

## REASONABLE SUSPICION ADMINISTRATIVE CHECKLIST

(Provide a copy to the company administering the alcohol/drug testing.)

1. Department \_\_\_\_\_
2. Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
3. Name of Employee: \_\_\_\_\_ Job Class: \_\_\_\_\_
4. Name of Supervisor/Manager: \_\_\_\_\_
5. Witness(es): \_\_\_\_\_

6. Please mark the boxes below to indicate which of the following observations/conditions you (and any witnesses) are observing. Any of the following conditions are sufficient to create reasonable suspicion and the need for alcohol and drug testing. Two or more conditions are needed, unless you have one very strong indicator (\*).

If you are unsure if the condition rises to the level of reasonable suspicion, reach out to your Department's Disability Management Analyst or Human Resources at 707-565-2331 and request to speak to the Disability Management Unit.

If the observation occurs after normal business hours, or if a Human Resources contact is not available, reach out to the highest level of management available for assistance:

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|---|--|
| <input type="checkbox"/> Slurred, slow, or incoherent speech  | <input type="checkbox"/> Significant change in behavior  |
| <input type="checkbox"/> Odor of alcoholic beverage (on breath or body odor)  | <input type="checkbox"/> Drugs or alcohol found in County vehicle*   |
| <input type="checkbox"/> Use of cannabis or other drugs or alcohol witnessed while employee was on work property*   | <input type="checkbox"/> Abnormal, erratic, unusually argumentative, agitated, or paranoid behavior  |
| <input type="checkbox"/> Unsteady or fidgety movement or dizziness (when standing or walking)                       | <input type="checkbox"/> Observable phenomena (e.g bloodshot or watery eyes or dilated pupils, flushed or sweating face, etc.)               |
| <input type="checkbox"/> Accident occurred (typically requires an additional indicia unless a DOT-covered employee) | <input type="checkbox"/> Information of employee's drug or alcohol use reported by another person (cannabis use must be witnessed on-campus) |
| <input type="checkbox"/> Physical altercation   | <input type="checkbox"/> Drowsiness/sleeping on the job  |
| <input type="checkbox"/> Verbal altercation   | <input type="checkbox"/> Inability to respond  |
| <input type="checkbox"/> Possession of drugs or alcohol*  |  |

7. Give specific details about what you saw, heard, and/or smelled:

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8. Give a brief summary of the employee's job duties (ie. drives vehicles, conducts in-home visits, prepares reports, etc.):

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9. Did you talk to the employee?  No  Yes At what time? \_\_\_\_\_ a.m. / p.m.

10. Did the employee request to have their Union Rep present?  No  Yes  N/A

11. Did the employee contact their Union Rep?  No  Yes

Name of Representative/Union and method of contact: \_\_\_\_\_

Any notes about Union involvement including all names of Union Reps or Stewards contacted and method of contact:

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12. Did you witness the employee using drugs or alcohol on County property during the work day?  No  Yes (cannabis use must be witnessed to be reasonable suspicion)

13. Ask the employee if they are currently under the influence of drugs and/or alcohol.

What did the employee say or admit or offer by way of explanation?

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14. Did the employee agree to be tested?  No  Yes

**If employee refuses to test, tell the employee:** “This is not a request to test. The test is a direct order by management for reasonable suspicion testing, and failure to comply will result in disciplinary action up to and including termination from County employment.”

**If employee still refuses to test,** employee needs to be driven home and placed on Administrative Leave pending further discussion with Department Leadership/Internal Affairs/Human Resources.

15. Name of Supervisor(s) taking Employee to be tested: \_\_\_\_\_

16. If test result was positive/inconclusive, how did employee get home?

\_\_\_\_\_

17. Does the employee drive a County-assigned vehicle?  No  Yes

If so, where is the vehicle located and where are the keys? If employee has vehicle at another location, (i.e., home) the vehicle and keys should be retrieved.

\_\_\_\_\_

18. Administrative Leave Letter presented to employee?  No  Yes

I certify the above is true and correct.

Signature of Supervisor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

# **Drug and Alcohol Testing Request Form (Present to Test Administrator)**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Testing Company: \_\_\_\_\_

Please administer the following tests:

- Urine Screening Panel (drug screening)
- Saliva Screening Panel (drug screening)
- Alcohol Testing

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Results** (to be completed by test administrator)

1. Drug Test:     Positive     Negative     Inconclusive

a. Additional Information:

2. Alcohol Test:     Positive     Negative     Inconclusive

a. Additional Information:

Test Admin Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Testing Process Completed Date: \_\_\_\_\_ Time: \_\_\_\_\_