

## REASONABLE SUSPICION QUICK REFERENCE GUIDE

<b>1</b>	<b>Reasonable Suspicion</b>	An employee will be subject to drug and alcohol testing whenever there is reasonable suspicion that they are working while under the influence of drugs or alcohol.
<b>2</b>	<b>Record Observation</b>	A trained manager or supervisor must record their observation of the employee's impairment on the Reasonable Suspicion Observation Form.
<b>3</b>	<b>Know the Signs of Impairment</b>	<p>Some examples of impairment are:</p> <ul style="list-style-type: none"><li>• Bloodshot eyes, pupils larger or smaller than usual;</li><li>• Unusually disheveled physical appearance;</li><li>• Falling asleep or fainting;</li><li>• Tremors, slurred speech, or impaired coordination; and,</li><li>• Unusual smells on breath, body, or clothing.</li></ul>
<b>4</b>	<b>Complete an Incident Report</b>	An incident report or similar document detailing the events that occurred, including interviews with all those involved, should be included with the Reasonable Suspicion Observation Form. To the greatest extent possible, two trained managers should each complete an incident report.
<b>5</b>	<b>Submit Reasonable Suspicion Observation Form</b>	Observing managers must submit the Reasonable Suspicion Observation Form to the D.C. Department of Human Resources' Compliance Team (DCHR) <u>within 24 hours of the observed behavior or before the test results are released</u> , whichever is earlier.
<b>6</b>	<b>Make Referral</b>	<p>Observing managers will make a referral to DCHR's Compliance team via email and phone: dchr.compliance@dc.gov 202-442-9700</p> <p>Managers must notify their agency's MDAT Coordinator or HR Advisor of the referral.</p> <p><b>After Hours Collections</b> If an employee needs to be tested outside of normal business hours, call 1-800-799-0965 Monday-Friday from 8am to 10pm and 1-888-662-2945 Monday-Friday from 10pm to 8am and Saturday-Sunday. The collection company will arrange the collection with the collector, agency's representative, and employee's supervisor.</p>

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<b>7 Meet Privately with the Employee</b>	<p>The supervisor or manager should meet with the employee privately to discuss the observation and to inform the employee that they must take a drug and alcohol test. The supervisor or manager must remain with the employee until the completion of the testing process.</p>
<b>8 Reasonable Suspicion Drug and Alcohol Test</b>	<p>Should be conducted within (2) hours of observation.</p> <ul style="list-style-type: none"><li>• If a reasonable suspicion drug and alcohol test is not administered within 2 hours following the observation, the supervisor or manager must prepare a written record and submit it to DCHR's Compliance Team stating the reason(s) for the test was not administered promptly.</li><li>• If a reasonable suspicion drug and alcohol test is not administered within 8 hours, attempts to administer the test must cease, and the supervisor or manager must submit a written record to DCHR's Compliance Team stating the reason(s) the test was not administered promptly.</li></ul>
<b>9 After Testing</b>	<p>The employee is relieved from duty after completion of the required tests and placed on administrative leave. No supervisor or manager should allow an employee to drive home if they are suspected of being under the influence. Instead, the supervisor or manager must take all necessary steps to ensure the employee is transported home safely. The employee should remain on administrative leave until receipt of the test results.</p>
<b>10 Negative Test Results</b>	<p>The employee will be returned to duty with no further action if the results of the test are negative.</p>
<b>11 Positive Test Results</b>	<p>If the test results are positive, <u>for positions designated as "safety sensitive"</u> pursuant to Chapter 4, Suitability, of the District Personnel <u>Manual</u>, the employee will likely be deemed <u>unsuitable</u> for continued employment in the position. Safety sensitive and non-safety sensitive employees will be subject to administrative action consistent with agency practices and procedures, and with the factors outlined at § 1606.2 of the District personnel regulations.</p>