



**DEPARTMENT OF FORENSIC SCIENCE  
HUMAN RESOURCE OFFICE  
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF  
THE DRUG AND ALCOHOL TESTING POLICY**

Summary of Commonwealth of Virginia’s Department of Human Resource Management (DHRM) Policy 1.05, *Alcohol and Other Drugs* and DFS’s *Drug and Alcohol Testing Policy*

The Commonwealth of Virginia's Policy 1.05, *Alcohol and Other Drugs*, states that the following acts by employees are prohibited:

1. the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol and other drugs in the workplace or while on official duty representing the Commonwealth of Virginia;
2. impairment while performing job duties (whether in or out of the workplace) from the use of alcohol, marijuana or other drugs, except the use of drugs for legitimate medical purposes;
3. any action which results in criminal conviction for:
  - a. a violation of any criminal drug law, based upon conduct occurring either in or out of the workplace, and/or
  - b. a violation of any alcoholic beverage control, cannabis oil, marijuana, or other law which governs driving while intoxicated based upon conduct occurring in the workplace;
4. failure to report to their supervisors that they have been convicted of any offense, as defined in # 3 above, within five calendar days of the conviction. Under authority afforded by Policy 1.05, DFS requires that employees report a conviction of an alcoholic beverage control, cannabis oil, marijuana, or other law or a law that governs driving while intoxicated that results from conduct occurring away from the workplace as well.

DHRM Policy 1.05 applies to all DFS employees.

The workplace consists of any state owned or leased property or any site where state employees are performing official duties.

Any employee who commits any prohibited act under DHRM Policy 1.05 shall be subject to the full range of disciplinary actions, including discharge, and may be required to participate satisfactorily in an appropriate rehabilitation program.

A copy of the entire Commonwealth of Virginia Policy on Alcohol and Other Drugs may be obtained from DFS Human Resources.

DFS’s policy on *Drug and Alcohol Testing*, DFS Document 108-D200, applies to all DFS employees and final applicants for employment. Employees will be subject to new employee testing, subsequent periodic random drug testing, and possible drug and alcohol testing upon reasonable suspicion, as a condition of continued employment. Failure to comply with this policy will result in a) disciplinary action in accordance with the Department of Human Resource Management (DHRM) Policy 1.60, *Standards of Conduct*, up to and including termination; or b) denial of continued employment with the Department. A copy of the entire DFS *Drug and Alcohol Testing* policy is available in the Department’s Qualtrax Document Management System or can be obtained from DFS Human Resources.

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**CERTIFICATE OF RECEIPT AND POLICY ACCEPTANCE**

By signing below, you attest that you have received, read and understand the contents of both the above *Summary of DHRM’s Policy 1.05 Alcohol and Other Drugs* and *DFS’s Drug and Alcohol Testing Policy* and DFS Document 108-D200, *Drug and Alcohol Testing*. You further acknowledge that failure to comply with either policy may subject you to discipline, up to and including termination, or denial of continued employment.

Employee's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_