

CITY OF SAN ANTONIO



Administrative Directive	AD 4.3 Alcohol and Controlled Substances Testing
Procedural Guidelines	Policy to ensure consistent application of State and Federal anti-alcohol and drug rules affecting employees
Department/Division	Office of Risk Management
Effective Date	January 1, 1995
Revisions Date(s)	January 8, 2016; December 1, 2016; June 13, 2017; October 1, 2019
Review Date(s)	N/A
Owner	Director, Office Risk Management

Purpose

The purpose of this directive is to outline the City of San Antonio (COSA) alcohol and drug testing policy.

Policy

COSA has a zero-tolerance policy for which termination of employment will result for positive drug or alcohol test results. The employee will be tested for alcohol, controlled substances and illegal drugs. Declining a test results in the same consequence (termination) as positive alcohol and drug test results.

This administrative directive requires Commercial Driver’s License (CDL) and primary drivers to be tested for alcohol, controlled substances and illegal drugs. CDL drivers will be tested in accordance with the Department of Transportation (DOT) regulations and requirements. A non-DOT Drug Test will be administered to primary drivers.

This administrative directive applies to all COSA employees, excluding uniformed employees.

Additional reference material is available in the City’s Safety Manual. All applicable employees are required to adhere to the City’s Safety Manual.

Policy Applies To

<input checked="" type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Current Temporary Employees
<input checked="" type="checkbox"/> Current Full-Time Employees	<input checked="" type="checkbox"/> Current Volunteers
<input checked="" type="checkbox"/> Current Part-Time Employees	<input checked="" type="checkbox"/> Current Grant-Funded Employees
<input checked="" type="checkbox"/> Current Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

Definitions

Alcohol	The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
Alcohol Concentration (or content)	The alcohol concentration or content, as defined by the Department of Transportation, is the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
Alcohol Testing	Testing for blood alcohol content by a breathalyzer instrument device; drawing or collection blood or serum sample; and laboratory analysis thereon.

Commercial Driver's License (CDL)	License issued by the Texas Department of Public Safety to operate a vehicle in accordance with Federal Commercial Motor Vehicle Safety Act of 1986.
Commercial Motor Vehicle (CMV)	<p>A motor vehicle, or combination of motor vehicles, used in commerce to transport passengers or property if the vehicle:</p> <ol style="list-style-type: none"> (1) Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or (2) Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or (3) Is designed to transport 16 or more passengers, including the driver; or (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F). <p>For purposes of COSA employees, such CMVs include but are not limited to, dump trucks (10 yard), haul trucks (26 yard truck), lowboy trucks, vacuum trucks, water tankers, oilers, grapple trucks, garbage trucks, tractor trailers and roll off trucks.</p>
Confirmation Drug Test	A second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.
Confirmation Validity Test	A second test performed on a urine specimen to further support a validity test result.
Confirmed Drug Test	A confirmation test result received by a Medical Review Officer (MRO) from a laboratory.
Controlled Substances	A controlled substance as defined by Chapter 481.002 of the Texas Controlled Substance Act, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, metabolite, hashish, cocaine, heroin, morphine, codeine, opiates, amphetamines, barbiturates, methamphetamine, hallucinogens and phencyclidine (PCP).
COSA Equipment	<p>Any licensed or unlicensed motor or engine-powered apparatus or machine other than a hand-operated tool which is:</p> <ol style="list-style-type: none"> 1. Owned by, leased, rented, donated or loaned to COSA; 2. Driven, operated, or ridden or controlled by an employee; 3. COSA equipment excludes the following equipment: floor scrubbers, pallet jacks, riding carpet extractors, and riding vacuums.
Designated Employer Representative (DER)	An individual identified by COSA as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be a COSA employee.
Dilute Specimen	A specimen with certainties and specific gravity values that are lower than expected for human urine as confirmed by MRO.
Disabling Damage	<p>Damage which precludes departure of a vehicle or equipment from the scene of the accident in its usual manner in daylight after simple repairs.</p> <ol style="list-style-type: none"> (1) Inclusions:

