



ADMINISTRATIVE DIRECTIVE

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I. PURPOSE

To state City policy regarding the use of alcohol, controlled substances (drugs), and other intoxicants by City employees.

II. POLICY

It is the City's policy to maintain a drug-free workplace. The City requires that all firefighter positions, all positions in the Tucson Police Department, all positions requiring a Commercial Driver's License, and all positions identified by the City of Tucson as safety sensitive shall be offered employment conditional on testing for controlled substances and meeting departmental drug-free workplace standards. Procedures for testing employees shall be in accordance with applicable law.

This Directive sets forth the minimum standards to which all City employees shall adhere. The Police and Fire Departments may, with City Attorney approval and consistent with applicable law, adopt additional internal standards, which shall apply only to those employees assigned within those departments.

III. DEFINITIONS

- A. CDL Employee – An employee required by job description to have and maintain a Commercial Driver's License (CDL).
- B. Controlled Substance - a drug as defined by Arizona Revised Statutes or by schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. Section 812, including, but not limited to, amphetamines, barbiturates, cocaine, methaqualone, opiates, phencyclidine (PCP) and THC (marijuana).
- C. Impairment- means symptoms that a prospective employee or employee while working may be under the influence of drugs or alcohol that may decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movements, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, machinery or production or manufacturing processes, disregard for the safety of the employee or others, involvement in an accident that results in serious damage to equipment, machinery or property, disruption of a production or manufacturing process, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.
- D. Medical Marijuana Card Holder- Individual who has been issued and possesses a valid registry identification card pursuant to A.R.S. § 36-2804.03.



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- E. **Positive** (Result) – The result of a drug test reported by the City’s contracted Medical Review Officer (MRO) subsequent to 1) a urine specimen revealing the presence of a particular metabolite in the urine and 2) employee interview.
- F. **Reasonable Suspicion** - A belief that can be described and is based on contemporaneous observations of specific, objective facts that an employee is currently impaired or under the influence of controlled substances and/or alcohol. "Reasonable suspicion" may include, but is not limited to:
1. A pattern of abnormal or erratic behavior;
 2. Information provided by a reliable and credible source;
 3. Direct observation of drug or alcohol use or evidence of such use;
 4. Presence of the physical symptoms of controlled substance or alcohol use, such as glassy or bloodshot eyes, the odor of alcohol, slurred speech, poor coordination.
- G. **Safety Sensitive Position** - Any position designated by the City as safety sensitive, or any job including tasks or duties the City believes could affect the safety or health of the employee performing the task or others, including any of the following:
1. Operating a motor vehicle, other vehicle, equipment, machinery or power tools;
 2. Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
 3. Performing duties in the residential or commercial premises of a customer, supplier or vendor;
 4. Preparing or handling food or medicine; or,
 5. Working in any occupation regulated pursuant to Title 32.

Substance Abuse Professional (SAP) - A certified individual who evaluates employees who violated City of Tucson drug and alcohol policies and makes recommendations concerning education, treatment, follow-up testing, and aftercare. For a current list of certified SAPs, visit: www.saplist.com.



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IV. POLICY REGARDING CONTROLLED SUBSTANCES

- A. City employees shall not:
1. Report to work having used any controlled substance;
 2. Whether on or off duty, use, manufacture, possess, sell, or provide to another any controlled substance, or improperly use any drug.
- B. This policy does not apply to the authorized possession of controlled substances by employees in the course of their duties (e.g., employees involved in police operations or para-medicine).
- C. Possession of medically prescribed controlled substances or medications, which have been legally prescribed to the employee by a person licensed to do so, and the use of such substances consistent with the prescription, is not a violation of this policy.
- D. A City employee who is taking any medication, whether or not prescribed, which may interfere with the safe and effective performance of duties or operation of City equipment, is required to advise their direct supervisor and Risk Management/The Safety Group (TSG) at 791-4728 of that fact before beginning work.
1. If there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medication, clearance from the City Physician is required. The employee shall not be allowed to drive or perform other safety-sensitive functions until clearance from the City Physician is obtained.
 2. Failure to advise Risk Management/TSG of the use of any medication that may interfere with the safe and effective performance of duties or operation of City equipment may result in discipline, up to and including discharge from employment.
 3. Employees concerned about their alcohol or drug use are strongly encouraged to seek voluntary assistance. The City's Employee Assistance Program (EAP) is available as a resource for all employees. Current information regarding the EAP may be obtained from the City Intranet or City Human Resources Benefits Office.

