



COUNTY OF HUMBOLDT

For the meeting of: 7/7/2026

File #: 26-522

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Adopt the Drug-Free Workplace & Reasonable Suspicion Testing Policy

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Resolution (Attachment 1) approving the County Drug-Free Workplace & Reasonable Suspicion Testing Policy (Attachment 2); and
2. Authorize the Board Chair to sign the policy approval.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The proposed Drug Free Workplace & Reasonable Suspicion Testing Policy and accompanying Reasonable Suspicion Checklist are intended to modernize the county's approach to maintaining a safe, productive, and legally compliant work environment. The county has a Drug & Alcohol Testing Policy that was adopted in 2009, but the policy only relates to positions covered by the Federal Department of Transportation (DOT). The county also has a Drug Free Workplace Policy Statement that was adopted in 1991, but the policy is outdated and does not include any information about pre-employment or reasonable suspicion drug and alcohol testing. The proposed Drug-Free Workplace & Reasonable Suspicion Testing Policy is intended to replace both aforementioned policies/statements.

Adopting this policy will ensure that the county has clear, consistent guidance on the expectations and procedures related to substance use and impairment on the job. The policy provides clarity on prohibited behaviors, outlines employee responsibilities, and establishes fair and transparent processes for addressing suspected violations.

The Reasonable Suspicion Checklist strengthens the policy by giving supervisors and Human Resources a structured, objective tool for documenting observations when impairment is suspected. This checklist helps ensure that decisions are based on observable behaviors rather than assumptions, reducing the potential for bias and supporting due process for employees. It also provides essential documentation should disciplinary action or further testing be required.

Adopting the proposed policy and checklist will help the county maintain compliance with federal and state regulations, reinforce

our commitment to safety, and provide employees with a clear understanding of expectations. These tools also support supervisors in making informed, defensible decisions.

SOURCE OF FUNDING:

N/A

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

There is no financial impact associated with the adoption of this policy.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There is no staffing impact associated with the adoption of this policy. However, the adoption of this policy can potentially impact all staff as it provides guidelines for workplace behavior and consequences for policy violations.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors may choose not to adopt this policy. However, this is not recommended as the county needs an updated policy relating to employee drug and alcohol use.

ATTACHMENTS:

Resolution

Drug-Free Workplace & Reasonable Suspicion Testing Policy

Reasonable Suspicion Checklist

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A