourages employees who may have a problem with alcohol or other substance abuse to seek treatment. This step is available to full-time employees through the City and County's Employee Assistance Program, as well as other assessment, referral and rehabilitation resources. These services are confidential.

1.5 The City and County of Broomfield will not knowingly hire or retain individuals who use intoxicants in the workplace. The City and County of Broomfield is a public entity and wishes to retain the confidence of the public in the services provided by the City and County's workforce, therefore, the City and County of Broomfield will not knowingly hire or retain individuals who illegally buy, possess, use or sell controlled substances.

1.6 The City and County of Broomfield will comply with the testing requirements of the U.S. Department of Transportation and other applicable federal and state laws and regulations.

2.0 Applicability.

This policy applies to each employee who is required to hold a Commercial Driver's License (CDL). You need a CDL if you drive a City and County of Broomfield vehicle:

2.1 With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;

2.2 With a gross vehicle weight rating of 26,001 or more pounds;

2.3 Designed to transport 16 or more passengers; or

2.4 Of any size that is used to transport hazardous materials which require the vehicle to be placarded under the hazardous materials regulations.

3.0 Circumstances for Alcohol And Drug Tests.

Alcohol and/or drug testing will be done under the following circumstances:

3.1 Pre-Employment. Before you start working in a safety-sensitive position, you will be tested for drugs (unless you are already being tested under another program).

3.2 Accident Involving Death of Person. If you are in an accident while performing a safety-sensitive function and the accident involves the death of a person, you will be tested for both alcohol and drugs.

3.3 Accident Involving a Ticket. If you are in an accident and you receive a moving violation ticket because of the accident, you will be tested for both alcohol and drugs.

3.4 25%. 25 percent of all drivers will be randomly tested for alcohol each year.

3.5 50%. 50 percent of all drivers will be randomly tested for drugs each year.

3.6 Reasonable Suspicion. Drivers under "reasonable suspicion" of alcohol use or drug abuse will be tested.

3.7 Return-To-Work. If you return to work on safety-sensitive functions after having tested positive for either alcohol or drugs, you will be tested again for alcohol or drugs before resuming safety-sensitive functions.

3.8 Follow-Up. If you have engaged in prohibited conduct, you will be subject to unannounced follow-up tests for alcohol and/or drugs as directed by the City and County of Broomfield's substance abuse professional. Follow-up alcohol tests may take place just before, just after, or while you are performing a safety-sensitive function. Follow-up testing will not exceed 60 months from your return to duty.

4.0 What Is A Safety-Sensitive Function?

The following are safety-sensitive functions to which the prohibitions on alcohol or illegal drug use of these policies apply. If you do any of these activities with respect to a City and County of Broomfield vehicle to which a CDL applies, you are considered to be performing a safety-sensitive function:

4.1 Any time you are waiting to be dispatched on a vehicle.

4.2 Any time spent inspecting equipment on or inspecting, servicing, or conditioning a vehicle.

4.3 All driving time.

4.4 Any time you are in a vehicle, other than when you are resting in its sleeper berth, if any.

4.5 All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, being ready to drive a vehicle, or giving or receiving receipts for shipments loaded or unloaded.

4.6 When in a vehicle accident involving injury, death, or property damage of any kind, all the time you spend following the required procedures.

4.7 All time repairing, obtaining assistance for, or staying by a damaged vehicle.

5.0 What Drug/Alcohol-Related Conduct is Prohibited?

The following specific conduct is prohibited:

5.1 Being on duty and in the performance of a safety-sensitive function while having an alcohol concentration of 0.02 or more.

5.2 Being on duty or driving a commercial motor vehicle while in possession of alcohol.

5.3 Using alcohol while performing a safety-sensitive function.

5.4 Performing a safety-sensitive function within 4 hours after using alcohol.

5.5 If you have to take an alcohol test after an accident, using alcohol within 8 hours after the accident or until you take a post-accident alcohol test, whichever happens first.

5.6 Refusing to take a post-accident alcohol or drug test, a random alcohol or drug test, a reasonable suspicion alcohol or drug test, or a follow-up alcohol or drug test.

5.7 Being on duty or remaining on duty requiring the performance of safety-sensitive functions when using a controlled substance, except when the use is prescribed by a licensed physician and when the physician has advised you that the use of the controlled substance will not affect your ability to perform the functions.