V. POLICY REGARDING ALCOHOL OR OTHER INTOXICANTS

- A. City employees shall not:
1. Report to work with an alcohol concentration of .04 percent or higher or under the influence of other intoxicants;
 2. While on duty, possess or use alcohol, or sell or provide alcohol or other intoxicants to another;



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- 3. While in uniform, on or off duty, buy or use alcohol or other intoxicants.
 - 4. While on duty or on call, have an alcohol concentration of .04 percent or higher or be under the influence of other intoxicants.
 - 5. In the event an employee is tested for alcohol and registers an alcohol concentration of .04 or higher, the employee *may at the time of the breath alcohol test*, request a "Blood Alcohol Test" from City physician staff. This test will consist of a blood draw, does not require pre-authorization and will be done at no expense to the employee.
- B. This directive does not apply to possession, use, or provision of alcohol or other intoxicants by employees in the context of authorized work assignments, such as undercover police enforcement activities and intoxilizer demonstrations. In all such cases, it is the individual employee's responsibility to ensure that job performance is not adversely affected by such possession, use, or provision of alcohol or other intoxicants.
 - C. CDL employees with alcohol concentrations of .02 percent or higher will be removed from driving duties and all safety-sensitive functions for a period of not less than 24 hours following the administration of the test. CDL employees with alcohol, concentration of .02 or higher are subject to disciplinary action up to and including discharge from employment.
 - D. In the event a CDL holder registers an alcohol concentration of .02 percent or higher, the employee may *at the time of the breath alcohol test*, request a "Blood Alcohol Test" from City physician staff. This test will consist of a blood draw, does not require pre-authorization and will be done at no expense to the employee.

VI. POLICY REGARDING MEDICAL MARIJUANA

- A. The City will not discriminate or take adverse actions against an applicant or employee based on a person's status as a medical marijuana cardholder or based solely on an individual's positive test for marijuana or its metabolites, unless the marijuana was consumed/ingested on City property or the employee was impaired by the marijuana use.

Federal law and regulations may preempt some employee protections from the Arizona Medical Marijuana Act.

- B. City employees who possess a valid Medical Marijuana Registry identification card shall not:
 - 1. Report to work, or be on duty, while impaired by the use of medical marijuana.



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2. While on duty, or on City property, possess, use or consume marijuana, or sell, provide or distribute marijuana to another.

C. Tucson Police Department employees (commissioned and non-commissioned) should refer to General Orders 4145.5 and 4145.6.

D. CDL drivers and those in positions designated by the City of Tucson as safety sensitive, covered by federal guidelines, or by Tucson Police Department general orders will be subject to applicable federal law regarding the use of marijuana or related product.

E. Firefighters should refer to NFPA 1582 (most current version), as it has been determined that “Sedatives and hypnotics (including benzodiazepines, dronabinol, and medical marijuana) compromise the member’s ability to safely perform essential job tasks, 1 and 3-13 due to alterations in medical status, vigilance, judgment and other neurological functions...”

VII. GENERAL POLICIES AND PROCEDURES

A. Department directors or designees, and supervisors are responsible for obtaining training for consistent enforcement of the policies set forth in this directive. Any supervisor who knowingly permits a violation of this directive shall be subject to disciplinary action up to and including discharge from employment.

B. If the supervisor determines there is reasonable suspicion to believe an employee is impaired or under the influence of alcohol and/or controlled substances, the employee shall be required to submit to drug and/or alcohol testing.

C. Refusal to submit to testing pursuant to this directive, shall be treated the same as a positive test and is grounds for discharge from employment.

Criminal Arrests and Convictions.

1. Any employee who is arrested for a violation of a criminal drug statute shall notify his/her supervisor of the arrest within one (1) business day of the arrest, and advise the supervisor of any changes in the status of the situation thereafter.



