

FITNESS FOR DUTY PROCEDURES
(For suspected employee use, possession distribution,
or dispensation of alcohol or controlled substances)

1. Observe physical and mental signs of behavior (review the Alcohol & Drug Indicator Checklist).
2. Immediately relieve the employee from duty.
3. Quietly remove the employee(s) to a private area away from the work site.
4. When possible, seek assistance from another supervisor to observe and evaluate the situation. Attempt to determine if there is a possibility of a medical crisis. When in doubt, call 911 and request an ambulance. Do not tell the corroborating supervisor that you suspect alcohol or drug use. This could easily bias his/her observation. Simply state that you are concerned about the employee's behavior or job performance and would like him/her there to observe and or talk with the employee to get their opinion of the situation.
5. Advise your immediate supervisor, who would then contact the Department Head for review.
6. Department head will consult with the Human Resources Director or designee, if available and appropriate, at 328-2089.
7. Department head and supervisor jointly meet with the employee and ask for an explanation regarding your observations about their performance, behavior or fitness for duty (i.e., Joe, I noticed the following things in your performance or behavior today at work (use Alcohol and Drug indicator checklist). Can you explain why? (Please be aware that medication reactions and physical illnesses may mimic signs of impairment and intoxication).
8. Document the employee's response.
9. Based on their response, you may ask the following questions:
 - a) Have you been drinking alcohol or using any drugs on the job site **today**?
 - b) Are you taking any medication that would explain what I am seeing in your performance, behavior or fitness for duty?
 - * Do not ask about the identity or type of medication the employee is taking. If the employee volunteers this information you can take action upon the disclosure.
 - c) Are you aware of any medical condition that would explain what I am seeing in your performance, behavior or fitness for duty?
 - * Do not ask about the type or identity of the medical condition. If the employee volunteers this information you can take action upon the disclosure.

In the event the employee discloses information on a medical condition or medication use to explain your observations, inform the employee that they must obtain a written release from their physician or dentist that the medical condition or medication being taken will not affect their ability to perform their job safely. They should not continue to work or be scheduled to work again until the employee provides a medical release to the Human Resources Department.

10. Never accuse the employee of using alcohol or drugs or being under the influence, impaired or high. Only a drug and alcohol test can provide objective proof of alcohol or drug use. Keep your discussion focused on safety and fitness for duty. If the employee admits to alcohol or drug use on the job –the employee may be relieved of their duties until the matter can be appropriately dealt with and arrange to transport the employee **home**.
11. If the employee remains in denial and you feel he/she is unfit to work, state: "based on my observations of your behavior or performance today at work I feel you are unfit for duty. Inform the employee that they are relieved of duties until the matter can be appropriately dealt with and must report to their Department Head to determine appropriate action prior to beginning his/her next scheduled work day.
12. Immediately arrange transportation (i.e., taxi) **home** for the employee. If the employee refuses transportation, attempt to persuade the employee to change his/her mind. Do not detain or physically restrain the employee. In cases where the employee refuses transportation and the employee's condition suggests that the employee presents a potential or actual safety risk to themselves or other drivers, notify the police by calling 911. State: "I am calling because I am concerned about an employee by the name of... Based on my observations of his/her behavior and performance today at work, I am concerned about his/her ability to operate a motor vehicle". Relay your observations to the officer but do not voice an opinion about alcohol or drug use or imply that the employee has an alcohol or drug problem. Your explanation should indicate that the employee did not appear fit for duty. Inform the employee that you intend to call the police unless the employee accepts transportation. Seek corroborating witnesses to verify the employee's refusal of transportation.
13. The supervisor will complete a report documenting the incident, making a detailed record of all actions, observations, statements and other pertinent facts.
14. Keep a list of emergency numbers readily accessible (Organization officials, security, police, fire, hospital, EAP, ambulance).