

Clark College Drug-Free Workplace

Instructions for Supervisors for Reasonable Suspicion Testing (Outside of Monday-Friday 7:30am-5pm – **AFTER HOURS**)

1. Observe employee and document observations using the Reasonable Suspicion Determination Checklist.
2. Obtain concurrence with 2nd trained supervisor.
3. Notify testing site (360) 418-5066
4. Leave message for the Human Resources Department at ext. 2105.
5. Complete the ArcPoint Test Authorization Form:
 - a. Complete employee name, phone number and the last 4 digits of the employee's social security number.
 - b. Indicate "Reasonable Cause."
 - c. Indicate "Bill Employer."
 - d. Indicate both "Breath Alcohol Test" and "7-PI."
 - e. Sign and date the form.
6. Explain process to employee, reviewing employee guidelines:
 - a. Notify employee
 - i. "Based on my observations of you today, I must have you take a drug/alcohol test to determine if you are in compliance with Clark College's Drug Free Workplace Policy."
 - ii. Discuss your observations.
 - iii. Inform the employee of the requirements to submit to testing under the policy.
 - iv. Explain the consequences of refusal - the policy says it is the same as a positive test.
 - b. Explain the process to the employee
 - i. Take cab to testing facility.
 - ii. Tell cab to wait.
 - iii. Give ArcPoint the Test Authorization Form and a picture ID.
 - iv. Follow ArcPoint instructions for sample collection.
 - v. After sample collection take cab directly home.
 - vi. Human Resources will be notified of the results.
7. Contact Broadway Cab Company at 503-227-1234 . Give the operator the Clark College Account # **1143**.
8. Have employee wait in secure location until cab arrives.
9. Give the Test Authorization Form to the employee.
10. Add employees address to the Cab Driver Instruction Sheet and give to the cab driver.