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2. Any employee who is convicted of a violation of a criminal drug statute shall notify his/her supervisor or departmental administrative personnel of the conviction within five (5) calendar days of the conviction.
 3. When notified of a conviction, the supervisor or departmental personnel notified shall immediately forward the information in a confidential manner to the Director of Human Resources.
 4. If the City department in which the convicted employee is assigned receives federal grant funding, the conviction shall be reported to the granting agency within ten days, and disciplinary action shall occur within thirty days, of receiving the notice of conviction.
- D. The Collection site shall meet the DOT guidelines established in "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" found in 49 CFR part 40.
- E. Drug testing laboratories must be certified by the Department of Health and Human Services. These laboratories receive, analyze and report laboratory confirmed results only to MROs. Regulations concerning drug testing laboratories are found in 49 CFR Part 40 Subpart F, Subpart Q and Subpart R.
- F. All testing of breath and/or urine for controlled substances and/or alcohol, shall be accomplished through the City Physician and/or such other medical facilities as may be selected by the City.
- G. Controlled substance testing for random selections will follow split sample procedures. An employee whose urine sample has tested positive has the option (within 72 hours of being notified by the City Physician) of having the other portion of the split sample tested at the same or another federally certified laboratory at their own expense.
- H. Risk Management/TSG is responsible for developing and maintaining a training program for supervisory personnel to assist them in recognizing conduct, behavior and other factors giving rise to a reasonable suspicion an employee is under the influence or impaired by alcohol and/or controlled substances or other intoxicants. This program shall comport with all applicable laws and regulations, including CDL requirements, and shall be maintained within Risk Management/TSG. All City employees shall receive a copy of this Administrative Directive. Updates of this directive are posted and available online.



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- I. Supervisors must complete training in the recognition of alcohol misuse and substance abuse.
- J. Any employee who reports having a drug and/or alcohol use problem, and who has *not* refused a drug or alcohol test, nor been selected for a random, reasonable suspicion or post-accident test, may voluntarily refer themselves to management, Human Resources or Risk Management. Risk Management shall be informed and Risk Management will then refer the individual for evaluation (and treatment) by a certified substance abuse professional. This will be done at no expense to the City and will be done on the employee's own time.

VIII. PROVISIONS FOR CDL EMPLOYEES

- A. Supervisors of CDL employees must complete training in the recognition of alcohol misuse and substance abuse.
- B. CDL employees must complete drug abuse and alcohol misuse training online within 10 days of hire or prior to operating any commercial vehicle and submit a copy of their certificate of completion to TSG or they will be placed into a non-driving status.
- C. Department directors or their designee are required to ensure that an accurate listing of all CDL employees and their supervisors is provided to Risk Management/TSG and is continually updated by adding or removing employees as assignments change.
- D. **Required testing for CDL employees:**
 - 1. **Pre-employment/Post-offer testing** - Prior to the hiring, appointment, transfer or promotion to a position requiring a CDL or prior to the first time a CDL Operator performs safety-sensitive functions for the City, the employee must submit to testing for controlled substances. If the employee fails the test, that employee will not be hired, appointed, transferred or promoted; and, if already employed, will be disciplined up to and including discharge from employment. An applicant who tests positive for drugs will not be considered for future employment as a CDL Operator or for a position identified as safety sensitive for a period of two years.
 - 2. **Random Testing** - Alcohol and controlled substance testing will be conducted on a random basis throughout the calendar year. CDL Operators who are performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions, will be tested as established by federal regulation. Employees who are on temporary restricted duty continue to be subject to random testing.



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3. Reasonable Suspicion Testing

- a. Alcohol and/or controlled substance testing will be required when the City has reasonable suspicion, as set forth in 49 CFR § 382.307, to believe the driver has violated the alcohol and/or controlled substances prohibitions. The observations relied upon for a reasonable suspicion test shall only be from supervisors who have attended supervisor training on drug abuse and alcohol misuse or are made by trained law enforcement personnel.
- b. Return to work following a controlled substance test shall comply with the terms of 49 CFR § 40.21. If employment is not terminated following a positive alcohol test, return to work following the positive alcohol test is governed by the terms of paragraph 5, below. An employee who receives a negative alcohol test result shall return to work immediately.

4. Post-Accident Testing – The supervisor will require each driver to be tested for alcohol and controlled substances following an incident involving a commercial motor vehicle when either: the accident involves a fatality; OR, the driver receives a citation or is likely to receive a citation for a moving traffic violation arising from the accident; AND either (1) the incident involves *any* injury which requires medical treatment away from the scene; OR (2) *any* vehicle is required to be towed from the scene.

