



COUNTYWIDE REASONABLE SUSPICION PROCEDURES

***Note: Reasonable Suspicion Drug and Alcohol Testing
must be completed within four (4) hours of observation.***

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| <p>1. When a supervisor or manager witnesses or is informed of an employee who appears to be impaired or exhibiting concerning behavior(s), you must first obtain approval from your Departmental Human Resources (HR) or Employee Relations (ER) to proceed with the Reasonable Suspicion procedures.</p> <p>If the Departmental HR or ER personnel are not available, the supervisor or manager must proceed with the Reasonable Suspicion procedures and document the reason for not being able to obtain prior approval.</p> | <p>Initiated the Reasonable Suspicion procedures and documented attempt(s) to reach out to HR/ER personnel.</p> |
| <p>2. Before you speak to the employee, the Reasonable Suspicion Checklist (RSC) must be completed by two (2) trained supervisors or managers. If the RSC is completed by only one (1) trained supervisor or manager, an explanation must be documented.</p> | <p>RSC is completed by one (1) or two (2) trained supervisor(s) or manager(s).</p> |
| <p>3. The observing supervisor or manager must complete the following in the stated order:</p> <ol style="list-style-type: none">On the day of the observed impairment the supervisor or manager must meet with the employee under suspicion of impairment to discuss the observations that led to this referral.Provide the employee with a copy of the signed RSC.Inform the employee of their right to representation. The employee must be allowed a reasonable time frame to secure a representative to attend the meeting so as to not delay the reasonable suspicion testing process.Proceed with the completion of the Reasonable Suspicion Procedure. | <p>Met with employee.</p> <p>RSC provided to the employee.</p> <p>Employee is informed of their right to representation.</p> |



4. During the supervisor's or manager's meeting with the employee under reasonable suspicion and regardless as to whether the employee elected or declined representation, the employee must be given the opportunity to provide an explanation regarding observations of their concerning behavior(s).

Regardless of the employee's explanation, proceed to Step 5.

Employee is given an opportunity to explain and/or provide a written response. The observing supervisor or manager documented the employee's explanation.

5. The supervisor or manager must provide the employee with a copy of the ***Notice to Employee of the Requirement to Submit to Reasonable Suspicion Drug and Alcohol Testing***. If the employee refuses to review and sign this notice, document their refusal on this notice and proceed to Step 6.

The Notice to Employee of the Requirement to Submit to Reasonable Suspicion Drug and Alcohol Testing is reviewed and signed by the employee.

6. The supervisor or manager must complete the ***Reasonable Suspicion Drug and Alcohol Testing Work Order*** and provide it to the authorized departmental representative who will accompany the employee to the collection site.

Completed the Reasonable Suspicion Drug and Alcohol Testing Work Order.

7. The supervisor/manager must arrange transportation to and from the collection site (unless on-site collection has been arranged) by an authorized departmental representative or a transportation service.

An authorized person, other than the employee's immediate supervisor, **must** confirm that the employee has a photo identification (e.g., Driver's License or County ID) prior to accompanying the employee to the collection site, unless both employee and supervisor agree the employee's immediate supervisor is the most suitable person to accompany the employee.

Transportation to and from the collection site for the employee was arranged.

Authorized Departmental representative accompanying employee has a copy of the Work Order.

Confirmed the employee has photo identification.



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| <p>8. At the collection site, the authorized departmental representative must provide the <i>Reasonable Suspicion Drug and Alcohol Testing Work Order</i> to the collection site's staff.</p> <p>The employee must present photo identification, or the department representative must confirm the employee's identity.</p> <p>The employee must provide a urine specimen and complete a breath alcohol test (BAT) in accordance with the collection site's collection procedures.</p> | <p>Authorized departmental representative provided the <i>Reasonable Suspicion Drug and Alcohol Testing Work Order</i> to the collection site's staff.</p> <p>The employee's identity was confirmed by the collection site's staff.</p> <p>The employee provided a urine specimen and completed the BAT.</p> |
| <p>9. If there are additional witnesses to the employee's impairment, the supervisor or manager who completed the RSC must instruct those witnesses to complete an affidavit documenting their observations.</p> <p>The supervisor or manager who completed the RSC, or their designee, must forward completed copies of the Notice to OHP of Reasonable Suspicion Drug and Alcohol Testing, RSC, and witness affidavit(s) to OHP via email at ohp@hr.lacounty.gov.</p> | <p>Email OHP the following:</p> <p>Notice to OHP of Reasonable Suspicion Drug and Alcohol Testing</p> <p>RSC</p> <p>Witness Affidavit(s)</p> |
| <p>10. The supervisor/manager must arrange transportation to the and from the collection site (unless on-site collection has been arranged).</p> | <p>The employee must not drive after the Reasonable Suspicion procedures have been initiated.</p> |
| <p>11. Upon receiving and reviewing the laboratory report, OHP will provide a final results letter to the employee and Department Head (or designee) within four (4) business days from the time of the specimen collection.</p> | <p>Final Results Letter will be sent by OHP.</p> |