



# **NORTH MIAMI POLICE DEPARTMENT**

## *STANDARD OPERATING PROCEDURES*



### **SUBSTANCE EXAMINATION PROGRAM 200.06**

EFFECTIVE DATE: 11-02-23

APPROVED: *Cherise A. Gause*  
Chief of Police

SUPERSEDES: N/A

CFA: N/A

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### **I. PURPOSE**

To establish a workplace free from the influence of substance misuse, the following Policy has been established.

### **II. POLICY**

It is recognized that the North Miami Police Department has a critical responsibility to the citizens of North Miami to provide a highly effective law enforcement services. This can only be accomplished if the employees of the department are unimpaired physically and mentally from the effects of drugs, narcotics, or any other controlled substance.

Employees are hereby notified that it is a condition of employment for each employee to refrain from reporting to work, or working with, the presence of drugs-in his or her body. If an employee drug test is confirmed positive or an employee refuses to submit to a drug test, the employee is subject to disciplinary action, including discharge, and may forfeit eligibility for medical and indemnity benefits.

It is not the City's intent to intrude into the private lives of its employees. However, the effect of drug use on safety, work quality and increased medical expenses and lost productivity requires that this Policy be implemented. Any employee who violates any of these rules will be subject to disciplinary action up to and including termination of employment. The following rules apply under this Policy.

This policy adheres the guidelines set forth in the:  
CITY OF NORTH MIAMI- ADMINISTRATIVE REGULATIONS 1-72; and  
ARTICLE 44 DRUG AND ALCOHOL TESTING (PBA Contract).

### III. SCOPE

This policy applies to all members of the Police Department.

### IV. DEFINITIONS

**Drugs:**

Means alcohol, including a distilled spirit, wine, a malt beverage or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed in this paragraph. Job applicants and employees may be tested for any or all such drugs. Per this definition, any reference to drugs includes reference to alcohol.

**Drug rehabilitation program:**

Means a service provider established pursuant to Florida law that provides confidential, timely, and expert identification, assessment, and

resolution of employee drug abuse.

**Employee:**

Means an individual who works for the City on a full-time or part-time basis and receives salary, wages, or other remuneration.

**Drug Test:**

1. Means any chemical, biological or physical instrumental analysis administered by a laboratory certified by the United States Department of Health and Human Services (HHS) or licensed by the Agency for Health Care Administration (AHCA) for the purpose of determining the presence of drugs or its metabolites, including alcohol.
2. Drug testing may require the collection of blood, urine, breath, saliva or hair (if approved by the Union) of an employee. The City has the right to use more accurate, scientifically accepted method which may be approved in the future by the United States Food and Drug Administration (FDA) or the AHCA as such technology becomes available in a cost effective form.
3. "Confirmation test", "confirmed test", or "confirmed drug test" means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.
4. Drug Testing Methodology means specimens for drug testing will be collected, handled, maintained and tested in accordance with the Florida Drug-Free Workplace Program. Urine will be used for the initial and confirmation tests for all drugs except alcohol. With approval from the Union, blood may be used for the initial and confirmation tests for alcohol.

**Medical Review Officer (MRO):**

Means a licensed physician, employed or contracted with the City, who has knowledge of substance abuse disorders, laboratory testing procedures and chain of custody collection procedures; who verifies positive confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.

**Prescription Or Non-Prescription Medication:**

Means a drug or medication obtained pursuant to a prescription as defined by Section 893.02, Florida Statutes, or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

**Random:**

Employees may be required to undergo random drug testing if required by law, collective bargaining agreement, or because the employee's position is "safety-sensitive" or "special-risk" position.

**Reasonable Suspicion Drug Testing:**

Means drug testing based on a belief that an employee is using or has used drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

1. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug;
2. Abnormal conduct or erratic behavior while at work or a significant deterioration of work performance;
3. A report of drug use, provided by a reliable and credible source, which has been independently corroborated;
4. Evidence that an individual has tampered with a drug test during his or her employment with the City;
5. Information that an employee has caused, contributed to, or been involved in an accident while at work;
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the City's premises or while operating a vehicle, machinery or equipment of the City.

**Special-Risk Position:**

Means a position that is required to be filled by a person who is certified under Sections 633 or 943, Florida Statutes, as amended.