A driver who is subject to post-accident testing shall remain available, or the City may consider the driver to have refused to submit to testing. The driver subject to post-accident testing shall refrain from consuming alcohol for eight hours following the accident, or until s/he submits to an alcohol test, whichever comes first. The City complies with CDL regulations containing additional requirements related to the time for certain testing and the related records to be maintained.

- 5. **Return to Duty Testing** - Any driver whose employment was not terminated, after engaging in prohibited conduct regarding alcohol misuse, shall undergo a return to duty alcohol test indicating an alcohol concentration of less than .02 percent prior to returning to duty. When a return to duty test is required, the driver must also be evaluated by and participate in treatment prescribed by the Substance Abuse Professional and be cleared by the City Physician.
- 6. **Follow-Up Testing** - shall be directed by the Certified Substance Abuse Professional as required by 49 CFR § 40, Subpart O.
- 7. **Refusal to submit** - to testing pursuant to this directive will be treated the same as a positive test result and the employee shall be discharged from employment.



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IX. PROVISIONS FOR NON-CDL EMPLOYEES

A. Pre-Employment/Post-offer Testing - Applicants for the position of firefighter, all Police Department positions, and all positions designated by the City of Tucson as safety sensitive shall be tested for controlled substances as part of the post- offer pre-employment physical. Applicants failing the test will not be eligible for hire for a period of two years and if the applicant is already a City employee, s/he will be subject to disciplinary action up to and including discharge from employment. Employees who test positive for a controlled substance and are discharged by the City of Tucson are not eligible for re-hire for a period of two (2) years.

B. Random Testing - Employees who are in a classification/position identified as safety sensitive are subject to random monthly drug and/or alcohol testing.

1. TSG will notify the designated representative that an employee has been selected for testing.
2. The department will make arrangements to immediately transport the selected employee to the City Physician for testing.
3. If the results of a random test return positive, the employee may not perform any safety sensitive function.
4. If the results of a random test return positive, the employee will be informed and placed on imposed leave with pay, and the Department will initiate disciplinary action which includes discharge from employment.

C. Reasonable Suspicion Testing of City Employees.

1. If it appears that an employee is in immediate need of medical assistance, the supervisor is to contact the City Paramedics by calling 911.
2. In non-emergency situations, whenever a supervisor has reasonable suspicion, that an employee is under the influence or impaired by alcohol, controlled substances, or other intoxicants, the supervisor shall immediately:
 - a. Relieve the employee of their duties;
 - b. Contact the Department Director or designee, state the observations that cause the supervisor to believe the employee is under the influence of a controlled substance or alcohol or other intoxicants, and receive direction as to whether to have the employee tested pursuant to this directive;
 - c. Document the observations and submit this to Risk Management/TSG. Supervisors may utilize the Reasonable Suspicion Guide and Checklist, adding any additional documentation if needed. (Appendix A)



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- d. Have the employee tested if directed by the Department Director or designee. Contact TSG during both normal business hours and after hours at 850-6008 to arrange for immediate testing of the employee. Transport the employee to the City Physician for testing. **Employees are not to transport themselves.**
 - e. Arrange to have the employee driven home after testing if a negative result is not received.
 - f. An employee's refusal to submit to testing pursuant to this directive will be treated the same as a positive test result and is grounds for discharge.
 - g. Any trained lead, supervisor or manager who knowingly ignores signs of impairment or fails to take appropriate action is subject to disciplinary action up to and including discharge.
3. The City Physician will notify the employee of the test results and forward the results to Risk Management/TSG as soon as practical. Risk Management/TSG shall release the results to the Department Director or designee immediately. All test results must be maintained as confidential medical records.
4. If the test results are negative and the employee has not yet returned to work, the department shall immediately instruct the employee to return to work.
5. If the test results are negative, but the MRO process was utilized by the City Physician, Risk Management/TSG will initiate the medication clearance process with the employee.
- D. **Post-Accident Testing:** The same rules applicable to post-accident testing for CDL employees shall apply to any City employee driving on City business. Regulations can be found at 49 CFR [§ 382.303](#).
- E. **Return to Work Testing:** Any employee subject to random testing and who was removed from the testing pool for a period of 30 days or more (including medical or military leaves) must submit to a drug test prior to returning to work. A negative result allows the City to return the employee to work and to the random testing pool. Any employee testing positive will be subject to disciplinary action, up to and including discharge.

