



# Operating Protocol & Procedure

## Details:

Number: 240

Title: Reasonable Suspicion Drug & Alcohol Testing

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 10/27/14

Effective Date: 10/28/14

Revised: 5/8/19, 1/25/24

Reviewed: Jan. 2024

## Purpose:

To provide the appropriate steps when there is reasonable suspicion that an employee is under the influence of drugs or alcohol while at work.

## Applicability:

All employees, including student employees.

## Definitions:

None

## References:

[Drug Free Workplace Act of 1988](#)

Board Policy BP 3-24, Drug-Free Workplace

[\(https://cccs.edu/policies-and-procedures/board-policies/bp-3-24-drug-free-workplace/\)](https://cccs.edu/policies-and-procedures/board-policies/bp-3-24-drug-free-workplace/)

System Procedure SP 3-24, Drug-Free Workplace

[\(https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-24-drug-free-workplace/\)](https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-24-drug-free-workplace/)

## Attachments:

None

## Operating Protocol:

Pueblo Community College is a drug free workplace. Pueblo Community College is also committed to ensuring that employees are in a safe and appropriate environment. This protocol is guided by the Federal Drug-Free Workplace Act of 1988, State Executive Order D000291, and SBCCOE Board Polices.

If an employee appears to be impaired, meaning unable to normally or safely perform their job duties, because they are under the influence of drugs or alcohol while at work, the College may conduct reasonable suspicion testing through an authorized testing facility. Impairment may be caused by alcohol, prescription drugs, controlled substances, and over the counter medicine. Decisions to send an employee for testing will be at the discretion of the PCC Police Department and the Human Resources Office, and Executive Dean or designee if on a branch campus, after initial review and documentation as described in the procedure.

An employee who refuses to cooperate in the testing process, or who adulterates, dilutes, tampers with, or otherwise interferes with accurate testing may be subject to the same consequences as a positive test.

#### Procedure:

Anyone who has reasonable basis to believe an employee is impaired by or under the influence of drugs or alcohol should immediately notify that employee's supervisor or their designee.

The supervisor or their designee will first temporarily and safely relieve the employee from their immediate job duties and escort them to a safe, supervised location on campus.

The supervisor or designee will immediately contact the PCC Police Department and the Human Resources Office and ask them to come to the location of the employee. If on a branch campus, the Executive Dean or their designee will be notified and asked to come to the location and will have HR and the PCC Police Department on the phone. The law enforcement officer or security officer at the branch will also be notified immediately to report to the location with the impaired employee. If no law enforcement or security officer is on duty, local law enforcement will be notified and asked to come to the location to provide an assessment.

The supervisor, Human Resources representative, and PCC Police Department representative, and Executive Dean or designee when on a branch campus, will document the suspicious and witnessed behavior on the Reasonable Suspicion Report Form found on the Portal.

The Human Resources representative, in consultation with the PCC Police Department representative, and Executive Dean and local law enforcement or security personnel, will determine if alcohol/drug screening is needed. PCC Police and local law enforcement may, but are not required to, conduct a sobriety test using visual assessment, breathalyzer, or field sobriety tests to make an initial determination if additional testing is appropriate.

If the employee agrees to testing, the PCC Police Department representative or local security personnel or law enforcement will determine a plan to provide timely, safe transportation to the approved clinical site for drug/alcohol screening. They will also determine a plan to ensure the employee is transported home by contacting a family member, taxi, or other transportation service. A PCC employee must accompany the employee to the testing site but shall not transport them in a private vehicle. PCC Law enforcement may transport in a police vehicle or other state vehicle. At the branch campus, the supervisor may transport in a state vehicle or utilize a taxi or other transportation service in order to avoid the use of a personal vehicle. Local law enforcement may be asked if they can transport but a PCC employee must accompany them to the testing location.

Test results will only be made available to Human Resources and/or PCC Police Department.

If an employee refuses testing, the PCC Police Department or local security personnel or local law enforcement will determine a plan to provide safe transportation to the employee's home. This may include contacting a family member, taxi, or other transportation service. PCC employees shall not transport an employee in a private vehicle. If the safety of an employee is in question, the Human Resources office and Police Department will be consulted to discuss options.

Employees may be placed on paid administrative leave pending the official results of the testing.

The supervisor will work with Human Resources to follow up with results of testing and take appropriate action as determined necessary.

The college may refer an employee to the Colorado State Employee Assistant Program (CSEAP) for support and guidance regarding how best to assist the employee. Employees must sign a C-SEAP Release of Information form in order to allow C-SEAP to communicate with the employer.