	<ul style="list-style-type: none"> • Damage to vehicles or equipment that could have been driven, but would have been further damaged if so driven. <p>(2) Exclusions:</p> <ul style="list-style-type: none"> • Damage which can be remedied temporarily at the scene of the accident without special tools or parts. • Tire disablement without other damage even if no spare tire is available. • Headlight or taillight damage. • Damage to turn signals, horn, or windshield wipers which make them inoperative.
DOT Agency	The agency (or “operating administration”) of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121 and 135; 49 CFR parts 199, 219, 382 and 655), in accordance with part 40.
Driver	Any employee who operates a vehicle for COSA business. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers.
Drug	Illegal drug or controlled substance as defined in this directive.
Drug Testing	A collection of a urine specimen and a laboratory analysis of that specimen by Enzyme Immunoassay (EMIT) screening and, if appropriate, confirmatory testing using the Gas Chromatography/Mass Spectrometry (GC/MS) methods and procedures, or the most current and appropriate technology. All CDL drivers will be subject to a DOT testing, whereas, all others will be subject to a non-DOT testing. Testing includes Pre-Employment, Random, Post Accident, and Reasonable Suspicion.
Illegal Drugs	Any drug or substance that is illegal to possess or consume, including any drug which is obtained illegally; any prescribed drug not being used for the prescribed purpose (drug abuse or misuse); any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy.
Medical Card	A certificate copy of a medical exam issued by a licensed Medical Examiner to commercial drivers as required by the U.S. Department of Transportation.
Medical Provider	COSA’s designated provider for drug and alcohol testing.
Medical Review Officer (MRO)	A medical professional that reviews laboratory analysis.
Negative Test Result	Does not indicate the presence of a suspected or particular substance. This includes negative-dilute results.
Positive Test Result	Confirming result indicates existence or presence of a controlled substance, illegal drug or alcohol concentration of .04 or greater. Declining to test, or adulterating a specimen results in the same consequence (termination) as a positive test. A positive-dilute result is considered as a verified positive test.
Post-Accident Testing	Post-Accident Testing is testing that occurs following a vehicle or equipment collision/accident.
Pre-Employment Testing	Testing performed on an applicant as a condition of employment during the conditional offer period, or on an employee transferring or promoting into a position where driving is an essential part of the position.

Primary Driver	Employees whose essential job functions require the operation of COSA equipment or routinely driving an average of 150 miles per week. This also includes drivers required to maintain a CDL in order to perform their duties, or employees authorized to take home COSA vehicles regardless of miles driven.
Random Testing	Testing conducted on a random unscheduled basis.
Reasonable Suspicion	A conclusion based on specific, observations concerning the appearance, behavior, speech or body odors of the employee that leads to a reasonable suspicion that the employee upon reporting for work, or during work hours has ingested, inhaled or injected into the body, a drug or alcoholic beverage.
Refusal to Submit	A refusal is failing to perform any of the following: Appear for any test (except a pre-employment test) immediately after being directed to do so; remain at the testing site until the testing process is complete; to provide a urine specimen for any drug test required; in the case of a directly observed or monitored collection in a drug test, permit the observation or monitoring of the employee's provision of a specimen; provide a sufficient specimen sample and/or adequate breath sample when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure; take a second test that COSA, or collector, has directed the employee to take; undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER; cooperate with any part of the testing process when so directed by the collector; or is reported by the MRO as having a verified adulterated or substituted test result.
Supervisor's Drug & Alcohol Awareness Training	Sixty (60) minutes each of training on alcohol misuse and controlled substances including physical, behavioral, speech and performance indicators of probable misuse.
Vehicle	Any motor-driven vehicle with two or more wheels operated on streets, highways or COSA property, whether or not required to be registered under the laws of Texas; A Privately-Owned Vehicle driven in the course and scope of conducting COSA business.
Verified Test	A drug test result or validity testing result from a Health and Human Services-certified laboratory that has undergone review and final determination by the MRO.
Policy Guidelines	
Testing Process	Test results must be "negative" to be considered for employment, transferring or promoting into a position where driving is an essential job function. All employees who are unable to provide sufficient specimen sample (i.e. 45 mL of urine) and/or adequate breath sample will follow the MRO recommendations for retesting in accordance with 49 CFR Subpart I or as directed by the DER.