5.8 Being on duty, reporting for duty or performing a safety-sensitive function if you tested positive for illegal drugs. You will not be permitted to perform or continue to perform safety-sensitive functions if you tested positive for illegal drugs.

6.0 Testing Procedures.

6.1 Pre-Employment Testing.

(a) Before you first work in a safety-sensitive position, you will be tested for drugs. You will not be allowed on duty unless the drug test is negative.

(b) Exception to Pre-Employment Drug Test. You do not need a drug test if you have participated in a drug testing program in the last thirty days and while in that program you were tested for drugs in the last 6 months; or participated in random drug testing for the previous 12 months; and no prior employer of whom the City and County of Broomfield has knowledge has records of a violation of the drug policies of the DOT within the last 6 months.

(c) Under these exceptions, the prior drug testing program in which you participated will be contacted and asked for the following information, subject to a written release from you: name and address of the program; verification of your participation in the program; verification that you qualified under the program; date of your last drug test; and the results of that last test. The information stays in your file.

6.2 Post-Accident Testing.

(a) As soon as possible after an accident involving a City and County of Broomfield vehicle to which a CDL applies, each surviving driver who was performing a safety-sensitive function with respect to the vehicle (if the accident involved the death of a person), or who received a citation for a moving traffic violation because of the accident, will be tested for both alcohol and drugs. A driver required to be tested under these circumstances will be transported to the testing site by the City and County of Broomfield.

(b) Two Hours. If you fail or refuse to take an alcohol test within 2 hours after the accident, your supervisor will prepare and keep a file stating why the test was not taken. If the alcohol test is not administered within 8 hours after the accident, your supervisor will cease attempts to require the test and will proceed to prepare the file.

(c) Thirty-Two Hours. If you fail or refuse to take a drug test within 32 hours after the accident, your supervisor will cease attempts to require the test and will proceed to prepare a file stating why the test was not administered.

(d) Availability. You must remain available for testing after an accident or you will be considered as having refused to be tested. This does not mean that you cannot leave the scene of the accident to obtain assistance or that medical attention will be delayed for injured drivers.

6.3 Random Testing.

(a) At least 25 percent of all drivers will be tested for alcohol every year and at least 50 percent of all drivers will be tested for drugs every year.

(b) These percentages may change based on a federal determination which is published annually in the Federal Register.

(c) Selection Method. The selection of drivers for random testing is made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with a driver's social security number. Under that process, each driver has an equal chance of being tested each time a selection is made.

(d) Notification. Random tests will be unannounced and the dates for their administration will be spread reasonably throughout the year. Your supervisor will tell you if or when you are selected for a random alcohol or drug test.

(e) Procedure. If you are notified of a random alcohol or drug test, you must proceed to the test site immediately. If you are performing a safety-sensitive function when notified of a test, you will need to stop and proceed to the test site as soon as possible. The City and County of Broomfield test site is located at:

Arbor Occupational Medicine

290 Nickel Street, Suite 200

Broomfield, Colorado 80020

(303) 460-9339

Office Hours: Monday through Friday - 8:00 a.m. to 5:00 p.m.

Avista will be used when Arbor Occupational Medicine is not open. *Avista* is located at: 100 Health Park Drive, Louisville, CO 80027. (303) 673-1000.

(f) You can only be tested for alcohol while you are performing safety-sensitive functions, just before performing those functions, or just after performing those functions.

6.4 Reasonable Suspicion Testing.

(a) What Is Reasonable Suspicion. You may be tested for alcohol or drugs if your supervisor has "reasonable suspicion" that you are using or abusing alcohol or drugs. He/she will base the decision on specific, present, and particular observations of your appearance, behavior, speech or body odors, including indications of the chronic and withdrawal effects of illegal drugs.

(b) Procedure. Your supervisor or other official must observe specific examples and make observations of appearance, behavior, speech or body odors which lead him/her to believe that you are using or abusing alcohol or drugs. Supervisors and other officials are trained in the ways to detect the use and abuse of alcohol and illegal drugs. The person who makes the observation will not be the same person who administers the alcohol or drug test. If you are required to be tested under these circumstances, the City and County of Broomfield will provide transportation to the testing site.

(c) Alcohol Tests. You can only be tested for alcohol if the observations are made during, just before or just after you worked on a safety-sensitive function. If you fail or refuse to be tested within 2 hours of the observations, your supervisor will prepare a file stating why the alcohol test was not promptly administered. After 8 hours, your supervisor will cease attempts to require the test and will prepare a file stating the reasons for not administering the test.

