**Reasonable Suspicion Supervisor Guide**

A supervisor having knowledge or reasonable suspicion that an employee has used or misused drugs or alcohol while on or immediately prior to duty shall not permit the employee to perform or continue to perform work assignments and complete the following steps:

1. Contact Human Resources.
2. Begin filling out the Reasonable Suspicion Checklist. (**Appendix A**)
3. Obtain assistance from another manager or supervisor to act as a witness during the interview.
4. Only discuss your suspicions with the individual assisting you with the interview.
5. Move to a private area to conduct the interview.
6. Use the Reasonable Suspicion Checklist to note what you have seen, heard, smelled, etc.

**Employee Interview for Reasonable Suspicion**

1. Interview the employee with the additional supervisor/manager in attendance. Note the following:
	1. What the employee says
	2. Demeanor of employee
2. Inform the employee why you suspect the use of alcohol and/or drugs.
3. Ask the employee questions to determine the use of alcohol or drugs.
4. Allow the employee an opportunity to respond. Listen carefully and document what the employee says.
5. If it is determined that reasonable suspicion no longer exists, complete the following steps:

a. Document this conclusion

b. Notify Human Resources of this decision (process ends)

7. If reasonable suspicion **still exists**, complete the following steps:

a. Notify Human Resources of your conclusions.

b. Complete the Reasonable Suspicion Incident Form **(Appendix B**)

c. Complete Incident Report Checklist for Reasonable Suspicion Testing (**Appendix A**)

d. Ask the employee to sign the Consent to Test form. (**Appendix C**)

e. Submit all forms to Human Resources.

**Before beginning the testing process, the employee interview must be completed.**

**Testing Process**

Inform the employee that reasonable suspicion testing is supported by Personnel Policy 7-5-4 and that based upon your observations, you are requiring them to submit to testing. Advise the employee that refusal to test violates this procedure and is grounds for termination.

**If the employee consents to undergo testing.**

2. Inform Human Resources that the employee has consented to undergo reasonable suspicion testing.

3. Once Human Resources has given authorization for testing, they will:

a. Provide directions on where to transport the employee

b. Contact the testing/collection site to notify them of your arrival.

4. Transport the employee to the collection site.

5. Wait with the employee until tests completed.

6. Inform Human Resources once testing complete.

**If the employee refuses to proceed with the test:**

1. Inform the employee that a refusal to test may be grounds for termination. (Per Personnel Policy)

2. Notify Human Resources of the refusal to test.

3. Inform the employee that they are not to return to work until contacted by Human Resources

4. Make arrangements to transport the employee home. The employee must not be allowed to operate a vehicle of any kind (to include a bicycle) or to return to the work site. The employee may arrange for a family member or friend to pick them up.

**Following A Reasonable Suspicion Test (Tests will always be conducted for both drugs and alcohol)**

**Alcohol Test** - wait for the results. If the alcohol test is **POSITIVE:**

1. Make arrangements to transport the employee home. The employee must not be allowed to operate a vehicle of any kind (to include a bicycle) or to return to the work site.
2. In the event that the employee refuses transportation and insists on operating a vehicle, inform the employee that law enforcement will be notified of their decision and follow through if necessary.

**Drug Test** - results may take up to seventy-two (72) hours to receive and review.

1. Following the test, make arrangements to transport the employee home. The employee must not be allowed to operate a vehicle of any kind (to include a bicycle) or to return to the work site.
2. In the event that the employee refuses transportation and insists on operating a vehicle, inform the employee that law enforcement will be notified and follow through if necessary.
3. Pending the results of a drug test, an employee shall not return to work until after Human Resources Safety and Emergency Management Coordinator has informed the Department Authority of the drug test results and the Department Authority has instructed the employee to return.
4. The Human Resources Deputy Director or designee shall notify the employee of the positive result and advise the employee of the resulting disciplinary actions to come.

**Appendix A**

**Reasonable Suspicion Checklist**

**Name of Observed Employee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time** \_\_\_\_\_\_ **a.m.** \_\_\_\_\_\_ **p.m. Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When there is reasonable suspicion that an employee at work is unfit for duty, the supervisor or manager observing the behavior plus another supervisor/manager as observer/witness, if possible, must complete the checklist below. Where “Other” is checked, please describe.

