

BATTALION CHIEF FOR CAUSE DRUG/ALCOHOL TEST CHECKLIST

Prior to meeting with an employee suspected of intoxication or substance abuse while on duty.

- Use City of San Diego Human Resources Reasonable Suspicion Quick guide (**Attachment 1**)
- Read City of San Diego Administrative Regulation 97.00 Substance Abuse Policy (**Attachment 2**)
- Use City of San Diego Human Resources Supervisor Observation / Incident Documentation Form (**Attachment 3**)
- Use two Battalion Chiefs to evaluate if reasonable suspicion exists to compel an employee to submit to For Cause Drug and Alcohol Testing.

While meeting with the employee:

- Battalion Chiefs should give the suspected employee instructions and orders, **but not ask them questions.**
- A Battalion Chief issues a direct order for the employee not to leave the workplace and that leaving will constitute a violation of a direct order.
- A Battalion Chief reviews AR 97.00 with the suspected employee.
- Employees have **no right to representation** when supervisors are evaluating if cause exists for Drug and Alcohol Testing. (**see FFBOR, Article 11, 29, and 57 of L145 MOU, and CSC Rule XI**)
- If BOTH Battalion Chiefs determine reasonable suspicion of intoxication or substance abuse exists, they notify the Shift Commander, and each Battalion Chief completes a Supervisors Observations and Incident Documentation form and sends the form to the Shift Commander for review.
- The Shift Commander contacts Human Resources using 24 Hour Contact Numbers listed on City of San Diego Human Resources Request for Reasonable Suspicion Drug and Alcohol Test.
- The Shift Commander Notifies the Assistant Chief of Operations when Human Resources approves or denies For Cause Drug and Alcohol Testing.
- Approval is needed from Human Resources before initiating a For Cause Drug and Alcohol Test.

If approval is given to compel a For Cause Drug and Alcohol Test.

- A Battalion Chief escorts the employee to the designated medical testing facility and remains at the facility with the employee until the test is complete.
- A Battalion Chief takes the employee home, or the employee can have a friend, family member, taxi or ride share pick them up at the testing facility.
- A Battalion Chief drafts a Payroll and Staffing Memo for the Employee to report to Logistics effective the next working day.
- Once the results of the test are available PSU will notify the Deputy Chief of Employee Services.

Supervisors' documentation.

- All supervisors involved in the decision to recommend the For Cause test use the Supervisor Observation / Incident Documentation Form (**Attachment 3**) outlining the circumstances and the physical conditions and/or behaviors constituting reasonable suspicion of substance abuse at the time of the incident.
- All written documentation should be forward to the Battalion Chief of Professional Standards, and cc the Deputy Fire Chief of Employee Services and Assistant Fire Chief of Operations.