**Testing Process
(cont.)**

Pre-Employment:

Any applicant selected as a candidate for employment with the City or any employee transferred or promoted into a position where driving is an essential function of the job will be required to submit to pre-employment alcohol, illegal drug and controlled substance testing. A verified negative result is a condition of employment.

City job announcements will state that the selected applicants will be drug tested. Conditional offers will be withdrawn with a positive or positive diluted drug test results for illegal drug or a controlled substance. Conditional offers will also be withdrawn for candidates currently undergoing follow-up treatment from a positive test at their last employer until written documentation can be provided that they have successfully passed the guidelines set as outlined by the DOT Return to Duty process.

Applicant processing is discontinued, and the Human Resources Department will notify the selectee of the disqualification if the selectee:

- Refuses to be tested
- Has a positive or positive diluted drug test
- Refuses to consent to verification of test results for the preceding two years (for CDL drivers)

The Human Resources Department obtains, with the CDL position selectee's consent, information on the selectee's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the selectee's previous employer(s). This information must be obtained no later than 14 calendar days after the driver begins performing a safety-sensitive function. If the information is not obtained within this time period, the driver must be removed from driving and employment may be terminated.

Random Testing:

Randomly during each fiscal year Risk Management electronically generates a random list of CDL drivers and primary drivers for testing. The CDL list will comply with DOT established guidelines for minimum drug and alcohol testing rates. The frequency and number of primary drivers will be determined in accordance with budgetary allowance each year. The CDL and primary drivers random pools shall not be comingled.

Risk Management will provide the random testing list to departments for employees selected to be tested. Confidentially of packets to the department are essential and the packets are not given to the departments prior to testing week.

Risk Management will provide packets to the departments. Points of contact for each department will provide the testing roster to supervisors of selected employees.

Employees may be escorted by their supervisor/manager to the Occupational Health clinic with a valid license for identification for purposes of conducting the test.

Supervisor is to ensure employees are given minimum possible advance noticed that he/she must go to the collection site; therefore, employees must report for random within 2 hours of notification.

A refusal will result in the same consequence (termination) as a positive test.

**Testing Process
(cont.)**

Post-Accident:

Any COSA employee who is involved in an equipment or vehicle accident in a COSA-owned or personal vehicle conducting COSA business must immediately notify their supervisor of the accident and remain at the scene of the accident until the supervisor arrives or provides other instructions.

COSA employees shall be tested for alcohol and drugs when there is reasonable suspicion or when any of the following apply:

- The equipment or vehicle collision/accident involved bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene; or
- If one or more equipment or vehicles incurred disabling damage as a result of the collision/accident, requiring the equipment or vehicle to be transported away from the scene by a tow truck or other vehicle; or
- If the collision/accident involved the striking of a pedestrian; or
- If the collision/accident involved the loss of human life; or
- A citation is issued to the COSA employee

Employees will remain in non-driving status until lab results of the alcohol and drug screenings are reported to driver's manager/supervisor.

An employee subject to post-accident testing who unnecessarily leaves the scene of an accident before a required test is administered or fails to remain readily available for testing is considered to have refused to submit to testing.

Reasonable Suspicion Testing:

If a manager/supervisor has reasonable suspicion to believe that an employee is under the influence of alcohol, drugs or a controlled substance when reporting to work or during the work shift, the supervisor must seek the opinion of another supervisor, preferably one who is a higher level supervisor or designee. If witnesses are not readily available, it is the manager/supervisor's responsibility to order the suspected employee to a safe area in the worksite/workplace until a witness is gathered.

