



ACADEMY POLICY MANUAL

Policy Title:	CADET DRUG TESTING POLICY
Policy Number:	SA 07-001
Policy Administrator:	Vice President for Student Affairs
Policy Initiator:	Office of the Commandant
Authority:	46 CFR, Parts 4, 5 and 16 and 49 CFR, Part 40
Effective Date:	August 2014
Revised Date:	N/A
Approved:	President Thomas Cropper
Approval Signature:	/s/

Purpose: This policy establishes policy and procedural guidelines for the randomization, scheduling, and notification process for a drug testing program for all cadets of the California Maritime Academy (Cal Maritime) in order to insure compliance with applicable federal, state and local laws.

Scope: This policy applies to all cadets enrolled at Cal Maritime.

Accountability: The Vice President for Student Affairs (VPSA) through the Office of the Commandant is responsible for administering this policy and ensuring compliance. Any waivers of established testing procedures must be approved by the VPSA through the Commandant's Office.

Policy: It is the policy of Cal Maritime to establish an environment free from the adverse effects of substance abuse. Cal Maritime will annually notify all cadets of its drug program. The Cal Maritime standard of conduct requires all cadets not to use illegal drugs and/or abuse prescription drugs.

To combat the misuse and abuse of drugs it is the policy of Cal Maritime to require all cadets to participate in a Random Drug Testing Program. Cal Maritime will conduct random drug testing for 50% of the total number of Cadets annually. The President can authorize random drug testing of no less than 25 % of the total number of Cadets following waiver approval from the Coast Guard.

Further, it is the policy of Cal Maritime to conduct testing for reasonable cause/suspicion, post-serious marine incident, return-to-duty and follow-up, consistent with the U.S. Department of Transportation (DOT) Drug Testing regulations.

Cadet Drug Testing Procedures The California Maritime Academy

All cadets must participate in a Random Drug Testing Program compliant with the Code of Federal Regulations, 46 CFR, Parts 4, 5 and 16 and 49 CFR, Part 40. This includes random testing, and testing for Reasonable Cause/Suspicion, Serious Marine Incident, return-to-duty, and follow-up consistent with the U.S. Department of Transportation (DOT) and United States Coast Guard (USCG) Drug Testing regulations. In addition, all cadets are subject to the California Maritime Academy policies, procedures, and statutes regarding the use of drugs.

I. Random Drug Testing Procedures

A. Randomization, Scheduling and Notification

Step	Action	Responsible
1	Obtain certified enrollment list of Cal Maritime Cadets from the Registrar. Enrollment lists shall be updated and verified with the registrar on a regular basis to ensure the most accurate information.	Commandant's Office
2	Forward certified enrollment list to the Center for Drug and Alcohol Testing (C-DAT), Cal Maritimes' Third Party Administrator. Forward updated lists as necessary to C-DAT.	Commandant's Office
3	Receive randomized list of cadets from C-DAT by the 2 nd day of each month.	Commandant's Office
4	Determine drug testing schedule for the month, including numbers of cadets to be tested each day and names. (Testing may occur on any day of the week from Monday through Friday).	Commandant's Office
5	Notify the HR Director of the scheduled testing dates for the upcoming month.	Commandant's Office
6	Notify C-DAT of the scheduled testing dates for the upcoming month. Provide C-DAT the list of names of the cadets scheduled for each day.	Commandant's Office
7	No earlier than 0700 of a scheduled testing day, prepare and send each individual cadet selected for random drug testing that day a notification via email. The e-mail shall come from the Office of the Commandant and require a delivery and read receipt.	Company Commandant

B. Reporting and Collections

Step	Action	Responsible
1	C-DAT will conduct testing using the DOT prescribed protocol for urine drug test collection at the designated campus facility between 0715 and 1500 and at its facility located at 17 Tennessee St., Vallejo, CA, on the day of notification.	C-DAT
2	Upon notification, cadets shall report to the designated campus facility or to C-DAT's facility to provide a sample.	Cadet

Step	Action	Responsible				
3	<table border="1"> <thead> <tr> <th>If</th> <th>then</th> </tr> </thead> <tbody> <tr> <td>a cadet is unable to report to the designated campus facility or to C-DAT* for testing</td> <td>the cadet must immediately contact the Office of the Commandant and receive authorization (waiver) to have the test completed at C-DAT by 1300 the following day, or be tested at a DOT Certified Facility at their location, or have the test postponed.</td> </tr> </tbody> </table>	If	then	a cadet is unable to report to the designated campus facility or to C-DAT* for testing	the cadet must immediately contact the Office of the Commandant and receive authorization (waiver) to have the test completed at C-DAT by 1300 the following day, or be tested at a DOT Certified Facility at their location, or have the test postponed.	Cadet
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* Note: C-DAT hours of operation are from 0900 to 1700, Monday through Friday, 0900 to 1300 on Saturday. After hour arrangements can be made in extreme cases in order to comply with the testing requirements but the cost of afterhours testing increases significantly.

