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|  | POLICY PROCEDURE GUIDELINES | POLICY NUMBER: 04.00.00. | PAGE NUMBER: 1 of 13 |
| | | SUBJECT: Alcohol and Controlled Substances Use Policy | Adopted: 12/15/2015 Latest Revision: Next Review: |

04.00.00. POLICY STATEMENT

Abuse of alcohol and use of controlled substances are universally recognized as significant and pervasive health, safety and economic problems that may negatively affect an employee’s work performance and productivity. The Forest Preserve District of Cook County (the “District”) not only shares the public’s concern regarding the misuse of alcohol and controlled substances but also is responsible for ensuring that the public receives the benefit of a District workplace that is alcohol and drug-free.

For the protection of the general public, well-being of its employees and in compliance with all federal, state and local laws, the District maintains a strict alcohol and controlled substances use policy for its employees. Full compliance with this policy and applicable testing procedures is a condition of initial and continued employment with the District.

Any disciplinary action under this policy is subject to: **(1)** any applicable collective bargaining agreement with the District; and **(2)** the Cook County Personnel Rules. To the extent, however, that this policy conflicts with any drug or alcohol policy previously adopted or adopted in the future by Cook County, this District policy shall be controlling.

This policy shall comport with all federal, county and local laws including, but not limited to, regulations promulgated by the United States Department of Transportation and the Federal Motor Carrier Safety Administration, the Health Insurance Portability and Accountability Act (HIPAA) and the Genetic Information Nondiscrimination Act (GINA).

04.00.01. PURPOSE

The purpose of this policy is to help prevent accidents and injuries resulting from the misuse of alcohol and/or controlled substances by District employees, as well as ensure compliance with any applicable federal, state and local laws.

04.00.02. REFERENCES

Forest Preserve District of Cook County, Drug-Free Policy for District Employees (FPDCC Code Section 1-11-1)

Forest Preserve District of Cook County, District Vehicle Policy (FPDCC Code Section 1-14: 1-4)

04.00.03. DEFINITIONS

Alcohol: means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or content): means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test.

Alcohol Use: the drinking and/or ingesting of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Confirmation Test: means a second breath test or test performed on a urine specimen to further support a valid test result.

Confirmation Drug Test: means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory. The MRO is a licensed physician who has knowledge of substance disorders.

Controlled Substances (or “drugs”): refers to any drug or substance whose use is legally prohibited including, but not limited to, marijuana (THC), cocaine, opiates, phencyclidine (PCP), or amphetamines (including methamphetamines).

Initial or Screening Test: includes Breathalyzer or saliva test for alcohol; urine test for drugs; and/or blood test for drugs and/or alcohol and means:

- (1) In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath, saliva or blood specimen.
- (2) In drug testing, a test to eliminate “negative” urine or blood specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs.

Medical Review Officer (“MRO”): is a person who is a licensed physician who is responsible for receiving and reviewing laboratory results generated by the employer's drug testing program and evaluating medical explanations for certain drug test results.

On Duty: means all time from the time an employee begins to work or to perform responsibilities related to work, or is required to be ready for work or to perform responsibilities related to work, until the time the employee is relieved from work and all responsibility for performing work.

Reasonable Suspicion: is defined as a belief based on objective facts sufficient to lead a reasonably prudent person to find that an employee is using, or has used, alcohol or controlled substances in violation of this policy. Reasonable suspicion is based on suspicious behavior such as, but not limited to, appearance, conduct, body odor or speech. The suspicious behavior must be observed by a supervisor and at least one other person. The suspicion must be drawn from specific, objective, articulable facts and reasonable, rational inferences drawn from those facts in light of experience. The facts must lead the supervisor to believe that the employee’s ability to perform the functions of the job is impaired, or that the employee’s ability to perform his/her job safely is reduced.

The supervisor shall document the reasons why he or she determined that the employee was impaired or otherwise unable to perform his/her job safely. The documentation will also contain the name of the other person who witnessed the event as well as any other information supplied by the other person who witnessed the event.