**Specimen:**

Means tissue, hair, or product of the human body capable of revealing the presence of drugs or their metabolites as approved by the FDA or the AHCA.

**Union:**

Means the South Florida Police Benevolent Association.

## **V. REQUIREMENT TO REPORT MEDICATION USE**

1. The City does not prohibit the use of a prescription medication which has a currently accepted medical use; however,
  - a. The prescription medication must be prescribed or authorized for the employee by a medical doctor; and
  - b. The use of the prescription medication at the prescribed or authorized level must be consistent with the safe performance of the employee's duties; and
  - c. The drug is used at the dosage prescribed or authorized.
2. Employees in a safety sensitive or special risk positions are required to notify their supervisor if they are currently taking any prescriptions or non-prescription medication during the course of a work shift that may adversely affect his or her ability to satisfactorily and safely perform his normal job duties (e.g., including, but not limited, to drowsiness). If an employee does notify their supervisor of the use of any prescription or non-prescription medication, the employee must provide official documentation of the medication's side effects. A form for reporting the use of prescription or non-prescription medication is attached.

## **VI. PROCEDURE**

1. The City and the Union recognize that employee substance and alcohol abuse may have an adverse impact on City government, the Department's operations, the image of City employees, the general health, welfare, and safety of the employees, and to the general public at large. As to all drug and alcohol testing subject to Article 44, other than random testing, the parties agree that the City shall have the right and authority to require employees to submit to toxicology and alcohol testing designed to detect the presence of any controlled substance, drugs, or alcohol. For random drug and alcohol testing, Bargaining Unit members must submit only to urine testing, or other type of testing with the consent of the Union, to detect the presence of any controlled substance, drugs, or alcohol.
2. Bargaining Unit members are prohibited at all times from using or being under the influence of drugs or controlled substances. Bargaining Unit members are prohibited from selling or possessing drugs or controlled substances except in the course and scope of their official duties. "Drugs or controlled substances" as used in Article 44 shall be defined as illegal substances, controlled substances, substances which may legally be

prescribed but which are not prescribed for the particular employee and/or prescribed drugs used by the particular employee in non-conformance with the prescription. Bargaining Unit members are prohibited from consuming alcohol on duty. Bargaining Unit members are also prohibited from abusing alcohol off duty to the extent that, when the Bargaining Unit member is on duty, such use and/or abuse renders him unable to perform the essential functions of his job.

## **VII. RANDOM DRUG SCREENING**

- 1.** Employees will be required to submit to drug testing upon reasonable suspicion as defined in this policy; during a routine fitness for duty (physical) examination; after release from a drug rehabilitation program; and after an accident or injury which requires medical treatment; and as a part of a random drug testing program as required by federal or state law, collective bargaining agreement, individual agreement, or for “safety-sensitive” or “special-risk” positions.
  - a.** The City has the right to randomly drug/alcohol test up to fifty percent (50%) of all Bargaining Unit members during the contract period. No member shall be randomly tested more than two (2) times during the contract period. The City also has the right to drug/alcohol test any Bargaining Unit member who:
    - i.** Is being promoted.
    - ii.** While on duty or while operating a City vehicle is the operator of a vehicle involved in a vehicular accident which accident resulted in property damage greater than \$1000.00 or resulted in any involved party going to the hospital with injury(ies);
    - iii.** Is involved in any Workers' Compensation incident or accident which requires immediate medical attention for any person; or
    - iv.** Is receiving a transfer to any of the following units:
      - 1.** Office of Professional Compliance;
      - 2.** D.A.R.E.;
      - 3.** School Resources;
      - 4.** Park Police;
      - 5.** SIU;
      - 6.** CSU;
      - 7.** any other unit mutually agreed upon by the Police Chief and the Union.

- b.** In addition to random testing, the City may apply the reasonable suspicion standard, as defined by applicable law, in ordering testing for drugs, controlled substances, and/or alcohol, as appropriate.
  - i.** Employees will be required to submit to drug testing when a supervisor or the supervisor's designee has "reasonable suspicion" as defined in this Policy, to believe that an employee is using or has used drugs in violation of this Policy. The supervisor or the supervisor's designee will document the circumstances which formed his or her determination of "reasonable suspicion" in writing within seven (7) days from the date of his determination. A form for the use of the supervisor or the supervisor's designee to specify the reason(s) for the test is attached. A copy of this documentation will be given to the employee upon request within seven (7) days from the date of the supervisor's or the designee's determination of "reasonable suspicion."
  - ii.** Employees who are determined, based on reasonable suspicion (as it is defined in this Policy), to be under the influence of drugs will be required to submit to a drug test.
- c.** It is understood and agreed that the tests conducted under Article 44 of the PBA Contract shall be administered in a purely employment context only as part of the City's legitimate inquiry into the use of any controlled substance, drugs, or alcohol by its employees.
- d.** Upon receiving a notification for a drug test, the employee must promptly proceed to and arrive at the designated testing site within one hour of being notified.