The manager/supervisor will complete a Reasonable Suspicion/Belief Form (Attachment A) to document the employee's behavior at the time of observation. The witness will sign the Reasonable Suspicion/Belief Form after the supervisor has completed the form. If the department Director is not available to sign the form, the manager/supervisor shall secure the signature at the earliest available date.

The supervisor shall offer the employee the opportunity to test for alcohol and drugs. The supervisor will inform the employee that testing will be conducted immediately on COSA time and is paid for by COSA. If an employee declines the alcohol and drug test, the supervisor will make arrangements to have the employee taken/escorted home after having informed the employee that declining a test results in the same consequence (termination) as a positive alcohol and drug test result. Failure to test constitutes a positive test result.

<p>Testing Process (cont.)</p>	<p>The supervisor will escort the employee, who agrees to be tested to the COSA-contracted testing center for the test and remain with the employee. After the test has been completed, the supervisor will escort the employee or secure transportation to the employee’s residence. The employee will be placed on Administrative Leave and instructed to call their supervisor the next work day for further instructions.</p> <p>Under no circumstances will an employee believed to be under the influence be allowed to drive.</p> <p>The supervisor will contact the San Antonio Police Department if an employee who is under reasonable suspicion refuses to be escorted off the worksite/workplace.</p> <p>The original Reasonable Suspicion/Belief Form shall be forwarded to Human Resources and a copy provided to the employee upon request. If an alcohol and drug test was taken, results should be attached to the completed form and kept in the Human Resources office.</p> <p>Only supervisory and managerial employees who have attended Drug and Alcohol Awareness training are authorized to make a determination of reasonable suspicion and immediately remove an employee from their duties.</p>
<p>Discipline</p>	<p>All violations of this Administrative Directive will result in disciplinary action.</p> <p>The illegal manufacture, use, possession, distribution, dispensation, transfer or sale of alcohol, drugs or a controlled substance by employees on duty or at COSA worksites will result in termination.</p> <p>The City of San Antonio has a Zero Tolerance Policy for which termination of employment will result for positive test results. A refusal, as defined in this administrative directive, results in the same consequence (termination) as positive alcohol and drug test results. Positive alcohol .04 and above and drug screening results will be reported to DOT for existing COSA CDL employees and CDL Pre-hires. Additionally, positive alcohol and drug screening results for all pre-hires will result in a withdrawal of employment offer.</p>
<p>Roles & Responsibilities</p>	
<p>Employees</p>	<p>To never perform any duty while under the influence of alcohol, drugs, and/or a controlled substance.</p> <p>Never possess, consume, manufacture, use, distribute, dispense, transfer or sell alcohol, or drugs on COSA worksites while on or off duty or while on duty outside of COSA worksites, to include lunch and/or breaks.</p> <p>All employees using medication (i.e. prescribed and/or over-the-counter) which may impair job performance shall report this information to their supervisors in writing prior to performing any duties.</p> <p>All drivers are responsible for maintaining valid licenses; CDL drivers will also maintain a current medical card.</p>

<p>Employees (cont.)</p>	<p>The employee must report to his/her supervisor and Risk Management any changes in license status immediately, but no later than the end of the business day upon which the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification.</p> <p>All employees will report to the medical provider for drug testing immediately upon notification; employees who are concerned about their alcohol, legal drug or controlled substance use are strongly encouraged to voluntarily seek assistance. Employees can schedule an Employee Assistance Program (EAP) or medical rehabilitation appointment on their own time. COSA’s EAP is available as a resource for all full-time employees.</p> <p>If an employee attempts to self-refer to EAP after being notified of impending action such as selection for a random test or referral for a reasonable suspicion test, the employee may still seek help, but it does not preclude any potential disciplinary action.</p> <p>Each person who operates a motor vehicle on COSA business, whether it be COSA owned or personal, who has a Commercial Driver's License issued by a State or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation), shall immediately but no later than the end of the business day notify their supervisor and Risk Management of receiving a violation, an alcohol and/or drug related arrest, and/or conviction.</p>
<p>Departments</p>	<p>Department directors will ensure all department employees adhere to and follow this administrative directive, any referenced manuals, processes or programs, and all applicable regulations related to the alcohol and drug testing program.</p> <p>Department directors are responsible for directing all department management and supervisory personnel to maintain the confidentiality of all information disclosed by the employee and Human Resources Department with regard to employee testing or medication taken by the employee.</p> <p>All supervisors and managers will report to Risk Management in writing cause for driver’s absence from testing. No employee shall be excused from testing because of operational difficulties.</p> <p>Employees, upon notification of selection, are to be immediately escorted by their supervisor/manager to the medical provider with a valid Texas Driver’s License for identification purposes of conducting the test.</p> <p>Departments will report to Risk Management any internal policy changes relating to alcohol and drug testing. Please note: Policies may be more stringent but never more lenient than this administrative directive.</p> <p>Departments are responsible for reporting to Human Resources employees who are no longer in a driving position and any employee transferring into a driving position.</p> <p>Departments are responsible for ensuring supervisors attend training in Alcohol and Drug Awareness. This training is mandatory for all Supervisory personnel responsible for COSA drivers. Training is coordinated through Risk Management and Human Resources.</p>

