

HUMAN RESOURCES

STANDARD OPERATING PROCEDURES

REASONABLE SUSPICION

If an administrator suspects or is told that someone is under the influence of drugs or alcohol then the procedure is for two administrators to observe the individual and look for symptoms of impairment. Symptoms could include: red eyes, slurred speech, trouble walking, giggling, sleeping, smell of substance, incoherent speech, etc. This list is not exhaustive. If two administrators see two symptoms (does not need to be the same) a call should be made to the Professional Standards Department. Administrators should write narratives of their observations to be included as part of the investigative summary for the incident. The PS Dept. will acquire direction of the Superintendent. If the Superintendent approves then an administrator and one other person shall bring the employee to the Suncoast Urgent Care for the drug/alcohol test with the appropriate form to complete the test. If an employee refuses to be tested the consequence will be the same as if the employee tested positive. The employee cannot drive their own car until drug or alcohol use has been ruled out. The drug test process will include the employee being contacted by the MRO to review any prescription medications the employee takes. Please note that the Board does not distinguish between marijuana and medical marijuana for its policies. Use of marijuana in any form is prohibited. A positive test for alcohol or any illegal substance will lead to a recommendation for termination by the Superintendent to the Board.