## **VIII. DRUGS TO BE TESTED**

- 1.** Drug testing may be required for any or all of the following drugs:
  - a.** Alcohol, including distilled spirits, wine, malt beverages and all other intoxicating liquors;
  - b.** Amphetamines;
  - c.** Cannabinoids;
  - d.** Cocaine;
  - e.** Phencyclidine (PCP)
  - f.** Methaqualone;
  - g.** Opiates;
  - h.** Barbiturates;
  - i.** Benzodiazepines;

- j.** Synthetic narcotics (Methadone and Propoxyphene);
- k.** A metabolite of any of the substances listed herein.
- l.** Hallucinogens
- m.** Any other abused substances as added by federal law or Florida Statutes.

**2. Drug Cut- Off Levels- Initial Drug Test:**

The cut-off level for reporting positive results for both initial and confirmation drug tests are set forth below. All levels equal to or exceeding the following shall be reported as positive.

<b>a.</b> Alcohol	0.04g/dL%
<b>b.</b> Amphetamines	1,000 ng/mL
<b>c.</b> Cannabinoids (Marijuana)	50 ng/mL
<b>d.</b> Cocaine	300 ng/mL
<b>e.</b> Phencyclidine	25 ng/mL
<b>f.</b> Methaqualone	300 ng/mL
<b>g.</b> Opiates	2,000 ng/mL
<b>h.</b> Barbiturates	300 ng/mL
<b>i.</b> Benzodiazepines	300 ng/mL
<b>j.</b> Methadone	300 ng/mL
<b>k.</b> Propoxyphene	300 ng/mL

**3. Drug Cut-Off Levels- Confirmation Drug Test:**

All levels equal to or exceeding the following shall be reported as positive.

<b>a.</b> Alcohol	0.04g/dL%
<b>b.</b> Amphetamines	500 ng/mL
<b>c.</b> Cannabinoids (Marijuana)	15 ng/mL
<b>d.</b> Cocaine	150 ng/mL
<b>e.</b> Phencyclidine	25 ng/mL
<b>f.</b> Methaqualone	150 ng/mL
<b>g.</b> Opiates (codeine, morphine)	2,000 ng/mL
<b>h.</b> Barbiturates	150 ng/mL
<b>i.</b> Benzodiazepines	150 ng/mL
<b>j.</b> Methadone	150 ng/mL
<b>k.</b> Propoxyphene	150 ng/mL

## IX. TEST RESULTS

1. All tests shall be analyzed in medical laboratories licensed and approved



by the Agency for Health Care Administration using criteria established by the US Department of Health and Human Services. The standards to be used for employee drug testing are those provided for by Chapter 440.01, et seq., Florida Statutes [Florida Drug-Free Workplace Act], for "special risk" employees, and the City's existing Drug Free/Alcohol Free Workplace Policy, Administrative Regulation 1-72. Accordingly, in the event an employee's test results are positive, a second test, different from the first, shall be conducted in accordance with Chapter 440, Florida Statutes, and the City's Policy to verify the results.

The City shall notify any Bargaining Unit member who has been tested pursuant to Article 44 of their right to obtain the test result by giving to the Bargaining Unit member a Request for Test Results form. To obtain a copy of his test results, the Bargaining Unit member must sign the Request and return it to the Personnel Director, or his designee.

Confirmed positive results of any test conducted pursuant to Article 44, shall be handled as part of an internal affairs investigation, conducted by the Office of Professional Compliance. Tests results are not to be made public unless required by law.

