

REASONABLE SUSPICION PROCEDURE

1. Supervisor/manager should get approval (from Personnel/Employee Relations?) to proceed with Reasonable suspicion Procedure, given the observable facts of the case.
2. Have two supervisors or managers (trained in recognition of signs of substance abuse) complete the Reasonable Suspicion Checklist. If only one is available to complete the list, document why two are not available.
3. Manager should conference employee regarding the observations of concern (present copies of the signed checklists). Advise employee of right to representation at conference, but representative must appear quickly so as not to delay testing process (testing must be completed within 4 hours of observation). If employee declines representation, or when representation arrives within a reasonable timeframe, offer employee the opportunity for reasonable explanation (Do you wish to explain these documented observations?)
4. Manager provides employee with copy of Notice of Requirement for Testing to be read and signed.
5. Manager gives employee the Pre-Urine Test Declaration to complete, making sure that the employee provides a telephone number where he/she can be contacted by the Medical Review Officer (MRO) after test results are obtained.
6. Manager calls OHP (213 738-2177 or -2187) to advise of testing plan. OHP will confirm the clinic name and location, selected on the basis of proximity and hours of operation from the list of Contract Medical Clinics. OHP will contact the clinic and review County procedures. OHP will also provide the clinic with the needed MRO identity and location information for the Collection Log that will accompany the specimen from the collection clinic to the testing lab. Following the manager's phone call, manager should fax the written Notice to OHP of Reasonable Suspicion Drug/Alcohol Testing (Fax: 213 637-0822).
7. Manager arranges transportation to clinic (and makes arrangements for subsequent transport of employee to home). Someone other than the immediate supervisor should drive, unless the employee and supervisor agree that the supervisor is the most suitable person. Transportation may be by office representative, Office of Public Safety, or taxi. An office representative should accompany (or drive) the employee to the clinic. Employee carries the completed Pre-test Declaration to clinic. Office representative carries a copy of the Reasonable Suspicion Checklist(s), and a stamped but unsealed envelope addressed to "MRO, Occupational Health Programs, 3333 Wilshire Blvd., Suite 1000, Los Angeles, CA 90010."

Reasonable Suspicion Procedure (cont.)

8. At clinic, employee must present photo identification, or the office representative must verify identity. Office rep or employee obtains the Confidential Test Number to enter on the Pre-test Declaration form. The Declaration and Checklist(s) are then inserted in the envelope addressed to the MRO and sealed. As soon thereafter as can be arranged, office rep or clinic should mail envelope to OHP to be maintained confidentially pending receipt of lab results. Employee provides the urine specimen according to procedures that ensure the employee's privacy while also protecting the specimen from adulteration, substitution or dilution. The specimen is then secured and transported to the laboratory for analysis.
8. Upon receiving and reviewing the laboratory report, the MRO (at OHP) will provide the results to the employee within four (4) business days of collection of the sample, and a conclusion statement to the Department Head (or designate).
9. If conclusion statement is that employee was under the influence (not attributable to acceptable treatment practices), the Department may take disciplinary action based on the test results and observations at the time the test was ordered, and (at the Department's option) may consider any mitigating effects on discipline of voluntary participation in treatment/rehabilitation.