State of California

Department of Corrections and Rehabilitation

Memorandum

Date : June 10, 2013

To : Correctional Officer Cadet

From: California Department of Corrections and Rehabilitation

Subject: **SUBSTANCE ABUSE PROGRAM – SENSITIVE POSITIONS**

This memorandum notifies you that your position is designated sensitive under the substance abuse rules of the State of California.

On September 6, 1988 the Department of Personnel Administration (DPA) received approval from the Office of Administrative Law (OAL) for Rules 599 960 through 599 966 pertaining to substance abuse and drug/alcohol testing. Under these rules, employees in sensitive positions may be tested for drugs and alcohol when there is reasonable suspicion that they are under the influence while at work or on standby.

In accordance with these rules you will be subject to State drug and alcohol testing policies. We would point out that these rules do not mandate testing but allow it to be conducted for persons in sensitive positions and only if and when there is a determination of reasonable suspicion.

Attached is a copy of the DPA drug rules and appropriate MOU language for your information.

Departmental Representative
Sandy Standridge

Headquarters Personnel Office
PO Box 942883
Sacramento, CA 94283-0001

I HEREBY ACKNOWLEDGE RECEIPT OF THIS NOTICE.
I UNDERSTAND A COPY OF THIS NOTICE WILL BE PLACED IN MY PERSONAL FILE.

PRINT NAME_____

SIGNATURE_____

ASSIGNED INSTITUTION_____