2. Following a determination that an employee violated Article 44 of the PBA Contract; the employee may be subject to discipline up to and including termination from employment. However, if an employee is subjected to random testing for alcohol, and a determination is made that the employee had an alcohol concentration of 0.02 or higher, but lower than 0.04, then the employee, so long as the determination is the first such determination during his employment with the City, shall be referred to a rehabilitation program and subject to discipline up to, but excluding, termination. Furthermore, after completion of the rehabilitation program, the employee may be subject to random follow-up testing as provided in the City's Administrative Regulation. Additionally, if during the follow-up testing period, the employee possesses, uses, is under the influence, or tests positive for alcohol or drugs while at work or while operating any City or personal vehicle on or off duty, or if the employee's off-duty alcohol or drug consumption affects in any way his job performance and/or attendance, the employee will be immediately removed from employment with the City and shall not have the right to contest the removal in any way.
3. The parties agree that any employee refusing to submit to testing in accordance with the provisions of Article 44 may be subject to discipline up to and including termination from employment.
  - a. An employee who refuses to submit to a drug test following an on

the job injury forfeits his eligibility for all workers' compensation medical and indemnity benefits in accordance with Florida law.

#### **X. POSITIVE DRUG TEST**

1. An employee who test positive on a confirmation test will be subject to discipline, up to and including termination.
2. If an employee is offered an opportunity to enter into a treatment program and refuses to do so, the employee may be disciplined, up to and including termination.
  - a. The City will take appropriate action with respect to an employee who is arrested and charged for a drug-related incident, which action may include transfer to a non-safety sensitive or non-speical risk position if a vacancy exists and/or discipline, up to and including termination.
3. Employees who have been provided with an opportunity to enter a treatment and/or rehabilitation program must meet all requirements of that program including any required after-care. Failure to follow or successfully complete the treatment and/or rehabilitation program or a subsequent positive confirmed drug test will result in immediate termination.
4. All employees who have entered an employee assistance program or rehabilitation program for drug abuse must take a drug test at least once a year, for two(2) years after return to work. Advance notice of a follow-up testing date to the employee is strictly prohibited.

#### **XI. EMPLOYEES' RESPONSIBILITIES**

1. It is each employee's responsibility to be fit for duty when reporting for work. Employees are encouraged to notify their immediate supervisor when reporting for work or during the course of a work shift if the use of any prescription or non-prescription medication may adversely affect his or her ability to satisfactorily and safely perform his normal job duties (e.g., including, but not limited, to drowsiness). If an employee does notify their supervisor of the use of any prescription or non-prescription medication, the employee must provide official documentation of the medication's side effects. A form for reporting the use of prescription or non-prescription medication is attached.
  - a. All employees who are subject to a routine fitness for duty medical examinations must take a drug test as part of their medical examination.
2. If an employee observes behavior, which raises a doubt as to the ability of another employee to work in a safe manner, the employee should

report this behavior to his/her supervisor immediately.

3. Employees who voluntarily or, as a condition of continued employment, enter a drug treatment and/or rehabilitation program must participate and successfully complete recommended treatment. Any employee who enters a drug treatment and/or rehabilitation program will be responsible for payment for the treatment and/or program to the extent not covered by health insurance provided by the City. If the employee fails to comply with the treatment and/or program, the employee will be subject to discipline, up to and including termination.

## **XII. CONFIDENTIALITY AND RECORDS MAINTENANCE**

1. Confidentiality will be maintained at all times except to the extent necessary to comply with these policies and to the extent permitted by law.
2. Confidentiality of records concerning drug testing pursuant to this Policy will be maintained in accordance with Federal and Florida law. All information, records, drug test results in the possession of the City, laboratories, employees assistance programs and drug and alcohol rehabilitation programs will be kept confidential. No such information or records will be released unless written consent, signed by an employee, is provided or unless disclosure of such information or records is compelled by administrative law judge, hearing officer, or court of competent jurisdiction. The City may also disclose such information when relevant to its defense in any civil, disciplinary or administrative hearing. The City will maintain records concerning drug testing separate and apart from a job applicant or employee's personnel file.
3. Information on drug testing results will not be released in any criminal proceeding. Unless authorized federal or state laws, rules or regulations, the City will not release such information without a written consent form signed voluntarily by the person tested.

