The City of SAN DIEGO

ATTACHMENT 1

Quick Guide

REASONABLE SUSPICION ATTACHMENT

Supervisor's Responsibility

1

Evaluate the need for Reasonable Suspicion testing. (*Use the Characteristics of Being Under the Influence of Alcohol and/or Drugs Reference Guide.*)

2.a

Ask another supervisor/ manager to observe the employee to validate the reasonable suspicion.

2.b

At least one supervisor should document the observations. (*Use the Supervisor Observation/ Incident Documentation Form.*)

3

Take immediate action to ensure safety of the public and the employee.

4

Notify your Deputy Director or Director, and provide the documentation of observations. They will contact HR Department to request a Reasonable Suspicion Test.

5.a

Wait for HR approval to proceed.

5.b

Talk to the employee to explain your observation and inform the employee that they will be taken for a drug/ alcohol test.

5.c

Drive the employee to the City's designated medical testing facility, stay during the testing, and ensure that the employee makes it safely to place of residence.

6

SD Human Resources

Once the test result is received from HR Department, respond accordingly.

If the test is negative, notify the employee of the drug/alcohol test result and inform the employee to return to work as soon as possible.

If the test is positive, work with your Appointing Authority to take appropriate disciplinary action.