

**FLORIDA DEPARTMENT OF JUVENILE JUSTICE
POLICY AND PROCEDURES**

ATTACHMENT D EMPLOYEE NOTIFICATION OF POSITIVE TEST RESULTS

CONFIDENTIAL

**CERTIFIED MAIL, RETURN RECEIPT REQUESTED
PLACE LETTER ON DEPARTMENT LETTERHEAD**

Today's Date

Inside Address

Dear _____ :

This letter is to notify you that we have received the results of the drug test you underwent as a condition of employment with the Department, and the results were positive for _____.

As a result of the positive test result, you will no longer be considered for employment as a _____ with this Department.

If you feel that this confirmed test result is inaccurate, the following appeal procedure is available.

- Within 180 days after receipt of this notification, you may have a portion of your original specimen retested, at your expense. You must contact the laboratory that conducted the test to initiate a retest of the specimen.
- The specimen retest must be performed by the same laboratory or by another laboratory that is also licensed and approved by the Agency for Health Care Administration. The laboratory must retest the specimen using standards equal to those used by the first laboratory.
- If you choose another qualified laboratory for the specimen retest, the first laboratory is responsible for the transfer of the portion of the specimen to be retested, as well as the integrity of the chain of custody during the transfer.

Sincerely,

Regional Director/Equivalent Level Administrator

Cc: Office of Inspector General
Office of the General Counsel
Bureau of Human Resources
Hiring Facility Site