

**RESOLUTION NO. 17-20**

**A RESOLUTION OF THE DRAPER CITY COUNCIL AMENDING THE PERSONNEL POLICY MANUAL SECTION 6115, CITY VEHICLE USAGE AND ACCIDENT REPORTING TO CLARIFY WHEN AN EMPLOYEE SHOULD BE DRUG TESTED**

**WHEREAS**, The City Council, from time to time, reviews and adopts policies and procedures to assist in the efficient utilization of scarce City resources and the fair and uniform application of requirements and benefits to City employees; and

**WHEREAS**, The City Council has reviewed Section 6115 and has determined the need to add language to clarify when an employee should be drug tested after an accident; and

**WHEREAS**, The City Council believes changes to the Personnel Policy Manual are in the best interest of the employees of Draper City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:**

**Section 1. Amendment.** The Draper City Council does hereby adopt the amendment to the Personnel Policy Section 6115 as attached hereto as Exhibit "A".

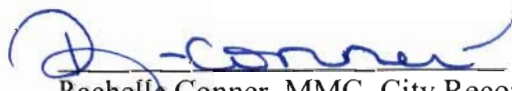
**Section 2. Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

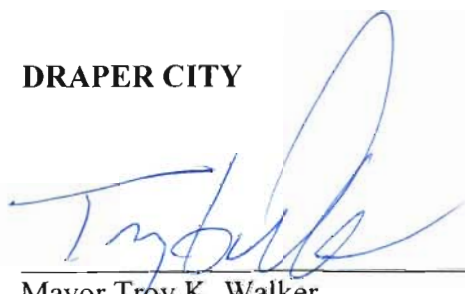
**Section 3. Effective Date.** This Resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS THE 21<sup>ST</sup> DAY OF MARCH, 2017.**

**DRAPER CITY**

**ATTEST:**

  
Rachelle Conner, MMC, City Recorder

  
\_\_\_\_\_  
Mayor Troy K. Walker



**VOTE TAKEN:**

**YES**

**NO**

Councilmember Rapple

✓

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Councilmember Stenquist

✓

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Councilmember Summerhays

✓

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Councilmember Vawdrey

✓

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Councilmember Weeks

✓

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Mayor Walker

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## Section 6115 Vehicle Usage and Accident Reporting

4. Supervisor Responsibility:
  - A. The supervisor of the employee involved in the accident shall notify his/her Department Director and the Public Works Area Manager as soon as possible.
  - B. The police department and/or the immediate supervisor should make every effort to have photographs of the accident made sufficient to visualize the scene of the accident, all damage and potential contributing factors.
  - C. The supervisor will ensure that the employee is drug and alcohol tested as soon as possible, but no later than six hours the accident by taking the employee to Work Care, 12422 S. 450 E., Draper, during normal business hours. After hours call OHCI at 801-561-2777. Supervisors should not leave employee unattended until drug and alcohol testing has been completed. **If the vehicle was unattended at the time of the accident, and the cause of the accident is not linked to any action of the driver, there is no need to drug test the employee.**
  - D. Supervisors shall submit incident forms to their Department Director, City Attorney and the Public Works Area Manager as soon as possible but no later than two working days.