

Procedure for Reporting and Handling DUI Arrests

DUI Arrests (Non-CDL) Off-Work:

1. Employee must notify Manager/Supervisor of arrest. If the employee is required to drive as part of his/her assigned duties has his/her driver's license suspended or revoked, temporarily or permanently due to a substance related offense they must notify his/her supervisor of the circumstances when next reporting to duty.
(Reference: Washoe County Substance Abuse Policy and Procedures)
2. Supervisor/Manager notifies HR Analyst and/or HR Manager.
3. Following Washoe County Substance Abuse Policy and Procedures, a determination will be made whether further action is required. When deciding whether further action is required, the department supervisor/manager should determine whether driving is required as part of employees' assigned duties.
4. Should it be determined that further action is required, schedule an investigative meeting with employee. The investigative meeting outlining the facts and what action may be taken is provided in writing to the employee by the department.
5. Disciplinary action should be decided based on the totality of the circumstances including the employees past work history. Actions include but are not limited to: a Last Chance Agreement, referral and evaluation by Substance Abuse Counselor, and disclosure of pending disposition of criminal charges depending upon the nature of the charges and the effect of the charges upon County operations.

DUI Arrests (Non-CDL) On-Work:

1. Employee must notify Manager/Supervisor of arrest.
2. Supervisor/Manager notifies HR Analyst and/or HR Manager.
3. Employee who is determined to be impaired by alcohol and/or drugs will be removed safely from the work place following the guidelines outlined in the Fitness for Duty Procedures. (Reference: www.washoecounty.us/humanresources)
4. When employee is fit to return to duty, an investigative meeting outlining the facts and what action may be taken is provided in writing to the employee by the department.
5. Disciplinary action should be decided based on the totality of the circumstances including the employees past work history. Actions include but are not limited to: employee being placed on Last Chance Agreement, referral and evaluation to Substance Abuse Counselor, disclosure of pending disposition of criminal charges depending upon the nature of the charges and the effect of the charges upon County operations, and/or subject to disciplinary action up to and including immediate termination.

DUI Arrests (CDL) Off-Work:

1. Employee must notify Manager/Supervisor of arrest. If the employee is required to drive as part of his/her assigned duties has his/her driver's license suspended or

- revoked, temporarily or permanently due to a substance related offense they must notify his/her supervisor of the circumstances when next reporting to duty (Reference: Washoe County Substance Abuse Policy and Procedures).
2. Supervisor/Manager notifies HR Analyst and/or HR Manager.
 3. An investigative meeting outlining the facts and what action may be taken is provided in writing to the employee by the department.
 4. Employee must submit to a drug test and have a negative result before returning to duty. (Reference: Alcohol and Drug Testing Program)
 5. Disciplinary action should be decided based on the totality of the circumstances including the employees past work history. Actions include but are not limited to: a Last Chance Agreement which may include a schedule or periodic drug and alcohol testing as outlined by CDL requirements, referral and evaluation by Substance Abuse Counselor, and disclosure of pending disposition of criminal charges depending upon the nature of the charges and the effect of the charges upon County operations.

Arrested DUI and CDL: On-Work Action Steps:

1. Employee must notify Manager/Supervisor of arrest.
2. Supervisor/Manager notifies HR Analyst and/or HR Manager.
3. Employee who is determined to be impaired by alcohol and/or drugs will be removed safely from the work place following the guidelines outlined in the Fitness for Duty Procedures. (Reference: www.washoecounty.us/humanresources)
4. Employee must submit to a drug test and have a negative result before returning to duty. (Reference: Alcohol and Drug Testing Program)
5. After employee returns to duty, employee will be scheduled for an investigative meeting. The investigative meeting outlining the facts and what action may be taken is provided in writing to the employee by the department.
6. Disciplinary action should be decided based on the totality of the circumstances including the employees past work history. Actions include but are not limited to: employee being placed on Last Chance Agreement which may include a schedule or periodic drug and alcohol testing as outlined by CDL requirements, referral and evaluation by Substance Abuse Counselor, disclosure of pending disposition of criminal charges depending upon the nature of the charges and the effect of the charges upon County operations, and/or subject to disciplinary action up to and including immediate termination.