**Observation Checklist**

|  |  |
| --- | --- |
| **Walking:**  | \_\_\_\_Holding on \_\_\_\_Stumbling \_\_\_\_Unable to walk  |
|   | \_\_\_\_Unsteady \_\_\_\_Staggering \_\_\_\_Swaying \_\_\_\_Falling  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Standing:**  | \_\_\_\_Swaying \_\_\_\_Feet wide apart \_\_\_\_Unable to stand  |
|   | \_\_\_\_Rigid \_\_\_\_Staggering \_\_\_\_Sagging at knees  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Speech:**  | \_\_\_\_Whispering \_\_\_\_Slurred \_\_\_\_Shouting  |
|   | \_\_\_\_Incoherent \_\_\_\_Slobbering \_\_\_\_Silent  |
|   | \_\_\_\_Rambling \_\_\_\_Mute \_\_\_\_Slow  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Demeanor:**  | \_\_\_\_Cooperative \_\_\_\_Calm \_\_\_\_Sleeping on the job  |
|   | \_\_\_\_Sarcastic \_\_\_\_Sleepy \_\_\_\_Crying  |
|   | \_\_\_\_Talkative \_\_\_\_Argumentative \_\_\_\_Excited \_\_\_\_Polite  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Actions:**  | \_\_\_\_Hostile \_\_\_\_Fighting \_\_\_\_Profanity \_\_\_\_Drowsy  |
|   | \_\_\_\_Threatening \_\_\_\_Hyperactive \_\_\_\_Erratic \_\_\_\_Calm \_\_\_\_Resisting communication  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Eyes:**  | \_\_\_\_Bloodshot \_\_\_\_Watery \_\_\_\_Droopy \_\_\_\_Dilated  |
|   | \_\_\_\_Glassy \_\_\_\_Closed  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Face:**  | \_\_\_\_Flushed \_\_\_\_Pale \_\_\_\_Sweaty  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Appearance/**  | \_\_\_\_Neat \_\_\_\_Unruly \_\_\_\_Messy \_\_\_\_Dirty  |
| **Clothing:**  | \_\_\_\_Stains on clothing \_\_\_\_Having odor \_\_\_\_Partially undressed \_\_\_\_ excrement stains  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Breath:**  | \_\_\_\_No alcoholic odor \_\_\_\_Faint alcoholic odor \_\_\_\_Alcoholic odor  |
|   | \_\_\_\_Sweet/pungent tobacco odor \_\_\_\_Heavy usage, breath spray  |
|    | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Movements:**  | \_\_\_\_Fumbling \_\_\_\_Jerky \_\_\_\_Nervous  |
|   | \_\_\_\_Slow \_\_\_\_Normal \_\_\_\_Hyperactive  |
|   | \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**Eating/**  \_\_\_\_Gum \_\_\_\_Candy \_\_\_\_Mints

**Chewing:** \_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix B**

**Reasonable Suspicion Incident Form**

**How did Employee’s behavior come to your attention?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous:** \_\_\_\_Presence of alcohol and/or drugs in associate’s possession or vicinity

 \_\_\_\_On-the-job misconduct by employee

 \_\_\_\_Employee admission concerning alcohol use and/or drug use or possession

 \_\_\_\_If there are witnesses to employee’s conduct, list below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Observations: (if accident, provide details)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee’s Explanation of Reasons for their Conduct:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Once above portion of form has been completed by you and a witness, you are now ready to take a position with the employee.**

(Check one)

\_\_\_\_Employee has agreed to testing \_\_\_\_Employee has not agreed to testing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Manager Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness Signature Date**

**Appendix C**

**DRUG/ALCOHOL TESTING CONSENT FORM**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give my consent to authorize my employer known as The Town of Marana and the testing laboratory designated to conduct analytical tests deemed necessary, on an ongoing basis, to determine the absence or the presence of Alcohol, Class A Drugs (heroin, cocaine, etc.) Class B Drugs (cannabis, amphetamines, etc.) in my body through the use of urine, hair, blood, breath or any sample as specified by statute and regulation.

I give my consent to release the results of the test(s) and other medical information from the laboratory to my employer.

The Contracted Medical Review Officer may request proof that I am taking a controlled substance as directed pursuant to a lawful prescription issued in my name. If requested, I agree to provide such proof within 72 hours.

I have the right to request a re-test of the initial specimen at a licensed laboratory of my choice if and when I have a positive test for drugs. All requests for a re-test of the sample must be made within ten (10) working days of the receipt of the original positive test result. The results of the samples must be forwarded to me by the appointing authority of the licensed laboratory.

I further understand that a positive test, refusal to authorize this form, refusal to take the test, or failure to produce a specimen, may result in disciplinary action up to and including dismissal in accordance with any local, State, or Federal statute, regulation, and policy.

**Employee Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisors Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_