Refusal to Submit: *(to an alcohol or controlled substances test)* includes, but is not limited to, an employee who:

- (1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the District, after being directed to do so by the District, and is unable to provide certification from a medical professional or civil authority that his or her failure to appear for the test was necessary;
- (2) Fails to go to or remain at the testing site until the testing process is complete or leaves the testing site, before the testing process commences and is unable to provide certification from

a medical professional or civil authority that his or her failure to remain at or go to the testing site was necessary;

- (3) Fails to provide an adequate breath or urine specimen within 3 hours of reporting to the testing site unless the employee provides certification from a medical professional stating the employee is unable to provide the adequate sample.
- (4) Fails to cooperate in any manner or engages in any conduct that clearly obstructs the testing process for any test (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process);
- (5) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen;
- (6) Fails or declines to take a second test, as directed by the District or its testing agent;
- (7) Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process; or
- (8) Is reported by the MRO as having a verified adulterated or substituted test result.

04.00.04. SCOPE

This policy applies to all District employees, except those who are covered by another collective bargaining agreement drug and/or alcohol policy. As denoted below, there are additional rules that apply solely to employees with a commercial driver's license ("CDL").

04.00.05. RESPONSIBILITY

District Employees: All District employees are required to comply with the Alcohol and Controlled Substances Use Policy.

04.00.06. PROCEDURE

04.00.06.01. Prohibitions

A. Alcohol

The following are prohibited by the District:

1. Possession: No employee shall possess an open container that has alcohol while on duty; nor shall any employee possess alcohol in an open or unopened container, in a District vehicle.
2. Alcohol Concentration: No employee shall report for duty or remain on duty while having an alcohol concentration of 0.04 or greater. CDL holders shall not report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
3. On Duty Use: No employee shall consume alcohol while on duty.
4. Use Following an Accident: Employees may not use alcohol for eight (8) hours following an accident that requires a post-accident alcohol test, or until after the employee undergoes a post-accident alcohol test, whichever occurs first.

B. Controlled Substances

1. Possession: No employee shall possess a controlled substance while on duty, except as permissible by law.
2. Reporting For Duty: No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when the use is prescribed by a physician and the physician has advised that the substance will not adversely affect the employee's ability to perform his/her job duties satisfactorily. Employees should advise their doctor of the type of work they do before the physician prescribes any medication.

If a District supervisor has actual knowledge that an employee is using, has used, or may have used a controlled substance without prior authorization from a licensed medical practitioner, he/she shall not permit the employee to perform or continue to perform his/her work duties for the District until the matter has been reviewed further by appropriate District personnel.

No employee shall report for duty or remain on duty if the employee tests positive, or has adulterated or substituted a test specimen, for controlled substances.

Any medications that may affect an employee's ability to perform their job duties satisfactorily should be timely reported to the Director of Human Resources.

04.00.06.02. Testing Circumstances

Employees may be required to submit to alcohol and/or controlled substances tests. Employees may not refuse to submit to any of these tests unless the employee has a reasonable valid medical explanation. If an employee refuses to be tested without a reasonable valid medical explanation, it will be considered gross insubordination and a violation of this policy, both of which are major cause infractions. The District will not allow the employee to perform or continue to perform their duties and the employee will be subject to discipline up to, and including, discharge.

A. Pre-employment/New Position

New applicants or current employees will be screened for alcohol and/or controlled substance abuse prior to being hired or being selected for a new position and will be notified when they should submit to testing. A positive alcohol and/or drug test or refusal to submit to the test for an applicant or employee selected for a new position will result in automatic disqualification.

The failure or refusal of an employee to fulfill these responsibilities will be considered gross insubordination, a "major cause" violation of the Cook County Personnel Rules, and the employee may be disciplined up to, and including, discharge.

B. Reasonable Suspicion Testing

The District shall require an employee to submit to an alcohol and/or controlled substances test(s) if there is reasonable suspicion that the employee is under the influence of alcohol and/or a controlled substance. Reasonable suspicion is based on suspicious behavior as defined above.

Only a District employee trained to determine reasonable suspicion will be allowed to make reasonable suspicion determinations. After a reasonable suspicion determination has been

made, a testing agent will be summoned by the District to perform a Breathalyzer test and/or controlled substances test.

If an alcohol test based on reasonable suspicion is not administered within two (2) hours following the observations, the District shall prepare and maintain on file a record stating the reason(s) the alcohol test was not promptly administered. If an alcohol test based on reasonable suspicion is not administered within eight (8) hours following the observation, the District shall cease attempts to administer an alcohol test and shall state in the record the reason(s) for not administering the test.

The controlled substances test will be ordered by the District and conducted in accordance with the District controlled substances procedures. The employee will be given an initial controlled substances screening test. If the test is negative, the employee shall return to his or her duties. If the initial screening test is positive, the employee shall be relieved of his or her duties until a confirmation test can be performed.