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X. REFERRAL FOR TREATMENT AND FOLLOW-UP TESTING

- A. All CDL and safety sensitive employees who test positive for alcohol or other intoxicants and *are not discharged* will be referred to a Certified Substance Abuse Professional (SAP) for assessment and counseling. CDL employees who are not discharged for a first offense and who fail to comply with the Substance Abuse Professional's recommendations shall be discharged.
- B. Non-CDL and non-safety sensitive employees who test positive for alcohol and other intoxicants and are not discharged will be referred to a Certified SAP. A referred employee who fails to comply with the recommendations of the Certified SAP and provide proof of program completion shall be discharged.
- C. Any leave to attend counseling and/or treatment facilities pursuant to this section is subject to the provisions of the City's Leave Policy.
- D. If an employee successfully completes a rehabilitation program, he or she must complete a return to duty controlled substance and/or alcohol test, receive a negative result and be released by the City Physician prior to returning to work.

XII. RELATED DIRECTIVES

2.01-7	Employee Leaves
2.02-16	Disciplinary Action, Employee Review
2.02-5	Process Rules of Conduct
6.01-6	Driver's License Policy
S-030	CDL & Safety Sensitive Random Drug/Alcohol Testing Procedure
Appendices	A) Reasonable Suspicion Guide and Checklist B) Post-Accident Testing Tree C) Federally Regulated Drug Screen List with Initial and Cutoff Levels D) Test Notification Form
References	FMCSA 49CFR Arizona Revised Statute 36-2804.03

Review Responsibility and Frequency

The Business Services Director, Director of Human Resources and City Attorney, shall review and revise this directive as appropriate.

Authorized:



City Manager
Michael J. Ortega



Date



CITY OF TUCSON
REASONABLE SUSPICION GUIDE



Purpose

To inform supervisory personnel on the dos and don'ts, why's and how's in making fair and reliable reasonable suspicion drug and alcohol testing referrals of covered employees performing safety-sensitive job functions.

Target Audience

This guide is intended for front line supervisors responsible for making reasonable suspicion drug/alcohol testing referrals of employees who perform safety-sensitive job functions.

Key Definitions

Safety Sensitive - Pursuant to A.R.S. 23-493 as of July 1, 2013, a "safety sensitive position" is defined as any job designated by an employer as a safety sensitive position or any job that includes tasks that the employer in good faith believes could affect the safety or health of the employee performing the task, or could affect the safety or health of others to, to include:

- Operating a motor vehicle or other vehicle, equipment, machinery or power tools;
- Repairing, maintaining or monitoring the performance or operation of any equipment, machinery, or manufacturing process if the malfunction of such equipment, machinery, or manufacturing process could result in injury or property damage;
- Performing duties in the residential or commercial premises of a customer, supplier or vendor;
- Preparing or handling food or medicine;
- Working in a profession regulated under A.R.S. Title 32 – Professions and Occupations.

Lack of coordination - Inability to perform acts or arrange items in the proper relative order.

Constricted pupils - Narrowing or compressing of the pupil of the eye.

Blackout - Temporary, but not necessarily total loss of consciousness. Forgetfulness of events occurring over periods of time also constitutes a blackout.

Bloodshot or watery eyes - Extreme reddening of, or water-filled eyes. May also have a glassy-like film over eyes.

Sleepy or stuporous condition - Dazed or confused look or reaction to an otherwise normal situation (e.g., not recognizing a familiar object or individual). Lethargic. Mental or physical inactivity. Lack of emotion, feeling, or enthusiasm to things generally found exciting or interesting.

Aggressive or antagonistic behavior - Hostile behavior (e.g., physical fights, loud verbal, abusive conversations).

Slurred speech - Indistinct, incoherent word pronunciation (e.g., nonsense-sounding syllables and/or sentences during a conversation).

Slowed reaction rate - Delayed stimulus response to circumstances or events (e.g., non-instantaneous, startled reaction to a loud, unexpected, frightening noise).

Recognizing the Signs...

A reasonable suspicion referral for testing will be made on the basis of **specific, contemporaneous, (happening at that moment), articulable observations WHICH ARE NOT "NORMAL"** for the employee being observed concerning the appearance, behavior, speech, or body odor of that employee.