## **XII. CHALLENGE OF TEST RESULTS OF DRUG TEST UNDER FLORIDA LAW**

1. An employee who receives a positive confirmed test result may submit information to the MRO contesting or explaining the results in writing within five (5) working days of receipt of notification of a positive confirmed test result.
2. If the explanation or challenge of the employee is unsatisfactory to the MRO, the MRO shall report a positive result back to the City.
3. Within five (5) working days after receiving notice of a positive confirmed

test result from the MRO, the City shall inform the employee in writing of the positive test result, the consequences of such results, and the options available to the employee. Upon request, the City shall provide a copy of the test result to the employee or job applicant.

4. Within five (5) working days after receiving notice of a positive confirmed test result from the City, the employee may submit information to the City explaining or contesting the test result, and explaining why the results does not constitute a violation of the City's policy.
5. If the explanation or challenge of the employee or job applicant is unsatisfactory to the City, the City shall provide a written explanation (with fifteen (15) days of receipt) as to why the employee or job applicant's explanation is unsatisfactory, along with a copy of the report of positive confirmed test results. All such documentation will be kept confidential except as explained above (see Confidentiality and Records Maintenance).
6. If an employee contests the drug test results, he or she will be solely responsible for notifying the laboratory and the City in writing by certified mail. The notice must include reference to the chain of custody specimen identification number.
7. An employee who receives a positive, confirmed test may, at the employee's expense, obtain a retest of a portion of the original specimen at another license and approved laboratory selected by the employee, within one hundred eighty (180) days of the notice of the positive test result.
8. An employee has the responsibility of notifying the drug testing laboratory of any administrative or civil action brought pursuant to Chapter 440, Florida Statutes. The test laboratory will preserve the specimens of confirmed positive results for at least two hundred ten (210) days after the result was mailed to the MRO. If timely notified of such

#### **XIV. MEDICAL REVIEW OFFICER'S RESPONSIBILITIES FOR TESTING UNDER FLORIDA LAW**

1. The Medical Review Officer (MRO) shall fully comply with all of the requirements set forth in applicable Administrative Rules. The MRO shall be a licensed physician, under contract with the City, who has knowledge of substance abuse disorders, laboratory testing procedure, chain of custody collection procedure, and medical use of prescription drugs and pharmacology and toxicology of illicit drugs.
2. The MRO shall review and verify drug test results prior to the transmittal of the test results, either positive or negative, to the City. The MRO shall evaluate the drug test result(s), verify the chain of custody forms and

ensure that the donor's identification number on the laboratory report and the chain of custody forms accurately identifies the individual.

3. If the test results reported are negative, the MRO shall notify the City of the negative test result and submit the appropriate documentation to the ACHA.
4. If the test results reported are positive, the MRO shall notify the employee of a confirmed positive test result within three (3) days of receipt of the test result from the laboratory and inquire as to whether prescriptive or over-the-counter medications could have caused the positive test result. Within five (5) days after receiving written notification of the positive test result, the employee may contest or explain the result to the MRO. If the employee's explanation or challenge is unsatisfactory to the MRO, the MRO will report a positive test result to the City.
5. Upon contacting an employee who has received a positive test result, the MRO shall properly identify the donor, inform the donor that the MRO is an agent of the City whose responsibility is to make a determination on test results and report them to the City, and inform the donor that the medical information revealed during the MRO's inquiry will be kept confidential, unless the donor is in a safety sensitive position and the MRO believes that such information is related to the safety of the donor or to other employees.
6. Additionally, the MRO shall outline the rights and procedures for a retest of the original specimen for the donor and process an employee's request for retest of the original specimen within one hundred eighty (180) days of notice of the positive test result in another licensed laboratory selected by the employee. The employee who request the additional test shall be required to pay for the cost of the retest, including handling and shipping expenses. The MRO shall contact the original testing laboratory to initiate the retest.
7. Upon receipt of information and/or documentation from the employee, the MRO shall review any medical records provided, authorized and/or released by the individual's physician, to determine if the positive test result was caused by a legally prescribed medication. If the donor does not have prescribed medication, the MRO shall inquire about over-the-counter medications, which could have caused the positive test result. The donor shall be responsible for providing all necessary documentation (i.e., a doctor's report, signed prescription, etc.) within the five (5) day period after notification of the positive test result.
8. If the MRO determines that there is a legitimate medical explanation for the positive test result, the MRO shall report a negative test result to the City. However, should the MRO feel that the legal use of the drug would

endanger the individual or other, then the MRO shall report that the test is negative due to a validated prescription and shall request that the individual be placed in a position, which would not threaten the safety of the individual or others.

