

FTA Reasonable Suspicion – Information Sheet

Overview

Transit systems must conduct a drug and/or alcohol test when a qualified supervisor/company official has reasonable suspicion to believe that a covered employee has engaged in prohibited drug use and/or alcohol misuse.

Determination

Reasonable Suspicion test determination must:

1. Be made by a single authorized and *trained* supervisor/company official
 - a. Supervisor training is available online at: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Tools/ReasonableSuspicion.aspx>
 - b. Document all supervisors completed the training.
2. Be based on a specific observation made by the supervisor/company official concerning:
 - a. Appearance
 - b. Speech
 - c. Behavior
 - d. Body Oder
3. Be made immediately following the observation
 - a. Complete ***Reasonable Suspicion Determination Report***.
 - b. Document the determination as soon as possible.
 - i. If alcohol testing is delayed more than (2) two hours since the initial observations, document the reason for the delay.
 - ii. If alcohol testing is delayed more than (8) eight hours cease attempts to conduct the test.

Discuss Safety Concern with Employee

1. Discuss face-to-face and in private.
2. Keep a safe distance.
3. Inquire and observe.
4. Express concern for both the employee and public safety.
5. Refer to regulation/transit system drug and alcohol policy
6. Describe observations that prompted concern.
7. Stick to objective facts; avoid feelings, hunches or beliefs.
8. Explain the need for the test.
9. Focus on performance, not personal.
10. Be respectful.
11. Be brief and to the point.
12. Protect employee's confidentiality.

Do NOT!

- Be confrontational or argumentative
- Solicit a confession
- Diagnose an employee having a problem
- Accuse an employee of Illegal drug use