

APPENDIX 1

RECEIPT OF EDUCATIONAL MATERIALS INCLUDING CITY OF LOS ANGELES INFORMATION FOR DRIVERS SUBJECT OF DRUG AND ALCOHOL TESTING

I, _____, certify that I have received a copy of the booklet titled **Information for Drivers Subject to Alcohol and Drug Testing**.

And: I have been informed of the name of the person designated by the City of Los Angeles, General Services, to answer questions about drug and alcohol testing.

Employee Signature

Date

Signed this _____ day of _____, 200_

If you have any questions regarding City of Los Angeles policies and procedures relating to substance abuse of alcohol misuse, or;

If you have questions regarding City of Los Angeles adherence to Federal Highway Administration (FHWA) regulations, or;

If you have any questions about any of the materials and information you have received in regards to Controlled Substance Abuse or Alcohol Misuse;

The person designated to answer those questions is:

Name: Rosetta Davenport Landou, Personnel Services Division, CHS, Room 307

Title: Senior Personnel Analyst

Phone Number: (213) 922-8573

Original: Employee File
Copy 1: Employee
Copy 2: Department Coordinator
Copy 3: Personnel Dept./OHSD

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