PROWOOD

"REASONABLE SUSPICION"



PERSONNEL POLICY AND PROCEDURE MANUAL

Substance Abuse (PPM 1295)

Pre-Employment Procedural Tree
Work-Related Accident or Injury Substance Screening Decision Tree
Reasonable Suspicion Checklist: "Warning Signs" "Spanish
Reasonable Suspicion Checklist: "Current Observation Signs" Spanish
Reasonable Suspicion Checklist: "Employee Interview" Spanish
Reasonable Suspicion Checklist: "Employee Interview" Spanish
Reasonable Suspicion "Analisis and Follow-Up Process" (Spanish
Reasonable Suspicion "Analisis and Follow-Up Process") Spanish
State Approved Substance Use Testing Policy - Maine

First, review
PPM 1295. Follow
all steps. Only trained
and approved people
can start, observe,
and test.

REASONABLE SUSPICION CHECKLIST "WARNING SIGNS" Employee Name: ______ Date: ______ Supervisor's Name: ______ Time: ______ Witness' Name: ______

Reasonable suspicion must be based on <u>specific</u>, <u>contemporaneous personal observations</u> the supervisor can articulate concerning the employee's appearance, behavior, speech, body odor, chronic effects or withdrawal effects. The observations must be mode by at least one supervisor who has received training on the Company's Substance Abuse policy and Drug Test protocol. Next, use the checklist to find warning signs as you observe and take notes.

REASONABLE SUSPICION CHECKLIST "CURRENT OBSERVATION SIGNS" Employee Name: ______ Date: ______ Supervisor's Name: ______ Time: ______

Reasonable suspicion must be based on <u>specific</u>, <u>contemporaneous personal observations</u> the supervisor can articulate concerning the employee's appearance, behavior, speech, body odor, chronic effects or withdrawal effects. The observations must be made by at least one supervisor who has received training on the Company's Substance Abuse policy and Drug Test protocol. Use the checklist for signs; only trained people can act on reasonable suspicion.

REASONABLE SUSPICION QUESTIONNAIRE "EMPLOYEE INTERVIEW" Employee Name: ______ Date: ______ Supervisor's Name: ______ Time: ______

Reasonable suspicion must be based on <u>specific, contemporaneous personal observations</u> the supervisor can articulate concerning the employee's appearance, behavior, speech, body odor, chronic effects or withdrawal effects. The observations must be made by at least one supervisor who has received training on the Company's Substance Abuse policy and Drug Test protocol.

Finish the Reasonable Suspicion interview form with the employee present.

Continue to Page Two...

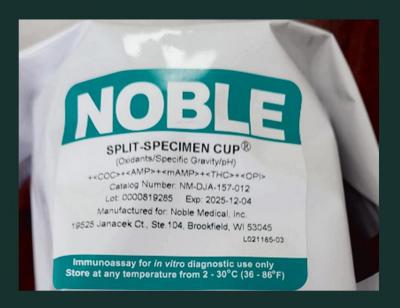
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"REASONABLE SUSPICION"

	SPECIMEN ID #	LABORATORY ACCESSION NO.
CRI, LABORATORIES 8493 QUIMRA LENEXA, KS 86 STEP 1: COMPLETED BY COLLECTOR OR EMPI		PLEASE NOTE!! FOR CONFIRMATIONS SEND TO CRL LANDRATCRIES, LENGA.
A. Client Name Address, I.D. No.	ND1.CONE.UPP.551 B. MRC	Name, Address, Phone and Fax No.
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If testing continues, get a chain of custody form from HR. Give one copy to the lab, one to the officer, and one to the collector.

If testing, obtain a split-specimen cup from HR, verify expiration, and collect the sample.



If the test is negative, review and send the employee back to work unless sickness or fatigue is a concern.

If test results are positive, the employee goes home for MRO review. Fired employees won't be paid.