In the event that an alcohol and/or controlled substances test is not administered, due to actions of the employer, a record will be kept documenting that a test was not administered and no adverse presumption or implication will be attributed to the employee. Such documentation shall be kept in the employee's personnel file maintained in the Human Resources Department.

C. Post-accident Testing

As soon as practicable, but no more than eight (8) hours for alcohol or thirty-two (32) hours for drugs, and in all cases in accordance with the District Vehicle Equipment and Incident Review Board Policies, following an accident with a vehicle and/or equipment, the District shall test for alcohol and controlled substances for employees involved in the accident including, but not limited to, these circumstances:

1. Drivers/operators of the vehicle and/or equipment;
2. Passengers or other employees may be tested based on the Reasonable Suspicion criteria set out herein.

Testing is required without regard to whether the District has any reasonable suspicion of alcohol and/or controlled substances usage; reasonable cause to believe the employee was at fault in the accident; or reasonable cause to believe that alcohol and/or controlled substances may have been a factor.

In addition to an employee's obligations under the District Vehicle Equipment and Incident Review Board Policies, immediately after being involved in an accident, the employee must contact a supervisor, who will notify the District testing agent and proceed directly to the accident site. The testing agent will administer the tests in accordance with District testing procedures. The testing agent will provide the employee with as much privacy as possible under the circumstances present at the site of the testing.

An employee who is subject to post-accident alcohol and/or controlled substances testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. A refusal to submit will be considered gross insubordination, a "major cause" violation of the Cook County Personnel Rules, and the employee may be disciplined up to, and including, discharge.

An employee who is seriously injured and cannot be tested at the time of the accident must provide the necessary authorization for obtaining hospital records and other documents that would indicate the employee's blood alcohol content (BAC) and whether there were any controlled substances in his or her system. The failure or refusal of an employee to fulfill these responsibilities will be considered gross insubordination, a "major cause" violation of the Cook County Personnel Rules, and the employee may be disciplined up to, and including, discharge.

This policy should in no way be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

D. Return To Work

An employee must submit to alcohol and/or controlled substances testing upon return from any leave of absence of thirty (30) days or longer, as a part of his or her required return-to-work examination; or as a part of a routine testing program of an employee returning to work, with a history of alcohol abuse, illicit drug use and/or legal drug use; or after returning from a successful stay in a rehabilitation program. A refusal to submit is considered a "major cause" violation of the Cook County Personnel Rules and the employee may be disciplined up to, and including, discharge. This section does not apply to employees returning from a military leave of absence.

E. Random

Every employee with a CDL shall submit to random alcohol and controlled substances testing as a condition of his or her employment with the District. These tests are unannounced and may occur throughout the year. Employees selected for random testing shall report immediately to the testing site accompanied by their supervisor or someone designated by the supervisor, unless accompaniment is impracticable.

- **Please note that the District does not control, and is not involved in, the selection process for random testing.**

For random and reasonable suspicion testing, an employee will be given three (3) hours to provide an adequate breath and/or urine sample. Any failure or refusal to do so without an acceptable medical explanation will be treated as a positive result and a "major cause" infraction of the Cook County Personnel Rules. Employees who fail the drug test will be subject to discipline up to and including discharge. CDL holders will be discharged.

04.00.06.03. Alcohol Testing Methodology

A. Breath Alcohol Technician (BAT)

The breath alcohol testing procedure is conducted, interpreted, and recorded by a certified breath alcohol technician (BAT). The BAT has been trained and certified under the Department of Transportation model course.

B. Alcohol Testing Device

The specific equipment used by the District is an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA).

C. Two Breath Tests

A screening test followed by a confirmation test between fifteen and thirty minutes later are necessary to ensure that an employee had a prohibited breath alcohol concentration and is in violation of these rules.

04.00.06.04. Alcohol Testing Procedures

The breath test will be conducted by a BAT on an EBT device by the District testing agent at a location to be determined or in the field.

Any result less than 0.04 alcohol concentration is considered a “negative test.” If the alcohol concentration is 0.04 or greater, a confirmation test must be conducted. For CDL holders, any result less than 0.02 alcohol concentration is considered a “negative test.” The confirmation test shall be conducted, if possible, not before 15 minutes and not later than 30 minutes after the screening test.