- 9.** If the MRO has any question as to the accuracy or validity of a test result or has a concern regarding the scientific reliability of the sample, the MRO may request the individual to provide another sample. As a safeguard to employees, once an MRO verifies a positive test result, the MRO may change the verification of results if the donor presents information which documents that a serious illness, injury, or other circumstances that unavoidably prevented the donor from contacting the MRO within the specified time frame and if the donor presents information concerning a legitimate explanation for the report as positive.
- 10.** If the MRO is unable to contact a positively tested donor within three (3) days of receipt of the test results from the laboratory, the MRO shall contact the City and request the City direct the donor to contact the MRO as soon as possible. If the donor has not contacted the MRO within two (2) days from the request of the City, the MRO shall verify the report as positive.
- 11.** If the donor refuses to talk to the MRO regarding a positive test result, the MRO shall validate the result as a positive and annotate such refusal in the remarks section. If the donor voluntarily admits to the use of the drug in question without a proper prescription, the MRO shall advise the donor that verified positive test result will be sent to the City.
- 12.** The MRO shall notify the City in writing of the verified test result, either negative, positive, or unsatisfactory and appropriately fill chain of custody forms to the City and submit the proper forms to the ACHA.

[APPENDIX 3]

**CITY OF NORTH MIAMI**

**FORM FOR EMPLOYEES TO CONFIDENTIALLY REPORT  
THE USE OF PRESCRIPTION OR NON-PRESCRIPTION  
MEDICATION THAT MAY AFFECT THEIR ABILITY TO  
SAFELY PERFORM THEIR JOB, PLEASE FORWARD  
COMPLETED FORM TO THE PERSONNEL DEPARTMENT**

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRESCRIPTION MEDICATION (please list the dosage; and the name of the prescribing physician):

NON-PRESCRIPTION MEDICATION (please list the brand name of the medication):

RECEIVED BY:

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

(APPENDIX 4)  
**CITY OF NORTH MIAMI**  
**BEHAVIOR/INCIDENT DOCUMENTATION FORM**

Name of Employee: \_\_\_\_\_ Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Location of Incident: : \_\_\_\_\_

Description of Behavior/Incident: : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Observation: \_\_\_\_\_ Time: \_\_\_\_\_

Observations recorded by (Name/Classification(s): \_\_\_\_\_

Additional Witness(es) (Names(s) & Classification(s): \_\_\_\_\_

\_\_\_\_\_

Length of Time Observed: \_\_\_\_\_

**BEHAVIOR/INCIDENT CIRCUMSTANCES (IF APPLICABLE):**

Did employee refuse alcohol/drug test? \_\_\_\_\_

Did employee leave the work place on their own? \_\_\_\_\_

Circumstances of employee's departure: \_\_\_\_\_

\_\_\_\_\_

Time left: \_\_\_\_\_ Location: \_\_\_\_\_

**IN CASE OF VEHICULAR ACCIDENT:**

Vehicle: \_\_\_\_\_ Vehicle license#: \_\_\_\_\_

Were law enforcement authorities called? \_\_\_\_\_

Name of authorities notified: : \_\_\_\_\_

Additional comments or information (continue on back if necessary): \_\_\_\_\_

\_\_\_\_\_

Report turned over to: : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reporting Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\*\*\* (Additional space for details is provided on the back of this sheet) \*\*\*



**Reason for Suspicion:**

Breath	Odor of Alcohol _____	or Drugs _____
Clothing	Odor of Alcohol _____	or Drugs _____
Color of Face	Pale _____	Flushed _____ Other _____
Eyes	Bloodshot _____	Watery _____ Glassy _____
Pupils	Contracted _____	Dilated _____ Not Equal Size _____
Speech	Not Understandable _____	Mumbled _____ Slurred _____
	Mush Mouthed _____	Thick Tongued _____ Confused _____
Unusual Actions	Hiccoughing _____	Belching _____ Vomiting _____
	Fighting _____	Crying _____ Laughing _____ Mood Swings _____
Attitude	Excited _____	Hilarious _____ Talkative _____ Carefree _____
	Sleepy _____	Combative _____ Insulting _____ Cocky _____
	Indifferent _____	
Body Control	Staggering _____	Repeatedly tried to perform task _____
	Unable to control body functions _____	

Additional remarks:

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