KAY IVEY
GOVERNOR

State of Alabama
Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883

JOHN Q. HAMM
COMMISSIONER

January 5, 2026

ADMINISTRATIVE REGULATION NUMBER 211 **OPR: PERSONNEL**

PRE-EMPLOYMENT/RE-EMPLOYMENT DRUG TESTING APPLICANTS FOR CORRECTIONAL OFFICER JOBS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for pre-employment/re-employment drug testing of applicants for Correctional Officer jobs.

II. POLICY

It is the policy of the ADOC to provide reasonable assurance that applicants for Correctional Officer jobs are drug free and capable of performing their duties while maintaining high security and safety standards in the workplace.

III. DEFINITIONS AND ACRONYMS

A. **Correctional Officer**: Refers to any security employee in a Correctional Officer job classification series including Dog Handlers and Investigative Services Officers.

B. **Illegal Drug**: Any drug, intoxicant or controlled substance that is unlawful to possess or use such as marijuana, cocaine, opium, heroin, and methamphetamines including any unlawfully obtained prescription drugs.

C. **Reemployment**: Refers to individuals who are rehired after separating their employment with the Department.

D. **Substance Abuse**: Refers to use of illegal drugs or any drug by prescription that was illegally obtained.

IV. RESPONSIBILITIES

A. The ADOC Personnel Director/designee is responsible for ensuring that:

Drug screening tests are conducted on all individuals considered for employment or re-employment in Correctional Officer jobs.

B. Facility Heads/designees are responsible for arranging and coordinating drug screening tests for Correctional Officer job applicants and providing the results of the tests to the ADOC Personnel Division.

C. Applicants for Correctional Officer jobs are responsible for reading and signing Annex A to AR 211, *Pre-employment Drug Testing Consent Memorandum*, submitting to the drug screen, and providing acceptable evidence of record such as a certified physician's statement or a prescription medication container in the applicant's name for all prescribed drugs.

V. PROCEDURES

A. Prior to the initiation of the drug screen, the applicant shall provide a signed Annex A to AR 211, *Pre-employment Drug Testing Consent Memorandum,* which indicates:

1. Agreement to undergo a drug screen.

2. Full consent to be tested for substance abuse.

3. Knowledge of the consequences of a positive test.

4. Knowledge of the consequences of failing to submit to a drug screen.

B. The Consent Memorandum shall be part of the employment package provided to all Correctional Officer job applicants.

C. All Correctional Officer applicants shall submit to and pass the pre-employment drug screen before an offer of employment is made.

D. The drug screen shall consist of an analysis of a urine specimen provided by each applicant.

E. All drug testing shall be conducted within a drug lab in an ADOC facility in accordance with established procedures.

1. A staff member of the same sex shall observe the collection of the urine specimen.

2. Chain of custody of the specimen shall be always maintained and documented on the appropriate form.

3. A facility testing officer shall conduct analysis of all specimens.

F. Confirmation testing of a positive specimen shall not be conducted.

G. The results of the pre-employment drug screen shall be final and provided to the ADOC Personnel Division within 24 work hours of analysis.

H. Any applicant with a positive drug test shall:

Provide acceptable proof (Section IV.C above) that the results of the test were due to drug therapy under the care of a certified physician in order to be considered for employment.

VI. DISPOSITION

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

VII. ANNEXES AND FORMS

A. Annex A to AR 211, *Pre-Employment Drug Testing Consent Memorandum.*

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 211, *Pre-Employment/Re-Employment Drug Testing Applicants for Correctional Officer Jobs,* dated November 12, 2024, and any changes.

IX. PERFORMANCE

A. Drug-Free Workplace Act of 1988 (Public Law 100-690)

B. Controlled Substances Act (21 U.S.C. 812, Section 202)

C. Code of Alabama 1975 § 14-1-1.1 *et seq.,* 25-5-330, 25-5-340

D. Rules of the State Personnel Board (670-X-19-.01(2)(g)

Approval Date: 1/5/2026

John Q. Hamm
Commissioner

State of Alabama
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TO: Applicants for Employment or Re-Employment
Correctional Officer Jobs

FROM: The Alabama Department of Corrections (ADOC)
Personnel Division

SUBJECT: PRE-EMPLOYMENT DRUG TESTING CONSENT MEMORANDUM

The ADOC requires all correctional officer job applicants and staff to submit to a drug screening as a term and condition of employment. The purpose of the drug test is to ensure that all correctional officers are drug free and capable of performing their duties while maintaining high security and safety standards in the workplace.

Before you can be considered for employment, re-employment or continued employment, you must submit to and successfully pass a drug test conducted from time to time by the Department. Therefore, you must carefully read and sign the statement below indicating your understanding of and consent to drug testing.

I understand that it is the ADOC's policy to require all applicants for Correctional Officer jobs and Correctional Officer staff members to take a drug test (testing of a urine specimen) as a term and condition of initial and continued employment. I further understand that my failure to submit to, or a positive drug test would be cause for denial of employment or dismissal, if already employed. Therefore, I hereby knowingly and freely give my consent to submit to an ADOC drug test.

_____ _____

Applicant Signature Date

_____ _____

ADOC Employee Signature Date

Annex A to AR 211