1. During this waiting period, the employee cannot eat, drink, put any object or substance in his or her mouth, or leave the premises.
2. A new mouthpiece will be used.
3. Employee will blow forcefully in the mouthpiece until the EBT device indicates that an adequate amount of breath has been obtained.
4. BAT records and shows the employee the test result.
5. BAT signs Step 3 and the employee signs Step 4 of the form.

A copy of the test results will be given to the employee. Two other copies will remain with the District and the BAT for record keeping. If the employee is unable to provide an adequate breath sample, he or she must provide a medical reason and documentation from a doctor, which states the condition. If no adequate medical reason is provided within 5 business days, the lack of adequate breath sample will be considered a failed test and a “major cause” violation of the Cook County Personnel Rules. The employee may be disciplined up to, and including, discharge.

If, at any time during the testing, the employee does not cooperate with the instructions given or does not follow procedures outlined by the BAT, this action shall be considered a refusal to submit to testing and is a “major cause” violation of the Cook County Personnel Rules. The employee may be disciplined up to, and including, discharge.

A. Compensation

Time spent in conjunction with the testing procedure will be considered “on duty” time by the District, except for pre-employment and return to work testing.

B. Consequences of Violating the Alcohol Use Policy

If the Breathalyzer test is negative, the employee will be returned to his or her regular duty.

An employee testing at 0.04 or greater will be pulled from duty without pay until further notice from the District and is subject to discipline up to, and including, discharge. The employee may be required to take an alcohol test showing a level of less than 0.04 before being allowed to return to work. Upon return to work, he or she will be subject to unannounced follow-up

testing. At least six **(6)** tests may be conducted within the first twelve **(12)** months after returning to work.

An employee with a confirmed alcohol concentration of 0.04 or greater has failed the test. This failure is considered a “major cause” infraction and the employee may be disciplined up to, and including, discharge.

For CDL holders, an employee testing at 0.02 and up to 0.039 will be pulled from duty and is subject to discipline, up to and including discharge as outlined in the collective bargaining agreement. The employee may be required to take an alcohol test showing a level of less than 0.02 before being allowed to return to work but under no circumstances will be allowed to return to work for at least twenty-four **(24)** hours. Upon return to work, he or she will be subject to unannounced follow-up testing. At least six **(6)** tests will be conducted within the first twelve **(12)** months after returning to work.

A CDL holder with a confirmed alcohol concentration of 0.04 or greater has failed the test. This failure is considered a “major cause” infraction and the employee may be discharged.

04.00.06.05. Controlled Substance Testing Procedures

If, at any time during the testing, the employee does not cooperate with the instructions given or does not follow procedures outlined by the District testing agent, this action shall be considered as a refusal to submit to testing and a “major cause” violation of the Cook County Personnel Rules. The employee may be disciplined up to, and including, discharge.

A. Controlled Substances Tested

Employees are tested for the following five prohibited drugs:

THC (MARIJUANA) METABOLITES¹
COCAINE METABOLITES²
OPIATE METABOLITES
AMPHETAMINES/METAAMPHETAMINES
PHENCYCLIDINE (PCP)

B. Specimen Collection Procedures

Specimen collection is conducted by trained personnel. A urine drug testing custody and control form documents the specimen collection and accompanies the specimen to the laboratory.

Specific procedures followed during the collection of the specimen include: **(1)** positive identification of the employee; **(2)** removal by the employee of his or her outer garments only (outer garments refers to anything above the employee’s shirt); **(3)** washing of the employee’s hands prior to collection of the specimen; **(4)** securing of water sources in the collection site enclosure; **(5)** adding of blueing agent to toilet tank and bowl; **(6)** the collector remains outside the enclosure; **(7)** employee may flush the toilet only after releasing the specimen to the collector; **(8)** specimen container must contain at least 60 ml. of urine; **(9)** the specimen will be divided into two containers, 30 ml. to be used as the primary specimen, and 15 ml. to be used as the split specimen; **(10)** both containers will be sealed in the presence of the test subject

¹ Delta-9-tetrahydrocannabinol-9-carboxylic acid

² Benzoylcegonine

with evidence tape and with an identifying number, date and initials from the donor, written on the tape.

An employee is ensured of individual privacy when providing a urine specimen for testing except when:

1. The collector observes conduct clearly and unequivocally indicating an attempt to adulterate or substitute the specimen; or
2. The employee's last provided specimen was determined or to be diluted; or
3. The employee has previously had a verified positive test.

If a direct observation is required as a result of these specific circumstances, the collector will be the same sex as the employee. The collector inspects the specimen for volume, temperature, color, pH concentration factor, and unusual signs of contamination.