(d) If your supervisor has reasonable suspicion that you are under the influence of or impaired by alcohol, you will not be permitted to work on safety-sensitive functions until you have taken an alcohol test and the results show a concentration of 0.02 or less; or 24 hours have passed after the observation.

(e) Drug Tests. When your supervisor or other official has reasonable suspicion that you are using or have used illegal drugs, he/she will write it down in your file, and sign the report either within 24 hours after he/she observed you, or before the drug test results are released, whichever is earlier.

6.5 Return-To-Duty Testing.

Before you return to work after a violation of either the alcohol or drug policy, you will be tested for alcohol or drugs again. The test results must indicate an alcohol concentration of 0.02 and/or less and be negative for drugs before you may perform any safety-sensitive functions again.

6.6 Follow Up Testing.

When you test positive for either alcohol or drugs, you will be evaluated by a substance abuse professional. If the substance abuse professional decides that you need assistance in dealing with an alcohol or drug abuse problem, you will be subject to unannounced follow-up alcohol or drug tests according to the directives of the substance abuse professional. Follow-up alcohol tests are only conducted just before, just after, or while you work on a safety-sensitive function.

7.0 Procedures used to test for presence of alcohol and controlled substances.

7.1 Alcohol Testing Procedures.

(a) What Is Tested? 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 Evidentiary Breath Testing Device (EBT). The EBT is a scientific instrument which determines the concentration of alcohol expressed as "percent per 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 Blood Alcohol Concentration (BAC) of 0.10 means 1/10th of a gram of alcohol per 210 liters of breath. The EBT will print three copies of each test result and the test results will be numbered.

(b) Quality Assurance Plan. Each EBT must have a Quality Assurance Plan (QAP) developed by the manufacturer. The plan shows the methods used to perform external calibration checks using only approved calibration devices. It also describes the minimum intervals for performing the calibration checks for the EBT and specify the tolerances for external calibration checks within which the EBT is in proper calibration. Finally, the plan specifies inspection, maintenance, and calibration requirements and intervals.

(c) Initial Test. A test may have two separate parts. The first test is the initial test. If the initial test shows a reading of less than 0.02, the test is recorded as "negative." If the initial test result is 0.02 or greater, a confirmation test will be done. The alcohol testing will be administered at a site that affords privacy. Only one breath test will be done at one time. The person giving the test will not leave the testing site during your test.

(d) Only a certified breath alcohol technician (BAT), trained in the operation of the EBT, may administer the alcohol test. Your supervisor may not administer the test under any circumstances.

(e) The EBT will immediately read the results of the test and a copy of the printed results will be given to you. Printed results are not required for the initial test.

IN LIEU OF AN EBT, THE DOT REGULATIONS PERMIT THE USE OF CERTAIN APPROVED NON-EBT TESTING DEVICES TO BE USED FOR THE INITIAL TEST; THE PROCEDURES DESCRIBED ABOVE MAY DIFFER IF SUCH DEVICES ARE USED.

(f) Identification. Before the test is administered, the BAT will ask you to provide identification. If you ask, the BAT must give you his/her name.

(g) Blank Test. The first part of the testing process is to make sure that the EBT is operating properly. In your presence the technician runs an "air blank" test to make sure the EBT is working correctly and the reading is zero. Next, a sealed mouthpiece is opened and placed into the EBT. In order to get a sufficient quantity of deep lung air, you will be asked to blow into the mouthpiece for at least 6 seconds, or until the EBT indicates that an adequate amount of breath has been obtained.

(h) Confirmation Test. When the initial tests results show a reading of 0.02 or greater, a confirmation test is necessary. The BAT who administers the confirmation test will be different from the BAT who administered the first test. Before the confirmation test, a 15 minute waiting period will be observed. The purpose of the 15 minute waiting period is to make sure that the presence of mouth alcohol from recent use of food, tobacco, or hygiene products, does not artificially raise the test results. As the confirmation test is done on the same EBT as the first test, the testing procedures will be the same. When the results of the test are available, the BAT will show them to you and ask you to initial the form on which the results are printed.

(i) When the confirmation result is different from the initial test, the lower of the two results will be used to determine the consequences. A breath alcohol testing form will be prepared with a copy for you.

(j) Inadequate Breath Sample. If you refuse to try to provide an adequate breath sample, the BAT will immediately notify the City and County of Broomfield.