Common Signs of Alcohol Abuse:

- Lack of coordination
- Constricted pupils
- Blackout
- Bloodshot or watery eyes
- Sleepy or stuporous condition
- Aggressive or antagonistic behavior
- Slurred speech
- Slowed reaction rate
- Dulled mental processes

Common Signs of Marijuana Use:

- Reddened, bloodshot eyes
- Lack of motivation
- Diminished concentration
- Impaired vision
- Slowed speech
- Chronic fatigue
- Emphysema-like condition
- Irritating cough and chronic sore throat
- Pungent aroma, distinctive smell on clothing
- Lackadaisical attitude

Common Signs of Cocaine Use:

- Talkativeness
- Wide mood and energy swings
- Profuse sweating/dry mouth
- Difficulty concentrating
- Insomnia
- Paranoia and hallucinations
- Dilated pupils/visual impairment
- Increased physical activity and fatigue restlessness
- Isolation and withdrawal from friends/normal activity
- Runny or irritated nose
- High blood pressure, heart palpitations
- Formication (sensation of bugs crawling on skin)
- Frequent non-business visitors, phone calls, delivered packages frequent and extended absences from meeting or work assignments

Common Signs of Opiate Use:

- Low, raspy speech
- Mood changes
- Physical fatigue and drowsiness
- Depression and apathy
- Impaired coordination
- Impaired mental functioning and alertness
- Dry mouth, facial itching

- Constricted pupils
- Impaired respiration
- Possible puncture marks ("tracks")
- Nausea, vomiting

Common Signs of Amphetamine Use:

- Talkativeness
- Confusion
- Rapid respiration/profuse sweating
- Heightened aggressiveness
- Increased heart rate, blood pressure
- Hyper excitability and restlessness
- Panic
- Dilated pupils
- Impulsive, risk-taking
- Runny/bleeding nose
- Redness in nasal area

Common Signs of PCP Use:

- Impaired coordination
- Incoherent
- Extreme mood shifts
- Violent and combative
- Incomplete or repetitive verbal responses
- Muscle rigidity
- Severe confusion and agitation
- Dilated pupils
- Dizziness
- Spasmodic, involuntary jerky eye movement
- Profuse sweating

Process

1. Refer to Administrative Directive 2.02-22.
2. Complete Reasonable Suspicion Check List.
3. Contact TSG to coordinate any authorized testing.
4. Transport employee to designated City physician for testing.
5. Send documentation to TSG for file.



CITY OF TUCSON
REASONABLE SUSPICION CHECKLIST FORM



This form is to be used as a tool to substantiate and document the objective facts and circumstances leading to a reasonable suspicion request. After careful observation of the employee's behavior, please check all that apply.

Employee Name/ID #: _____ Department _____ Class Title _____

Date _____ Time Observed (from/to) _____ Evaluating Supervisor/Title _____

Location of employee when reasonable suspicion evaluation was made (be specific): _____

Evaluating Supervisor/Title _____ Phone #: _____

OBSERVATIONS OF THE EMPLOYEE'S PHYSICAL CONDITION

(Check below any/all applicable behaviors and describe)

- ___ Slurred Speech _____
- ___ Confusion/Disorientation _____
- ___ Odor of Alcohol on: Breath/Person _____
- ___ Odor of Marijuana on: Breath/Person _____
- ___ Unsteady Gait or Lack of Balance _____
- ___ Glassy Eyes _____
- ___ Rapid/Continuous Eye Movement or Inability to Focus _____
- ___ Drowsiness _____
- ___ Inattentiveness _____
- ___ Apparent Intoxicated behavior (without the odor of alcohol) _____
- ___ Apparent Intoxicated behavior (without the odor of marijuana) _____
- ___ Tremors or bodily shaking _____
- ___ Poor Concentration _____
- ___ Runny nose or sores around nostrils _____
- ___ Very large or very small eye pupils _____
- ___ Slow or inappropriate reactions _____
- ___ Other _____

OBSERVATIONS OF EMPLOYEE'S BEHAVIOR

- ___ Inability to respond to questions or to respond correctly _____
- ___ Complaints of racing or irregular heart beat _____
- ___ Marked Irritability Aggressiveness (attempts at physical contact) _____
- ___ Inappropriate laughter, crying, etc. _____
- ___ Sleeping on the job _____
- ___ Fainting or Repeated loss of Consciousness _____
- ___ Inappropriate job performance and/or violation of operational rules _____
- ___ Other _____