If an employee refuses to cooperate with the collection process, the collector will notify the District and note the non-cooperation on the employee's urine custody and control form. If the employee is unable to provide an adequate urine sample, he or she must provide a medical reason and documentation from a doctor, which states the condition. If no adequate medical reason is provided within 5 business days, the lack of adequate urine sample will be considered a failed test and a "major cause" violation of the Cook County Personnel Rules. The employee may be disciplined up to, and including, discharge.

The employee may not leave the premises during that time. Any failure or refusal to do so will be treated as a positive result and a "major cause" violation of the Cook County Personnel Rules. The employee may be disciplined up to, and including, discharge.

C. Laboratory Operations

In all testing, an initial drug screening using Gas Chromatography-Mass Spectrometry ("GCMS") methodology is performed by trained laboratory personnel. If the specimen tests 10 positive, the specimen is sent to a laboratory certified by the U.S. Department of Health and Human Services for confirmatory testing.

D. Laboratory Analysis Procedures

Following are the basic laboratory analysis procedures:

1. Use of a chain of custody procedure to track and preserve the integrity of the specimen throughout the lab processes.
2. Once accepted by the laboratory, the specimen remains in secured storage. Aliquots (small amounts) of the specimen will be used for conducting tests.
3. Screening of the specimen using an immunoassay analysis. Cut-off levels are established to determine if the specimen contains drug metabolites. Cut-off levels are those established by federal regulation. If the amount of metabolite is below the cut-off level, the specimen is reported as negative.
4. A specimen that is positive in the initial screening will be sent to a Department of Health and Human Services ("DHHS")-certified laboratory for confirmatory testing by gas chromatography/mass spectrometry methods. If the amount of metabolite is

above the cut-off level, the specimen is confirmed positive; if it is below the cut-off level, it is reported as a negative result.

E. Reporting of Urinalysis Results

All results are reported to a Medical Review Officer (“MRO”). The MRO then receives a certified copy of the lab results.

The MRO’s review and verification of positive test results is required before results are reported to the District. An employee whose test result is positive will be provided with an opportunity to discuss the test result with the MRO. The MRO may verify the test as positive.

If the MRO concludes that there is a legitimate medical explanation for the positive result, the test result is reported as negative to the District. Under such limited circumstances, no information that the test was reported positive by the laboratory is provided to the District.

The employee may request, through the MRO, a re-analysis (re-test) of his or her specimen. This means a re-analysis of the original split specimen, not of another specimen subsequently collected. The employee will have 3 business days in which to request a test of the split specimen. The original testing laboratory will provide the specimen to another certified laboratory for analysis. If the result of the split specimen failed to reconfirm the initial result, the test will be canceled.

If, after five business days from being notified to do so, the employee does not contact the MRO, the MRO will verify the positive test results to the District.

F. Compensation

Time spent in conjunction with the testing procedure will be considered “on duty” time by the District, except for pre-employment and return to work testing.

G. Consequences of a Reported Positive Controlled Substances Test

If the District has verified a positive test result (including an unexcused failure to take the test), the employee has failed the test. This failure is considered a “major cause” infraction and the employee may be placed on emergency suspension pending a pre-disciplinary hearing. The employee is not to return to work pending the result of the pre-disciplinary hearing. Employees testing positive are subject to discipline up to, and including, discharge.

An employee with a verified test may be allowed to complete a verified drug rehabilitation program as approved by the District. Upon return to work, he or she will be subject to unannounced follow-up testing. At least six (6) tests may be conducted within the first twelve (12) months after returning to work.

For CDL holders, if a positive test result is verified, the employee has failed the test. This failure is considered a “major cause” infraction and the employee may be discharged.

04.00.06.06. Miscellaneous

Please note that contacting EAP and/or participation in a rehabilitation program does not alleviate the employee’s responsibilities and/or duties under this policy; nor does it halt or prevent the disciplinary process from going forward under any circumstances.

