



American Drug Testing

Drug-Free Workplace Programs

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DRUG-FREE WORKPLACE ADVISOR

AN ONGOING SERIES TO PROTECT YOUR COMPANY BY HELPING TO KEEP DRUGS OUT OF YOUR WORKPLACE.

What your business can do to become drug-free, Part III

V. Drug and Alcohol Testing

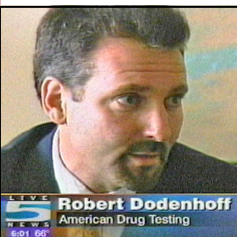
Drug and alcohol testing is legal, though a handful of states and municipalities regulate it. When combined with the other components of a comprehensive program, testing can be a highly successful deterrent to employee substance abuse and an effective tool in helping employers identify workers in need of assistance.

Though setting up a testing program is not a simple process, every year more and more employers join the ranks of those companies that conduct drug and alcohol testing. According to the American Management Association, 87.2 percent of the respondents to their annual survey of the 1,000 largest companies in the United States include drug testing in their workplace substance abuse programs.



Consider the following before you implement a drug and alcohol testing:

The Drug-Free Workplace Advisor is published by



Robert Dodenhoff, President
American Drug Testing, a leading drug-free workplace administrator and testing company. Let us help you maintain a drug-free workplace. Call (843) 747-4111.

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1. Who will you test? (Job applicants? All employees? Those in safety-sensitive positions?)

“...87.2 percent of the respondents to their annual survey of the 1,000 largest companies in the United States include drug testing.”

2. When will you test? (After accidents? When there's reasonable suspicion of drug use? As part of periodic physical examinations? Randomly?)
3. Which drugs will you test for? (Marijuana, opiates, amphetamines, cocaine, and PCP as the federal government requires of some employers? Alcohol? Legally prescribed drugs that are commonly abused?)
4. What consequences will employees and job applicants face if they test positive?
5. Who will conduct your drug testing?

Conclusion

For many employers, drug-free workplace programs

work. They save employers money and, in some cases, they save careers, families and lives. Some employers are so convinced of the effectiveness of their programs that without one they'd rather lock up the doors and go out of business.

Sources of Help for Employees

Substance Abuse Treatment Locator

Phone: 1-800-662-HELP
www.findtreatment.samhsa.gov

This Substance Abuse and Mental Health Services Administration (SAMHSA) Web site and toll-free phone line help individuals locate drug- and alcohol-abuse treatment programs in their communities.

Alcoholics Anonymous (AA)

www.aa.org
AA offers a way to stop drinking to individuals who feel they have a problem with alcohol. AA groups are located in most cities and rural communities throughout the country. Individuals can look up “Alcoholics Anonymous” in a local telephone directory for a contact in their area.

Cocaine Anonymous

Phone: 1-800-347-8998
www.ca.org
Cocaine Anonymous provides support for people dependent

on cocaine and other mind-altering substances. Callers are referred to local helplines.

Focus on Recovery Helpline

Phone: 1-800-234-0420
www.focushealthcare.com
Focus on Recovery is a helpline which provides support and information for recovering drug addicts through referral to local helplines staffed by other recovering addicts.

National Council on Alcoholism and Drug Dependence Hopeline

Phone: 1-800-NCA-CALL
www.ncadd.org
This organization, a planning and oversight agency for public substance-abuse treatment programs,

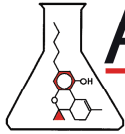


provides written information on alcohol and drug abuse and referrals to treatment and counseling services nationwide.

If you would like to learn more please call today for more information. For additional tips, see the “client area” at www.AmericanDrugTesting.com

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Employee Background Checks

The following are samples of some of the Employee Background Checks available from America Drug Testing. Simply log on to www.AmericanDrugTesting.net and immediately begin your background checks.

Credit History: (Pre-Employment Evaluation Report) – An employment credit report let's you know an applicant's level of financial responsibility, which can be particularly when hiring for certain positions. This search provides a trend report detailing an applicant's ability to meet regular financial obligations and pertinent public records, such as collections, lawsuits or judgments. All searches are conducted thoroughly, while protecting the legal rights of all applicants at the same time. **\$9.00**



Federal (National) Criminal History: (Criminal Offender Database) – Contains more than 180 million criminal record files from a multitude of federal, state and local criminal record repositories. Applicants with prior criminal records don't always reveal vital information. We conduct only 100% in person, real time searches to provide the most comprehensive, up to date information available. **\$20.00**

Personal References: References provided by applicants will be contacted directly. **\$15.00**

Criminal History (County): - Both a national criminal database check as well as physical county record check. The national criminal database does not contain records for every single county within the United States. **\$25.00**

Motor Vehicle Report - Checks driving history, including speeding, reckless driving, accidents and driving under the influence. Revoked and suspended licenses are also reported. This search provides additional identity verification, including name, SSN and vital statistics. **\$20.00**

Previous Employment Verification: - Provides direct contact with previous employers to confirm stated work history, including dates of hire, terminations, job title and rehire eligibility. **\$18.00**

Education Verification: - Confirms educational credentials through direct contact with educational facilities. During the hiring process, employers often scrutinize an applicant's educational background, assuming the information provided is accurate. **\$20.00**

National Social Security Search (NSSS): - The social security number is one of the most abused pieces of personal information. This check targets counties in which applicants have resided, but have not disclosed, to uncover possible criminal histories. Alias and maiden names can also be discovered through an NSSS search. **\$10.00**



State Criminal: - Records will be checked utilizing individual repositories for each state. These state databases are typically maintained by State Police agencies. These databases often contain records from each individual county within that state. Currently, some states maintain very accurate databases while others are spotty. Please review the state reliability report provided by Infomart. **\$19.00**

Sex Offender: - A Sexual Offender Registry Check, in available states, may reveal information relative to applicants with histories of sexual crimes, the severity of those offenses, personal defendant identifiers and arrest dates. (Calif. add \$26.00) **\$18.00**