C. Positive Test Results

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1	<table border="1"> <thead> <tr> <th>If</th> <th>then</th> </tr> </thead> <tbody> <tr> <td>a cadet fails to appear for testing by the designated time, or does not cooperate with drug testing procedures after being notified</td> <td>the cadet will receive a “Refusal to Test” on their Custody Control Form (CCF).</td> </tr> </tbody> </table>	If	then	a cadet fails to appear for testing by the designated time, or does not cooperate with drug testing procedures after being notified	the cadet will receive a “Refusal to Test” on their Custody Control Form (CCF).	C-DAT
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3	Upon receipt of a Refusal-to-Test or a “positive” test result, fax or email Directive to C-DAT/Commandant that states: the cadet is removed immediately from performance of Safety Sensitive Duties, and is referred for further administrative action to a Substance Abuse Professional (SAP) and/or the U.S. Coast Guard.	MRO				
4	Upon receipt of MRO’s Directive: <ul style="list-style-type: none"> a. remove the cadet from performance of Safety Sensitive Duties b. inform the Judicial Officer for student conduct action c. refer all positive results to a DOT-certified SAP at the Cadet’s own expense d. coordinate with C-DAT so they may follow-up on all positive results and determine if reportable to the U.S. Coast Guard 	Company Commandant				

II. Drug and Alcohol Testing Procedures for Reasonable Cause/Suspicion, Serious Marine Incident, Return-to-Duty, and Follow-up

A. Reasonable Cause/Suspicion

Step	Action		Responsible
1	If	then	Commandant's Office
	based on direct evidence or Supervisor (faculty, staff, and administration) observation, a cadet exhibits specific behavior associated with being under the influence of alcohol and/or other drugs	contact the Commandant's Office to arrange an alcohol and/or chemical drug test to be conducted for reasonable cause/suspicion as defined in 46 CFR 16. *	
*NOTE: Chemical drug tests will be complete at C-DAT or an approved DOT certified collection facility.			
	If	then	Commandant's Office
	a cadet tests "positive" for alcohol, e.g., Blood Alcohol Concentration Level over 0.02	<ul style="list-style-type: none"> a. remove the cadet from performance of Safety Sensitive Duties b. determine when the cadet can return to duty c. inform the Judicial Officer for student conduct action d. refer the cadet to the MRO on if on ship e. refer the cadet to the SAP upon return to campus 	

B. Serious Marine Incident

Step	Action			Responsible
1	If	then	and	Commandant's Office
	a Serious Marine Incident as defined in 46 CFR 4.03-1 & 46 CFR 4.05-1 occurs	complete alcohol testing within 2 hours, (up to 8 hours if safety concerns must be addressed)	complete Chemical (urine) drug tests up to 32 hours of the incident	
2	If	then		Commandant's Officer
	notification is received from the MRO that a test has been cancelled	follow the MRO's instructions and immediately perform any testing as instructed by the MRO at C-DAT or an approved DOT certified collection facility		

C. Return to Duty. Before a cadet can resume the performance of any safety sensitive duties, the SAP must first determine if the cadet has successfully complied with prescribed education and/or treatment. The SAP must order a Return to Duty drug test and/or an alcohol test for the cadet. The results of any Return to Duty testing must be negative before the cadet can resume performance of safety-sensitive duties. The cadet is responsible for any cost related to Return to Duty Testing.

D. Follow-up Testing. The SAP must also establish a written drug “Follow-Up” testing plan for the cadet. The cadet must follow the plan. The SAP must order a minimum of 6 unannounced “follow up” tests to be performed over a 12 month period. The SAP may require the cadet to test for up to 5 years. All "Follow Up" program testing is in addition to and separate from the regular random program testing program. The cadet is responsible for any costs related to "Follow-Up" Testing.

E. Record Keeping. All records shall be maintained a location with controlled access.

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