

# Reasonable Suspicion Administrative Procedures

If the employee is to undergo drug and alcohol testing, please follow the below procedures.

- A. Review the [Reasonable Suspicion Policy](#).
- B. Complete the [Reasonable Suspicion Checklist](#).
- C. Contact your Department Human Resources personnel or Human Resources Department Disability Management Unit, 707-565-8059.
- D. Inform the employee that they are suspected of being under the influence in the workplace and are being ordered to undergo drug and alcohol testing, and that:
  1. Refusal to test will be subject to disciplinary action, up to and including termination.
  2. The employee will be taken to the drug testing facility - or if after-hours, they must wait on site until the testing unit arrives.
  3. The employee may request to have their Union representative or steward present for testing. The union representative will need to meet the employee at the testing location within approximately an hour. The timeliness of testing is very important, so if the Union representative is not available in a reasonable amount of time, the testing should proceed without them.
    - If employee is combative or highly agitated, do not put them in your vehicle. Call for management assistance, or possibly 9-1-1, and then call for on-site testing services (see E.2, below).
- E. Arrange for testing of the employee:
  1. Between 8:00 a.m. and 5:00 p.m.: Call Futures Rehab at (707) 568-0123. Tell them you are a manager with the County and you are bringing in an employee for reasonable suspicion drug and alcohol testing. *NOTE: Futures is closed during the lunch hour from Noon-1pm, but if you call before Noon, they will arrange for someone to remain on-site to perform the testing. If you are calling during the lunch hour, leave a message and arrive for testing at 1pm.*
    - Take the employee to Futures facility: 320 Tesconi Cir. Ste. H, Santa Rosa, CA 95401

2. Between 5:00 p.m. and 8:00 a.m.: Drug and alcohol testing is conducted by On-Site Health and Safety.
  - Call [\(866\) 998-2750](tel:8669982750) to request a Mobile Drug Testing Unit at your workplace location. The County's customer ID is [OSHS-21G4BT](#).
  - The Mobile Drug Testing Unit will respond within approximately one hour.
- F. Give the testing company a copy of the completed Reasonable Suspicion Checklist, and a written request (attached to the Checklist) to conduct the drug and alcohol testing.
- G. Supervisor/Manager will wait with the employee at the testing company until the results are read and the testing company returns the results to them.
- H. Positive or Inconclusive Test Result: If the testing company says the employee has tested positive (may be referred to as "non-negative" test result) or if further evaluation is required, the employee will be placed on paid Administrative Leave immediately. (Someone will need to arrange a ride for the employee and remind employee to secure their car. If the employee was driving a County issued vehicle, the vehicle must be returned to County property and secured.) The employee will remain on paid Administrative Leave until a negative test result is received or, if the final result is positive, pending consult with department leadership, Human Resources, and County Counsel to discuss the administrative and/or disciplinary action that needs to be taken. Provide the employee with a written notice that they are being placed administrative leave and are not to report to work until further notice. (Because they are impaired, it is important to have something in writing for them to take home. Call them the next day to see how they are and confirm their status.)
- I. Negative Test Result: If the testing company says the employee has tested negative and the employee is no longer displaying concerning behavior, allow the employee to return to work.
  - If the employee continues to display concerning behaviors, they may be having an acute medical crisis. If you need help determining next steps, reach out to your Department Head and/or Disability Management. Otherwise, consider calling 911 or offer to drive them to the Kaiser Emergency Room, and handle the situation the same way you would any medical emergency. (Call the employee's emergency contact and let them know where the employee is being taken and ask them to meet the employee there.) If employee refuses medical care, you may help them arrange a ride home.

- i. Remember, if you take an employee to the Kaiser Emergency Room, under the privacy law, you will not get a specific medical diagnosis.
- ii. If seen by a physician, upon return to work, the employee should have a note from the medical provider listing any work restrictions or limitations that are needed. A copy of the note should be provided to your department human resources personnel. If there are no limitations or restrictions, no note is needed for the employee to return to work. Be mindful of HIPAA confidentiality requirements.

**If an employee is hospitalized, contact your Department's human resources staff, safety coordinator, or County HR Disability Management as immediate OSHA reporting may be required.**

- J. Send copy of completed Reasonable Suspicion Checklist and Test Results to your HR Disability Analyst.