(k) If you try to provide an adequate breath sample but you are unable to, the BAT will make a note of it in the "Remarks" section of the form and immediately inform your supervisor. You will be directed by your supervisor to obtain an evaluation by a licensed physician. The physician will provide an opinion on whether or not a medical condition has prevented you from providing the breath sample.

(l) Release of Results. The results of your alcohol test or tests will not be released to others unless you expressly authorize the release or unless required by law. For example, the City and County of Broomfield may release the results of your alcohol test(s) to your next employer if you furnish the City and County of Broomfield a letter authorizing the release of the results. The City and County of Broomfield will not release test results unless you specifically request the release **IN WRITING**. The City and County of Broomfield may make the authorization for release of previous records a requirement for employment.

7.2 Drug Testing Procedures.

(a) Which Drugs. The required testing program is limited to five types of drugs: marijuana, cocaine, opiates, amphetamines, and phencyclidine.

(b) Testing Conditions. 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.

(c) Certified Laboratories. Driver protection is built into the testing procedures. The only laboratories that can be used are those that have been properly certified.

(d) Tests. After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test.

(e) Initial Test. If the results of the initial test are negative, the testing laboratory will advise the City and County of Broomfield's Medical Review Officer (MRO) that the drug test for the driver was negative. No additional tests on the specimen will be done.

(f) Confirmatory Test. If the results of the initial test are positive, that is, if the results exceed the permitted levels for any of the five drugs tested, a second (confirmation) test is performed. In the meantime, you will be removed from performing any safety-sensitive duties, even though the results of the confirmatory test are not yet available. The second, or confirmatory, test is done in an entirely different manner from the initial one. All specimens identified as positive on the initial tests must be confirmed using gas chromatography/mass spectrometry techniques. Only specimens that are confirmed

positive on the second or confirmatory test are reported positive to the MRO for review and analysis.

(g) Split Specimen Collection. 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, you may request the MRO to send the second (or split) specimen to a different certified lab for testing at your own expense. The test 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 MRO will cancel the test. If you want the split specimen tested, you must advise the MRO within 72 hours of being notified of the positive test result of the primary specimen. If you provide an insufficient quantity of urine, the test will be canceled. You will be asked to drink fluids and to take another test 2 hours after the first test.

(h) Records of Results. The City and County of Broomfield will keep a record in the driver's file showing the type of test (pre-employment, etc.); date of collection; location of collection; entity performing the collection; name of the lab; name of the MRO; and the test results. You can access the results of your drug test(s) if you make a request **IN WRITING**.

8.0 Alcohol And Drug Tests Are NOT Optional.

8.1 You **MAY NOT REFUSE** to take a post-accident alcohol or drug test, a random alcohol or drug test, a reasonable suspicion alcohol or drug test, or a follow-up alcohol or drug test. If you refuse to take any of those tests, your supervisor will consider that you tested positive for alcohol and/or drugs, and you will not be permitted to perform or continue to perform any safety-sensitive function except in accordance with the procedures which apply to a positive test.

8.2 Refusing to be tested means that you either:

(a) Did not provide enough breath for testing without a valid medical explanation after you were told the requirements for breath testing;

(b) Did not provide adequate urine for drug testing without valid medical explanation;
or

(c) Engaged in conduct that clearly obstructed the testing process.

8.3 Penalty for Refusing to Submit to an Alcohol and/or Drug Test.

An employee who refuses to submit to an alcohol and/or drug test based on random sampling, reasonable suspicion, accident involving a death or ticket, return-to-work or follow-up test will be terminated from his/her position in accordance with the procedures outlined in the Personnel Merit System.

An individual who refuses to submit to the pre-employment drug test will be disqualified from further consideration for the position.

9.0 What Happens If You Test Positive For Alcohol Or Drugs?

9.1 Immediate Consequences. You will not be allowed to work on a safety-sensitive function if you violated the City and County of Broomfield's alcohol and drug policies. You will not be permitted to work on a safety-sensitive function if it is determined that you violated these policies.

9.2 Evaluation. If you have engaged in prohibited conduct, you will be advised by your supervisor of the resources available to you in evaluating and addressing your alcohol or drug abuse problem, including the names, addresses, and telephone numbers of substance abuse professionals, counseling and treatment programs. Some information is provided in these materials. You will also be evaluated by a substance abuse professional who will determine what type of assistance, if any, you need in addressing your dependence problem. The substance abuse professional for the City and County of Broomfield will be designated by the employer.

