



CARSON CITY SCHOOL DISTRICT

REASONABLE SUSPICION REPORT

When requesting a drug or alcohol test, Carson City School District’s supervisory representative must complete this form.

1. Name: _____
2. Position: _____
3. Date of Incident: _____
4. Time of Incident: _____
5. State objective evidence of reasonable suspicion to believe an individual is in possession of, using or under the influence of drugs and/or alcohol (physical evidence should be retained and stored):

6. Protocol for requesting drug and alcohol testing:
 - a. Attempt to have another trained Supervisor corroborate your observation.
 - b. Contact the Alcohol and Drug Testing Program Manager (or designee) to review evidence and approve testing if appropriate.
7. Call the individual into an office, advise him or her of his or her rights of representation as provided in the applicable Negotiated Labor Agreement and the Weingarten Act (employee only), have the individual sign the Representation Rejection Form (see Appendix E) if representation is rejected. Then present the individual with accusation and evidence.
8. Individual’s response (investigate, where appropriate): _____

9. Inform the individual of Carson City School District’s Testing Program on drugs and alcohol.
10. Request the individual to submit to drug and alcohol testing:
 - a. If the individual agrees, arrange for transportation of the employee and representative for sample collection.

APPENDIX E

b. If the individual refuses to submit to testing:

- 1) Ask the individual for reason(s) why he or she refused to submit to drug and alcohol testing: Individuals Response:

- 2) Inform the individual that Carson City School District’s Testing Program requires the individual to consent to testing and that a refusal is grounds for disciplinary action in accordance with appropriate negotiated agreements and NRS 391.
- 3) Again request the individual to consent to drug and alcohol testing.
 - a) If the individual agrees, follow the procedure for collecting sample.
 - b) A management team member will arrange transportation and accompany the individual to the collection site, stay in the waiting room until notified that the collection has been completed and then arrange transportation home for the individual. The individual may have a representative present with them if they choose in accordance with the provisions of the applicable Negotiated Labor Agreement.
 - c) If the individual still refuses complete “Refusal to Test Form” (see Appendix G), inform the individual that he/she is on investigative Administrative Leave with pay pending the District’s decision on the matter. Request the individual sign the refusal to test form.

11. After sample collection, inform the individual that he or she is on investigative Administrative Leave with pay (employees only) pending test results and Carson City School District’s decision on the matter.

12. In cases where the individual is suspected of being under the influence of drugs and or alcohol, arrange transportation (i.e., taxi) home for the individual. If the individual refuses transportation, attempt to persuade the individual to change his/her mind. Do not detain or physically restrain the individual. In cases where the individual refuses transportation and the individual’s condition suggests that the individual presents a potential or actual safety risk to themselves or other drivers, notify the police. Inform the individual that you intend to call the police unless the individual accepts transportation. Seek corroborating witnesses to verify the individuals refusal of transportation.

Supervisor/Designee

Date

Alcohol and Drug Testing Program Manager/Designee

Date