<p>Human Resources</p>	<p>COSA must provide detailed information to all CDL and primary drivers about alcohol and/or drug misuse, the COSA policy, the testing requirements, and how and where employees can get help for alcohol abuse and/or drug abuse.</p> <p>Provide guidance, coordinate Drug and Alcohol Awareness training, and facilitate departmental compliance with this administrative directive.</p> <p>Retrieve the random list immediately upon notification from the Risk Management SharePoint site for their affected departments.</p> <p>Assist departments to ensure adherence to zero tolerance and this policy.</p> <p>Ensure that CDL drivers and primary drivers are correctly identified in SAP.</p>
<p>Risk Management</p>	<p>Reviews all drug and alcohol awareness material provided to CDL and primary drivers. In conjunction with Human Resources, coordinate mandatory Drug and Alcohol Awareness training.</p> <p>Initiates random testing for CDL and Primary drivers. CDL will be randomly tested in accordance with DOT guidelines.</p> <p>Notifies HR of employees selected for testing.</p> <p>Monitors testing types with the exception of pre-testing for hiring.</p> <p>Responsible for retaining and reporting statistical information.</p> <p>Record Retention, as applicable:</p> <p>(1) Keep the following records for five (5) years:</p> <ul style="list-style-type: none"> • Alcohol concentration results of 0.02 or greater • Verified positive drug test results • Refusal documentation (including substituted or adulterated drug test results) • SAP reports • All follow-up tests and schedules for follow up tests <p>(2) Keep the following record for three (3) years:</p> <ul style="list-style-type: none"> • Information obtained from previous employers concerning drug and alcohol test results of employees <p>(3) Keep the following records for one (1) year:</p> <ul style="list-style-type: none"> • Negative and cancelled drug test results and alcohol results with a concentration of less than 0.02

This directive supersedes all previous correspondence on this subject, including COSA Administrative Directive 4.3 Controlled Substance and Alcohol Testing January 1, 1995, Administrative Directive 4.79 Use of Intoxicants/Drugs in the Workplace February 8, 1991 and Administrative Directive 4.79A Post-Accident Alcohol and Drug Testing April 8, 2010. Information and/or clarification may be obtained by contacting the Office of Risk Management.



CITY OF SAN ANTONIO
EMPLOYEE ACKNOWLEDGMENT FORM
FOR
ADMINISTRATIVE DIRECTIVE 4.3
Alcohol and Controlled Substances Testing

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.3, Alcohol and Controlled Substance Testing, and was given the opportunity to ask questions or contact my Human Resources Representative.

Employee Name (Print)

Department

Employee Signature

Employee SAP ID Number

Attachment A
AD 4.3 Alcohol and Controlled Substance Testing

CITY OF SAN ANTONIO

REASONABLE SUSPICION/BELIEF FORM

Department Submitting Form:	Division:
Contact Name/Title:	Phone No.:
Employee's Name:	Employee SAP No.:
Job Class Title:	
Witness Names/Titles: (If witnesses were not gathered, document steps taken in an attempt to gather witnesses.)	

