



City of Pittsburgh
Operating Policies

Policy: Reasonable Suspicion for Drug and Alcohol – for Managers	Original Date: 02/01/2010
	Revised Date:

PURPOSE:

To establish guidelines for all City managers in the case of a reasonable suspicion that an employee is under the influence of a prohibited drug substance or alcohol.

POLICY STATEMENT:

In accord with the Drug Free Workplace Policy revised April 2008, the City of Pittsburgh recognizes its responsibility to maintain a productive, safe and healthy work environment and to protect the safety of its employees, its contractors and the public by assuring that its employees are free from the presence of drugs and alcohol which may affect their physical or mental abilities to perform their duties safely and efficiently. The City directs and enables its managers to act upon reasonable suspicion of drug and/or alcohol use by its employees.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

POLICY:

It is the policy of the City of Pittsburgh to enable its managers to act in an alert, direct and prompt manner to the reasonable suspicion of drug and or alcohol use found evident in the work place.

Managers are to be vigilant in detecting indicators of substance abuse. Causes for reasonable suspicion include:

- Observed or reported distribution, possession, or use of a prohibited substance.
- Apparent drug or alcohol intoxication.
- Observed abnormal or erratic behavior.

- Incidents such as flagrant violation of safety regulations, serious misconduct, fighting or argumentative/abusive language, refusal of supervisory instruction, or unauthorized absence on the job.

The steps a manager must take to conduct a Reasonable Suspicion Investigation are:

- Observe the behavior.
- Confirm the behavior (report the behavior to the manager's supervisor, assistant director or director/bureau chief for collaboration).
- Document the behavior (complete the Reasonable Suspicion Observation Form attached).
- Confront the employee.
- Test the employee for drugs and alcohol (make arrangements for testing by contacting the Personnel Manager of Employment within 24 hours of the reasonable suspicion observation).

Once observed and confirmed, managers must use the Reasonable Suspicion Observation Form to document the unusual behavior and physical signs or symptoms which alerted the reasonable suspicion.

- *Unusual behaviors* found to be indicators of drug or alcohol use include verbal abusiveness, physical abusiveness, extreme aggressiveness or agitation, withdrawal, depression, mood changes or unresponsiveness, unusual reaction to real or imagined criticism, and inappropriate verbal response to questioning or instructions.
- *Physical signs or symptoms* which indicate drug or alcohol use include insensitivity to pain, slurred or incoherent speech, unsteady gait or other loss of physical control, poor coordination, dilated or constricted pupils or unusual eye movement, odor like alcohol, odor of marijuana, dizziness or fainting, runny sores or sores around nostrils and puncture marks or "tracks".

The **Reasonable Suspicion Observation Form** attached to this policy must be fully completed whenever an incident occurs which prompts reasonable suspicion that an employee is under the influence of a prohibited drug substance or alcohol. The summary section of the form must indicate facts and circumstances of the incident, the employee's response, supervisor actions and any other pertinent information as well as the date, times and location of the reasonable cause testing. The form must be signed by two supervisors.

The employee must be confronted with the evidence and then scheduled for drug and alcohol testing.

Within 24 hours of the initial reasonable suspicion observation contact the Personnel Manager of Employment, Room 431 City-County Building at 412-255-2384 to make arrangements for **Drug and Alcohol testing**. Drug and alcohol screenings are done at UPMC Mercy OccuNet. The employee must be

transported to UPMC Mercy OccuNet by his/her supervisor or appropriate department representative, who will be expected to provide the necessary information to the Mercy OccuNet staff. The employee to be tested will need to furnish photo ID to the Mercy OccuNet staff.

In the event that an employee refuses to be transported to a testing facility or to submit to a test, the supervisor must inform the employee that the refusal is considered a positive result and the employee must be immediately transported home with instructions not to report back to work until further notice.

Please see the online Drug and Alcohol Testing Policy for specific information on the Drug and Alcohol Testing process.