REASONABLE SUSPICION
SIGNS & SYMPTOMS
Reasonable Suspicion Testing
aka For Cause Testing

1. Evidence or Reasonable Cause
2. Direct Observation
3. Physical Evidence
4. Behavioral Patterns
5. Abnormal Behavior
Accuracy

• Do you have to be right without reasonable doubt?
• What if you are wrong?
• How do we face the employee if the results come back negative?
• What are the repercussions?
6 Best Practices
Reasonable suspicion drug and alcohol testing should be a part of a company policy.
Make sure employees know that they are subject to reasonable suspicion drug testing.
All supervisory personnel should receive training.
Determinations should always be made based on current information.
Observations may occur just before, during or just after the employee is working.
For reasonable suspicion testing, you should have **both** alcohol and drug tests performed.
Examples of Behavioral Signs & Symptoms

- Regular disappearance from work area
- Difficulty performing ordinary tasks
- Sleeping on duty, unresponsiveness
- Disheveled appearance
- Easily agitated, hostile
- Extreme talking or silence
- Erratic and disjointed actions

- Hallucinations
- Disorientation
- Excess Euphoria
- Confusion
- Emotional Outbursts
- Frequent trips to the bathroom
- Crying, laughing hysterically
Examples of Physical Signs & Symptoms

- Flushed, red face
- Lethargic, poor coordination
- Unsteady gait, swaying, leaning, stooping
- Odor of intoxicant or drug on breath
- Nausea or vomiting
- Excessive sweating or clamminess
- Dry mouth
- Slurred speak
- Runny nose or sores around nostrils
- Puncture marks or “tracks” on skin
- Dizziness, fainting
- Drooling
Timing is Critical

- Alcohol Testing should occur within 4-8 hours of incident.
- If not administered within 4-8 hours cease attempts and document.
- Urine drug testing can occur up to 24-32 hours from time of incident.

(Follow Policy)
Reasonable Suspicion Testing

• You may conduct a drug and/or alcohol test when you have reason to believe that an employee has used a prohibited drug and/or engaged in alcohol misuse.

• Your decision should be based on specific, contemporaneous, articulable observations (appearance, behavior, speech, or body odor of employee).
To Test or Not to Test?
1. Reasonable Suspicion Checklist
2. Document occurrence(s) that led to decision to test
3. Where will you take employee to be tested
4. The “sit down” conversation (be prepared)
5. Call Security
6. Perform the testing
NEVER LET YOUR EMPLOYEE DRIVE THEMSELVES!
(Before, During or After the Situation/Testing)
The Interview Process

**FIRST:** Take the employee to a private place where you can discuss what you have seen, smelled, or heard. Stay calm and non-threatening at point. If, for any reason, you cannot get the employee to stay with you and they take off in a vehicle, you should call the security (police) immediately.

**SECOND:** Once you are in a private setting, tell them you are concerned about their safety and/or performance issues. Tell them exactly what you saw, heard, or smelled. Inform them that under company policy you will have them tested for both drugs and alcohol.
The Interview Process Continued...

**THIRD:** Whenever possible call have two supervisors confirm your suspicion.

**FOURTH:** After the testing is complete, have the employee driven home. If they leave or try to drive while intoxicated you may be held responsible. Contact security (police) as soon as you they try to drive!

**FIFTH:** Document the situation.
The

For Supervisors
DO’s for Supervisors

**DO remember**
- DO remember that most problems only get worse if left untreated.

**DO plan exact steps**
- DO plan exactly what steps you intend to cover in the interview.

**DO conduct the interview**
- DO plan to conduct the interview in a private place.

**DO emphasize**
- DO emphasize you are only concerned with work performance or demeanor and not outside issues.

**DO prepare written documentation**
- DO have a complete set of written documentation on work performance.

**DO prepare**
- DO prepare and be able to give written reference to any Employee Assistance Program (EAP) that may be available.
DON’Ts for Supervisors

DON’T diagnose
• DON’T try to diagnose the problem. You are only there to address work performance and demeanor.

DON’T moralize
• DON’T moralize in any way. Limit your comments to job performance or demeanor issues.

DON’T discuss
• DON’T discuss drug or alcohol use. Stick to the topic of job performance.

DON’T cover up
• DON’T cover up for people. If you try to protect people, you are enabling them not to change. That can make the situation worse.

DON’T threaten
• DON’T make threats that you either can’t or don’t intend to carry out. If you threaten disciplinary actions, you must follow through.
What if the Employee Refuses?

