

County of Los Angeles
Department of Human Resources - Occupational Health Programs

NOTICE OF REQUIREMENT FOR REASONABLE SUSPICION DRUG/ALCOHOL TESTING

The Drug Free Workplace Policy authorizes the County of Los Angeles (County) to have an employee provide a urine specimen for analysis if there is reasonable suspicion the employee is impaired because of drugs or alcohol.

REASONABLE SUSPICION:

Reasonable suspicion is based on observations by a trained supervisor or manager that an employee's impairment is the result from the use of drugs or alcohol. Our observations lead us to believe that use of drugs or alcohol is the cause of your impairment, as documented by your supervisor in the Reasonable Suspicion Checklist provided to you. Therefore, **the Department is requiring you to undergo urine drug and alcohol testing today without unnecessary delay.**

SUBSTANCES TESTED FOR:

The drug screen will test your urine for the following substances:

1. Amphetamines or Methamphetamines
2. Benzodiazepines (for example, Valium, Librium)
3. Barbiturates (for example, Fiorinal)
4. Cocaine
5. Methadone
6. Methaqualone (for example, Quaalude)
7. Opiates (for example, Tylenol #3, Codeine)
8. Phencyclidine (PCP)
9. Marijuana
10. Alcohol

CONSEQUENCES OF REFUSAL TO AGREE TO DRUG/ALCOHOL TESTING:

If you do not agree to a drug or alcohol test, you will not be subject to disciplinary action for refusing to consent. However, your refusal is a refutable presumption that you were under the influence of drugs or alcohol at the time you were ordered to take a urine test. **NOTE:** Failure to provide a specimen within four hours is the same as a refusal to take a urine test. You may be subject to discipline for being under the influence of drugs or alcohol based on the refutable presumption and documentation of your performance and behavior.

URINE COLLECTION AND PROCESSING:

You will be asked to provide a urine specimen in a manner that respects your privacy and dignity, but which also prevents tampering, adulteration, or substitution. You must provide enough urine (about a ¼ cup) to divide the specimen into two bottles. Both bottles will be sealed in your presence and transported to a certified analytical laboratory. The laboratory will test the specimen from one bottle. If the test is positive, the other bottle will remain sealed in storage, and at your request, be available for repeat testing at a certified laboratory of your choice.

Before reporting a test as positive to the Department, a Medical Review Officer (MRO), a specially trained physician from the County’s Occupational Health Programs, must review and discuss the results with you. After the MRO completes his or her assessment, you will receive a copy of the laboratory result and a written report from the MRO. This report will advise you of your right to have the second bottle independently tested and reviewed by an independent MRO at the County’s expense.

CONSEQUENCES OF POSITIVE RESULT ON DRUG/ALCOHOL TEST:

If your test is positive for alcohol, illegal drugs, or for legal drugs taken without a prescription, the Department may take disciplinary action against you. The Department will rely on the positive test result and your observed behavior at the time the urine test was ordered. The Department may consider that you voluntarily enter and complete a drug or alcohol abuse treatment program to mitigate the severity of discipline. You have the same right and must follow the same procedures to dispute this action as any other disciplinary action.

I RECEIVED A COPY OF THIS NOTICE AND UNDERSTAND ITS CONTENTS, INCLUDING MY RIGHT TO REPRESENTATION AND RETEST IF THE RESULTS ARE POSITIVE.

Employee Signature

Date

Print Name