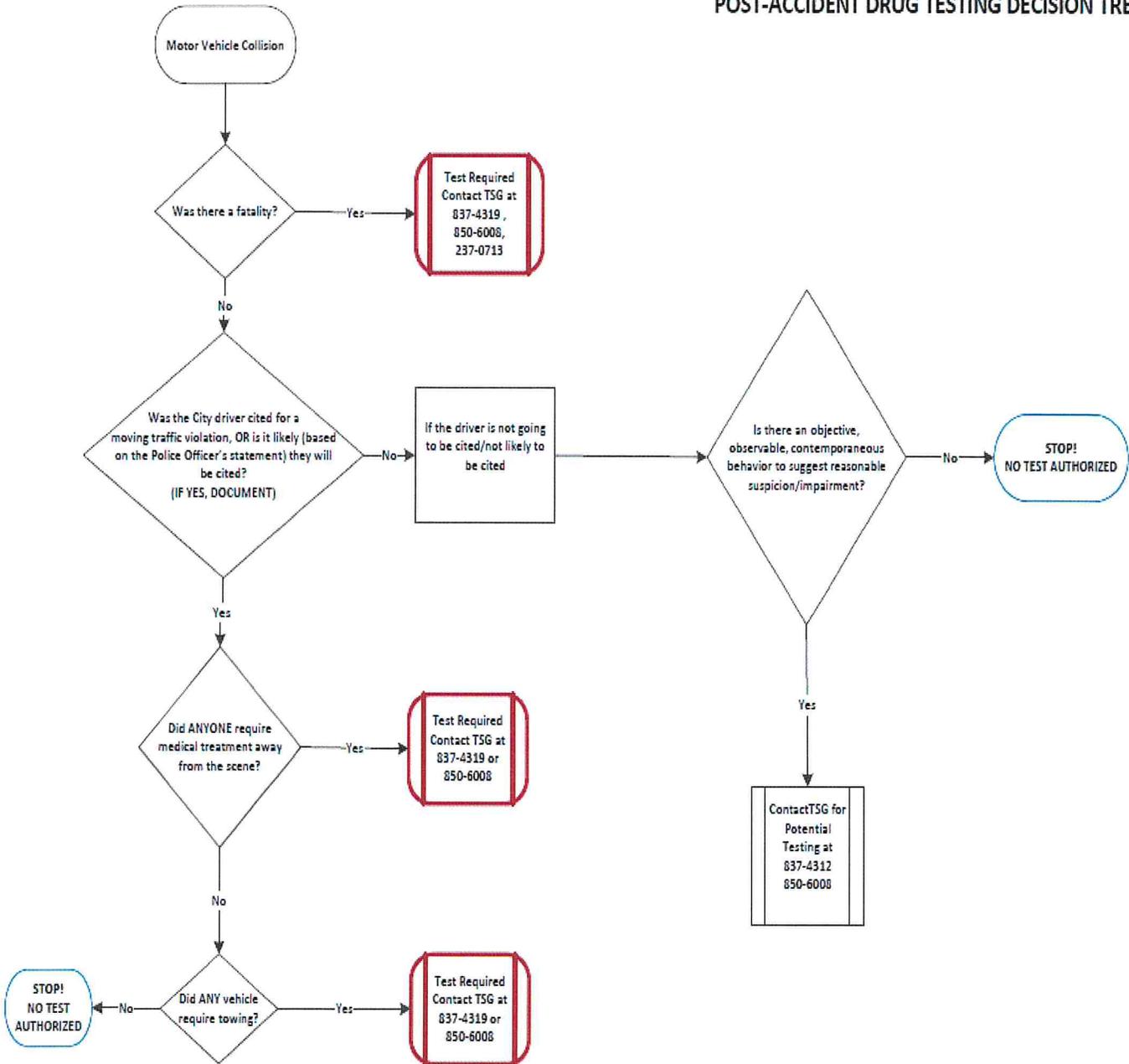
HIRING AUTHORITY'S DETERMINATION OF REASONABLE SUSPICION PURSUANT TO ADMINISTRATIVE DIRECTIVE 2.02-22 (Drug and Alcohol Use; Impaired Employees; Physical Evaluations; Applicant Testing). Based on the above documented information, I have determined that there **IS** or **IS NOT** (circle only one) reasonable suspicion for sending the above referenced employee for a drug and/or alcohol screening test.