Date/Time of Observation:

Check all that apply

Observation by Supervisor	Observation by Witness	Behavior(s) Observed
<input type="checkbox"/>	<input type="checkbox"/>	Possessing, using, or dispensing a prohibited substance
<input type="checkbox"/>	<input type="checkbox"/>	Abnormal or erratic behavior
<input type="checkbox"/>	<input type="checkbox"/>	Verbal abusiveness
<input type="checkbox"/>	<input type="checkbox"/>	Physical abusiveness
<input type="checkbox"/>	<input type="checkbox"/>	Extreme aggressiveness or agitation
<input type="checkbox"/>	<input type="checkbox"/>	Withdrawal, depression, mood changes, or unresponsiveness
<input type="checkbox"/>	<input type="checkbox"/>	Inappropriate verbal response to questioning or instructions
<input type="checkbox"/>	<input type="checkbox"/>	Slurred or incoherent speech
<input type="checkbox"/>	<input type="checkbox"/>	Unsteady gait or other loss of physical control; poor coordination
<input type="checkbox"/>	<input type="checkbox"/>	Dilated or constricted pupils or unusual eye movement
<input type="checkbox"/>	<input type="checkbox"/>	Bloodshot or watery eyes
<input type="checkbox"/>	<input type="checkbox"/>	Extreme fatigue or sleeping on the job
<input type="checkbox"/>	<input type="checkbox"/>	Excessive sweating or clamminess of the skin
<input type="checkbox"/>	<input type="checkbox"/>	Flushed or very pale face
<input type="checkbox"/>	<input type="checkbox"/>	Highly excited or nervous
<input type="checkbox"/>	<input type="checkbox"/>	Nausea or vomiting
<input type="checkbox"/>	<input type="checkbox"/>	Odor of alcohol
<input type="checkbox"/>	<input type="checkbox"/>	Odor of marijuana
<input type="checkbox"/>	<input type="checkbox"/>	Dry mouth (frequent swallowing/lip wetting)
<input type="checkbox"/>	<input type="checkbox"/>	Dizziness or fainting
<input type="checkbox"/>	<input type="checkbox"/>	Shaking hands or body tremors/twitching
<input type="checkbox"/>	<input type="checkbox"/>	Irregular or difficult breathing
<input type="checkbox"/>	<input type="checkbox"/>	Runny sores or sores around nostrils
<input type="checkbox"/>	<input type="checkbox"/>	Inappropriate wearing of sunglasses
<input type="checkbox"/>	<input type="checkbox"/>	Puncture marks or tracks
<input type="checkbox"/>	<input type="checkbox"/>	Other erratic or inappropriate behavior (e.g. hallucinations, disorientation, excessive euphoria, confusion) (Please specify below)

Other erratic or inappropriate behavior:

REASONABLE SUSPICION/BELIEF OBSERVATION NARRATIVE

(This detailed description must be completed at time of observation)

Please summarize the facts (include dates and time of day) and circumstances of the incident, employee response, supervisor actions, including if the employee was escorted home, and any other pertinent information not previously noted. Please state the facts in narrative form that gave rise to your reasonable suspicion. Attach additional sheets as needed.

Employee declined to take drug/alcohol test: YES _____ NO _____

Signature of Supervisor:

Date:

Signature of Witness:

Date:

Signature of Witness:

Date:

Department Director's Signature:

Date:

HUMAN RESOURCES DEPARTMENT USE ONLY

Reviewed By (Print):

Date:

Signature:

Supervisors should secure witness signatures at the time of the incident, if witnesses are used to make the reasonable suspicion determination. The Department Director's signature must be secured at the earliest possible time and the Human Resources Department must review this documentation before filing the form in the employee's personnel file, providing a copy to the employee or issuing discipline. The supervisor may proceed with securing the safety of the employee and or drug and alcohol testing prior to obtaining the Director's signature and Human Resources review.