

RANK AND FILE PEACE OFFICER RANDOM DRUG TESTING PROGRAM

EMPLOYEE SIGNATURE SHEET

**Complete and sign this form and return
it to your Personnel Office.**

I hereby certify that I was provided informational materials by my employer describing the Rank and File Peace Officer Random Drug Testing Program, including the Department Program Policy and Procedures and a State of California Employee Assistance Program pamphlet.

Employee Signature	Print Name (Last MI First)
Alternate ID Number (last six digits of SSN)	Department California Department of Corrections and Rehabilitation
Work Location	Witness
Date Received	

Distribution:

- White (original) - Personnel File
- Canary - Employee Copy

RANK AND FILE (BU 6) SIGNATURE SHEET

CDCR 1889 (Rev 09/05)

PRIVACY STATEMENT

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

DEPARTMENT: Department of Corrections and Rehabilitation.

UNIT RESPONSIBLE FOR MAINTENANCE: Office of Employee Wellness, Substance Abuse Program, and Testing Section.

AUTHORITY: Bargaining Unit 6 Memorandum of Understanding.

PURPOSE: All Bargaining Unit 6 (BU6) employees shall be subject to random drug and alcohol testing.

PROVIDING INFORMATION: It is mandatory to furnish the information requested. Failure to provide all requested information may result in adverse employment action.

ACCESS: Your completed signature sheet shall be considered confidential information and will be placed in your personnel file. It shall be released to:

- The employee who was tested or other individuals designated in writing by that employee.
- The Department of Personnel Administration as needed for the effective administration of the Article.
- Individuals who need the records or information to:
 - Properly supervise or assign the employee.
 - Determine, or assist in determining, what action the appointing power should take in response to the test results.
 - Respond to appeals or litigation arising from the drug test or related actions.