Name and Signature of Hiring Authority (or Designee)

Date

Cc: THE SAFETY GROUP

POST-ACCIDENT DRUG TESTING DECISION TREE



1/24/2020

**DRUG TEST LIST
FEDERALLY REGULATED
INITIAL AND CONFIRMATION CUTOFF LEVELS**

Drug	Initial Test Cutoff Level (ng/ml)	Confirmatory Test Cutoff
Marijuana (Cannabinoids/THC)*	50	15
Cocaine*	150	100
Phencyclidine (PCP)*	25	25
Amphetamine*	500	250
Methamphetamine*	500	250
MDMA/MDA	500	250
Opiates (Opium and Codeine Derivatives)/Morphine Opiate Metabolites (6- Acetylmorphine/6- AM)*	2000	2000
Heroin	10	10
Hydrocodone	300	100
Hydromorphone	300	100
Oxymorphone	100	100
Oxycodone	100	100
Benzodiazepine	300	200
Methadone	300	200
Methaqualone	300	200
Barbiturate	300	200
Propoxyphene	300	200

*NIDA/CDL drug screen only – refer to FMCSA 49 CFR Part 382



CITY OF TUCSON

Testing Notification Form

(In accordance with Administrative Directive 2.02-22 and FMCSA)

Employee Name: _____ Employee ID # _____
Department: _____
Position: _____
Date of Drug Screen Notification: _____

DOT _____ Non-DOT _____

You will have a drug screening for the following reason:

_____ Random Selection
_____ Other: _____

Your urine collection is obtained as a split specimen. This means, your urine specimen is "split" into two separate vials. The laboratory only tests one vial. **If your specimen is determined to be positive by the Medical Review Officer (MRO), you have the right to request the specimen in the second vial be tested.** Below is the procedure that you may initiate to have your split specimen tested. **PLEASE NOTE, THIS PROCESS IS OPTIONAL AND AT YOUR OWN EXPENSE.** This option is available to you should you feel the test result is not accurate. **YOU MUST REQUEST THIS OF THE COLLECTION SITE DIRECTLY WITHIN 72 HOURS OF NOTIFICATION OF THE POSITIVE RESULT.**

NOTICE

Following a confirmed positive drug screen notification made to you by the MRO, you may request that the split portion of the specimen you provided, be transferred directly from the initial collection site to another independent certified laboratory of your choice. The laboratory selected must be certified by the Substance Abuse Mental Health Services Administration (SAMHSA).

To be completed by employee if notified by the MRO of a positive result:

Date of notification by MRO: _____
Time of notification by MRO: _____

In the event the MRO is unable to reach you, they will contact the Risk Management Office. Risk Management will reach out to your department's HR team to make notification so that you can return the call.

Procedure for Split-Sample Testing Request

1. Employee will contact the collection site in person or by phone to initiate the transfer.
2. Employee will return this form to Risk Management (RM) with the date and time of the MRO's notification.
3. RM staff will verify that 72-hour time limit has been followed. If not within the timeframe, RM staff will notify employee that transfer cannot take place.
4. The collection site will obtain payment from the employee and send the split specimen to the selected independent laboratory for testing. The laboratory will be SAMHSA qualified and should be a competitor of the initial testing laboratory.
5. The result of the split specimen testing will take approximately 7-10 days.
6. Three attempts will be made by the MRO to contact the donor before releasing the result to the employer.

I have read and understand the procedures required to initiate a split specimen test.

Signature: _____ Date: _____

For RM Staff Use Only:
Employee requested initiation to transfer on: Date: _____ Time: _____
Date and Time of MRO notification has been confirmed as: Date: _____ Time: _____ By: _____ from the MRO's Office.
Initiation of transfer request was within the required 72 hours. Yes _____ No _____
If yes, initiation of transfer was made: By _____ Date: _____ Time: _____
If no, has employee received a copy of this form as notification that timeframe was not met? Yes _____ Employee Initials _____
No _____ Employee was notified by phone or mail on Date _____ Time _____
The Split Specimen was sent to the following independent certified laboratory: _____ _____
Signature _____ Date _____

NOTE TO EMPLOYEE: KEEP THIS FORM AND FAX A COPY TO RM OFFICE AT 624-2061 IF YOU CHOOSE TO INITIATE A SPLIT SPECIMENT TEST.