If the employee's drug and/or alcohol testing results in a positive result, the employee will be considered unqualified to drive, relieved from duty and subject to disciplinary action up to and including discharge. If the drug or alcohol testing was not a result of a return to work test or post-accident test in which the employee damages District or private property or causes physical injury or death to any person then the employee is subject to discipline. However, the employee shall be given a one-time opportunity to enroll in and successfully complete a rehabilitation program approved by the District. During the employee's period of rehabilitation treatment, he or she will be placed on a 30-day unpaid leave of absence. The employee may use his or her sick days, vacation days, personal days or compensatory time during the leave of absence. If the employee fails to complete the rehabilitation program, the employee will be discharged. If the employee successfully completes the rehabilitation program, he or she will be returned to work on a last chance agreement the terms of which are to be prescribed by the District. An employee who has successfully completed the rehabilitation program shall be able to take the return to work test within seven (7) business days of completing the rehabilitation program. If the Employer fails to provide the return to work test within seven (7) business days of the employee completing the rehabilitation program, at no fault of the employee, the employee shall be considered absent with pay. If the testing was a result of a return to work test or an accident resulting in damage to District or personal property or injury or death to any person, then discipline up to and including discharge shall be issued in accordance with just cause.

Please contact the District's Designated Employer Representative ("DER"), with any questions or comments regarding this policy at 312-603-0023.

04.00.06.07. Employee Assistance Program ("EAP")

Information can be obtained on the effects of misuse of alcohol and controlled substances on an individual's health, work and personal life; signs and symptoms of an alcohol problem; and available twelve (12) methods of intervening when an alcohol and/or controlled substance problem is suspected by contacting the Employee Assistance Program ("EAP") at 312-603-1290.

04.00.07. TRAINING REQUIREMENTS

(1) All District employees should be trained on this policy.

04.00.08. ACTION PLAN TO COMMUNICATE/DISSEMINATE

- (1) This policy should be distributed to all staff.
- (2) This policy should be added to the District shared drive, intranet, and District website.
- (3) Department Heads should work to ensure that their staff is knowledgeable about this policy.

If you have questions, comments, or suggestions concerning this District policy, please contact:

Forest Preserve District of Cook County
The Human Resources Department
Phone: (708) 771-1562
Email: FPD.HumanResources@cookcountyil.gov



APPENDIX A: OBSERVATION FORM REASONABLE SUSPICION DRUG TESTING

INSTRUCTIONS:

Please complete the information below. Your office should retain the original and a copy should be faxed or emailed to your Department Head and the Legal Department.

SECTION 1:

Employee Name: _____
 Employee Job Title: _____
 Department: _____
 Work Site/Location: _____
 Date of Report: _____
 Time of Report: _____
 Person Completing Form: _____ Title: _____

SECTION 2:

What was observed? (Attach additional sheet if necessary)

Action Taken? (Attach additional sheet if necessary)

Additional Action Recommended? (Attach additional sheet if necessary)

SECTION 3:

The observations documented above were made of the employee identified in Section 1.

 Supervisor's Name (Printed or Typed) Supervisor's Signature Date

 Witness Name (Printed or Typed) Witness Signature Date



OBSERVATION FORM REASONABLE SUSPICION DRUG TESTING

SUPERVISOR CHECKLIST FOR REASONABLE SUSPICION TESTING

INSTRUCTIONS:

Please complete the information below. Your office should retain the original and a copy should be faxed or emailed to your Department Head and the Legal Department.

SECTION 4:

Observations: Check ALL that apply:

*** W – Witness S – Supervisor***

| BEHAVIOR | Check | | APPEARANCE/ODOR | Check | SPEECH | Check | |
|---|-------|---|--|-------|-------------------------|-------|---|
| | W | S | | | | W | S |
| Drowsy, Sleepy, Lethargic | | | Dilated (Large) Pupils | | Slurred, Thick, Slow | | |
| Agitated, Anxious, Restless | | | Constricted (Pinpoint) Pupils | | Incoherent | | |
| Hostile | | | Unfocused, Blank Stare | | Exaggerated enunciation | | |
| Unresponsive, Distracted | | | Disheveled Clothing | | Rambling | | |
| Clumsy, Uncoordinated | | | Unkempt Grooming | | | | |
| Hyperactive, Fidgety | | | Messy, Dirty, Stained Clothing | | | | |
| Inappropriate, Uninhibited Behavior, Fighting, Threatening | | | Partially Dressed | | | | |
| Belligerent, Moody | | | Smell of Alcoholic Beverage | | | | |
| Standing: Swaying, Falling, Unbalanced, Locked Knees, Feet Wide Apart, Sagging at Knees | | | Smell of Marijuana, Other Strong Drugs | | | | |
| Walking: Stumbling, Staggering, Swaying, Unsteady, Holding-On | | | Needle Marks on Arms | | | | |
| All Other Observations: | | | | | | | |