► You simply need to inform the employee that a refusal to submit to a reasonable suspicion drug test has the same consequences as testing positive.

► They can refuse, so be prepared to cite your company policy.
Negative Test Results:
No need to apologize.
Common Drugs of Abuse
Alcohol

Alcohol is a drug:

- A chemical substance that alters the way the human body functions.
- Although low doses of alcohol initially have a mildly stimulating effect, alcohol is a sedative or depressant drug.
Alcohol Signs

- Odor of alcohol
- Slurring of speech
- Incoherence
- Unsteady gait
- Skin cool to the touch
- Profuse sweating
- Euphoria
- Glassy eyes
- Poor attention span
“BIG 5”

Cocaine
Marijuana
Phencyclidine (PCP)
Opiates (Heroin)
Amphetamines/ Methamphetamines
Cocaine

Type: Stimulant
Street Names: Coke, Snow, Flake, Blow, Big C, Lady, White, Crack, Rock
Looks Like: White Crystalline Powder
*Rock “Crack”

Method of Use:
• Oral
• Snorted
• Smoked
• Injected

Duration of High
• Can be felt instantly, duration varies with method of use

Signs:
• Constant sniffing
• Broad mood swings
• Excessive activity
• Euphoric feeling, eating or sleeping
• Breath odor
• Problems concentrating
Amphetamines / Methamphetamine

Type: Stimulant
Street Names: Crank, Crystal, Speed
Looks Like: White Powder, Pills (“Ecstasy”), Rock
Method of use:
• Oral
• Snorted
• Smoked
• Injected
Duration of high:
• Hours, Days (runner)
**Amphetamine/Methamphetamine Signs**

- Talkativeness, Rapid, irrational and slurred speech
- Edginess/Nervous
- Confusion
- Twitching, jerking movements (loss of motor skills)
- Heightened aggressiveness and violent
- Itching, scratching (they feel like bugs are crawling on them)
- Runny/bleeding nose
- Act very paranoid-feel people are out to get them
- Restlessness/Hard to sit still
- Sweat a lot—even when it’s cold
- Grinding their teeth
- Edginess/Nervous
- Runny nose
- Sudden weight loss (no desire to eat)
- Sickly looking
- Skin sores on the arms and face
- Rotten teeth and gums
- Act very paranoid-feel people are out to get them
- Poor personal hygiene
- Extreme/bizarre behavior
Opiates

Type: Narcotic (Analgesic)

Street Names: Smack, Horse, Brown Sugar, Tar, Big H

Looks Like: White to dark-brown powder or tar like substance, pills

Method of Use:
- Oral
- Snorted
- Injection

Duration of High:
- Several hours

Signs:
- Impaired alertness and mental function
- Constricted pupils
- Low raspy voice
- Physical fatigue and drowsiness
- Impaired coordination
- Possible puncture marks (“tracks”)
- Nausea/vomiting
- Excessive scratching and itching
- Mood swings
Phencyclidine (PCP)

Type: Hallucinogen

Street Names: Angel dust, ozone, whack, love boat

Looks Like: Liquid, white crystalline powder, pills, capsules

Method of use:
- Oral
- Snorted
- Smoked
- Injected

Duration of high:
- Several hours to 24 hours

Signs:
- Impaired coordination, Slowed body movements
- Severe confusion and agitation
- Extreme mood swings
- Muscle rigidity
- Nystagmus (involuntary jerky eye movement)
- Profuse sweating
- Increased tolerance for pain
- Fearfulness, Anxiety
- Violent or Bizarre behavior
- Memory and speech difficulties
Marijuana

Type: Hallucinogen
Street Names: Pot, Grass, Weed, Dope, Hash & TOO MANY TO LIST!
Looks Like: Parsley or almost anything because of edibles!
Method of use:
• Smoked (bong, rolling papers)
• Ingested (edibles, teas, tonics/tinctures)
• Vaped
Duration of high:
• 30 minutes to hours depending on how ingested, quantity, quality, tolerance
Signs:

- Reddened, bloodshot eyes
- Pungent aroma (Not Always Anymore!)
- Fatigue, lack of motivation
- Slowed reaction time
- Slowed speech or talkativeness
- Dry mouth and throat
- Increased appetite—"munchies"
- Impaired concentration, coordination and memory
- Nervousness or paranoid behavior
- Weight gain
- Anxiety
- Poor coordination
Marijuana Edibles
QUESTIONS?