9.3 Testing Positive For Drugs.

A confirmed positive drug test will result in the employee being terminated from his/her position in accordance with the procedures outlined in the Personnel Merit System.

9.4 Testing Positive For Alcohol.

A. A confirmed positive alcohol test will result in the employee being disciplined in accordance with the procedures outlined in the Personnel Merit System. The employee must also follow the treatment plan outlined by the Substance Abuse Professional. Failure to follow the treatment program will result in the employee being terminated from his/her position in accordance with the procedures outlined in the Personnel Merit System.

B. Return-To-Duty Testing. If you have violated these provisions, you will, before returning to duty and work on a safety-sensitive function, take a return-to-duty alcohol test with a result indicating less than 0.02, if your conduct involved alcohol.

C. Follow-Up Testing. In addition, if the substance abuse professional decides that you need assistance, you must be evaluated again before returning to work to make sure that you have properly followed any rehabilitation program. You will also need to take unannounced alcohol and drug tests after you come back on duty. The number and frequency of the tests will be decided by the substance abuse professional. There will be at least 6 tests in the first 12 months following your return to work. Both alcohol and drug tests may need to be administered if the substance abuse professional so determines. Follow-up testing may occur up to 60 months from the date of your return to duty. The substance abuse professional may determine to stop the follow-up testing at any time after the first 6 tests if he/she decides that the tests are no longer necessary.

9.5 Referrals. The substance abuse professional who refers you to treatment because of a substance abuse problem shall not refer you to his/her own private practice or to a person or organization from which he/she receives payment or in which he/she has a financial interest. This restriction does not prohibit a substance abuse professional from referring you to treatment for assistance provided through the City and County of Broomfield or a person under contract to provide treatment for alcohol or controlled substance problems on behalf of the City and County of Broomfield.

10.0 What Happens If Your Alcohol Concentration Is 0.02 Or More, But Less Than 0.04?

If the results of your alcohol test show an alcohol concentration of 0.02 or more, but less than 0.04, you will not be allowed to work on a safety-sensitive function, including driving a City and County of Broomfield vehicle, until the start of your next regularly scheduled duty time, as long as there are at least 24 hours between taking the test and when you start work again. You may also be subject to additional actions consistent with law.

11.0 Information Concerning The Effects Of Alcohol And Drug Abuse.

11.1 Supervisor training. Persons chosen to determine whether reasonable suspicion exists to require a driver to take an alcohol or drug test will receive at least 60 minutes of training on alcohol abuse and an additional 60 minutes of training on controlled substance use. Training will cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances.

11.2 The effects of alcohol and drugs on health, work, and personal life. There is much information available on this subject; the following is only a brief introduction.

The consequences of alcohol and illegal drugs abuse extend far beyond the individual user. Impaired employees put themselves, fellow workers, and other users of our highways in danger. 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 costs are higher and are passed on to the employer in the form of higher health insurance rates. Alcohol and drug abuse is costly to both the employer and the employee.

Alcohol is the number one abused drug in this country. Alcohol consumption causes a number of changes in behavior. Even low doses can damage the judgment and coordination necessary to drive. Low to moderate doses increase the frequency of a variety of aggressive acts. Moderate to high doses cause marked changes 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 drugs, much lower doses of alcohol will produce the effects described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

11.3 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.

11.4 Multiple substance abuse. 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, and illegal drugs.

Multiple substance abuse is especially dangerous because different substances combine with each other to produce unexpected effects and dangers.

Multiple substance abuse often begins with abuse of a single substance. This may happen because once a person begins to use a drug, abuse of more substances becomes more likely. People who abuse one substance are at a high risk for developing dependence and tolerance for other substances.

11.5 Methods of intervention for suspected alcohol and drug problems. Alcohol and substance abuse is a complicated 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 help them to continue their alcohol or drug abuse.

Leave the treatment and counseling of persons with an abuse problem to professionals. The person with a problem must be evaluated by a professional, such as a physician, psychologist, other person with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

11.6 Additional information. For additional information concerning the effects of alcohol and drug abuse, contact the City and County of Broomfield's Employee Assistance Program. For information on where to find treatment for alcohol and other drug problems, a good 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 and Narcotics Anonymous may also be listed. Both offer help in coping with alcohol and drug abuse.