



# Standard Operating Procedure

Procedure No:  
**OOCDAP-18.24**

Page: **1 of 4**

## REASONABLE SUSPICION

Supersedes:  
**N/A**

Rev. No.:  
**3 of 3**

Issuing Department:  
Office of Compliance

Approval:  
*Alicia Miller*  
Compliance Manager

Previous Rev. Date:  
**June 5, 2023**

Effective Date:  
**July 1, 2023**

### Table of Contents

- 1.0 Purpose of Procedure**
- 2.0 Procedural Objective**
- 3.0 Scope of Application**
- 4.0 Definitions**
- 5.0 Method (Process)**
- 6.0 Supporting Form/Checklist**
- 7.0 Roles and Responsibilities**
- 8.0 Related Documentation**
- 9.0 Authority/Regulation**
- 10.0 Records**

### **1.0 Purpose of Procedure**

The purpose of this procedure is to ensure that safety-sensitive or non-safety-sensitive employees are sent for drug and/or alcohol testing when a DDOT Management staff member has reasonable suspicion to believe they have engaged in prohibited drug and/or alcohol misuse that is affecting their job performance.

### **2.0 Procedural Objective**

The procedural objective is to establish a process for sending a safety-sensitive or a non-safety-sensitive employee to the clinic for reasonable suspicion drug and/or alcohol testing.

### **3.0 Scope of Application**

This standard operating procedure (SOP) provides practical guidance to the DDOT Management staff and the Office of Compliance staff (DAPM/DER) regarding sending a safety-sensitive or non-safety-sensitive employee to the clinic for reasonable suspicion drug and/or alcohol testing.

## **4.0 Definitions**

BAT - Breath Alcohol Test

Consortium - A service agent who coordinates a variety of drug and alcohol testing services for DDOT.

DAPM – Drug and Alcohol Program Manager - An individual responsible for the implementation of the drug and alcohol testing program.

DER – Designated Employer Representative - An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of the FTA regulations.

DDOT – Detroit Department of Transportation

DOT – Department of Transportation

FTA – Federal Transit Administration

Negative Drug Result - The result reported by an HHS-certified laboratory CCF- Chain of Custody Form

SAFETY-SENSITIVE EMPLOYEE - A position in which a momentary loss of concentration, cognition, motor coordination, or spatial or temporal orientation can lead to serious injury, death to self, others, or substantial property loss.

Specimen Result - Results from a collection of urine

STSI - Senior Transportation Service Inspector

When an employee is suspected of being under the influence of a prohibited drug and/or alcohol misuse while performing their duties, the DDOT Management team member must follow the steps from their Manager's Reasonable Suspicion Training class.

## **5.0 Method (Process)**

- 1) The management staff member must fill out a clicking this link for the Reasonable Suspicion Checklist form.
- 2) The management staff member must forward the checklist to the DAPM/DER at [DDOT-DandA@Detroitmi.gov](mailto:DDOT-DandA@Detroitmi.gov).
- 3) The management staff member must call the Control Center at 313-933-3437 and request that a STSI (Road Supervisor) come and escort the suspected employee to the clinic for a Reasonable Suspicion test.
- 4) When the STSI arrives to pick up the suspected employee, the management staff member must tell the STSI what type of test they need to take (Drug, Alcohol, Both (drug and alcohol), DOT-FTA, or NON-DOT). A DOT-FTA is required if the employee performs a safety-sensitive function. A NON-DOT test is required if the employee does not perform a safety-sensitive function. See DDOT's Drug and Alcohol Program Policy for a listing of safety-sensitive job titles.
- 5) The STSI will follow the instructions to create an electronic clinic authorization and escort suspected employee to the clinic.
- 6) If the employee suspected of alcohol misuse fails their breath alcohol test, the clinic personnel will contact the DAPM/DER and the DAPM/DER will remove the employee from their duties immediately and follow the steps for a positive test result.
- 7) However, if the employee is suspected of being under the influence of a prohibited drug, they will provide a specimen to the clinic and will return to work.
- 8) Once the DAPM/DER receives their reasonable suspicion drug test and it is negative, they will file the reasonable suspicion checklist, a copy of the management team member's reasonable suspicion training sign in sheet, Reasonable Suspicion Checklist, and the employee's drug and alcohol test results as per their normal process.
- 9) Once the DAPM/DER receives their reasonable suspicion drug test and it is positive, they will remove the employee from their duties immediately and follow the steps for a positive test result.

## **6.0 Supporting Form/Checklist**

DDOT Drug and Alcohol Program Policy  
Reasonable Suspicion Checklist  
Electronic Clinic Authorization Submission Form

## **7.0 Roles and Responsibilities**

The DAPM/DER will also ensure that they collect/save electronically the Reasonable Suspicion Checklist, Management Training Sheet for the leadership team member that made the Reasonable Suspicion decision and collect/save electronically the reasonable suspicion testing results.

## **8.0 Related Documentation**

Reasonable Suspicion Training Sign-in Sheet

## **9.0 Authority/Regulation**

FTA 49 CFR, Part 655.43

[DDOT Drug and Alcohol Program Policy](#)

## **10.0 Records**

SOP will be stored electronically in a SOP SharePoint folder maintained by DDOT Administration and in the Office of Compliance electronic files.