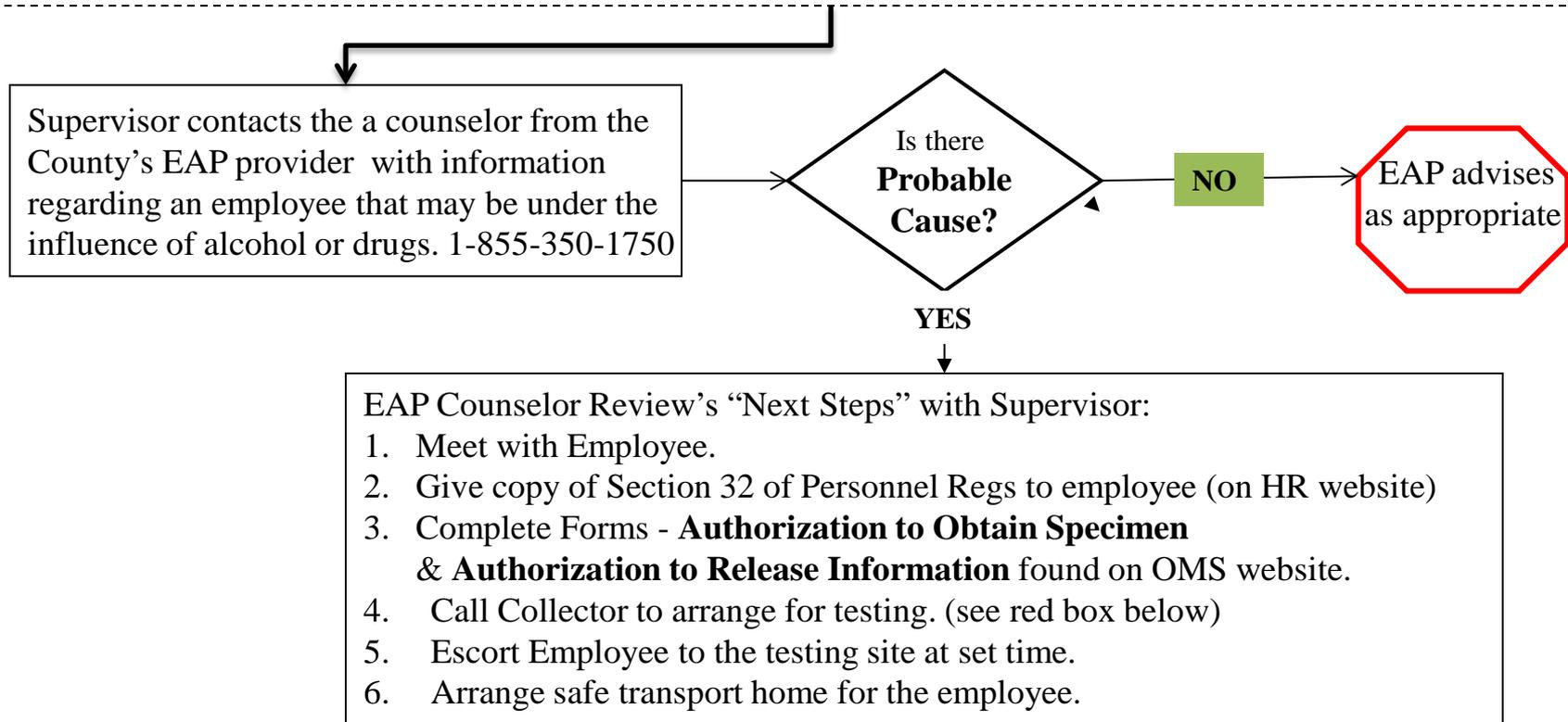


# Probable Cause Drug & Alcohol Testing (Non-DOT)

## Making The Decision To Test

**Prior to calling EAP, Supervisors must:** 1) Observe employee directly. Observations must be articulable (specific and clear) and contemporaneous (in real time). 2) Confer with another supervisor if available. 3) Document observations.



**When Calling the Collector:** Supervisors should call 240-670-0219, identify themselves as MC Supervisor, give name of employee to be tested and estimate the time of arrival for testing and arrange to meet at 255 Rockville Pike, Suite 125 for testing. If no answer, leave a message; name, identify yourself as Supervisor and a return number. You will receive a call back within 10 minutes. The collector has up to 1-hour to arrive.

**Note: Once the employee is allowed to leave the workplace, testing cannot be done.**

# Collection Process

## 1<sup>st</sup> Steps:

- Escort employee to testing site at agreed time.
- Signed Authorization Forms given to the collector.
- Collector verifies ID
- Paperwork is completed by collector & employee.

## BAT Process:

- Employee selects mouthpiece
- Employee stands and will be instructed by the collector when to start blowing into the unit.
- Results of BAT are given to escorting Supervisor immediately

## UDS Collection Process:

- Empty Pockets
- Remove Outer Garments, hats etc.
- Select Sealed Kit
- Provide 45 ml + of urine
- Watch collector check temp and pour into 2 bottles
- Watch collector seal bottles A & B
- Employee signs seals bottles



# Next Steps – Pending Drug Test Results

## MCPR 32-3 (h)(5)(G)

### Returning to work pending test results

On the day of a probable cause test, the supervisor must place the employee tested in an appropriate leave status for the remainder of the day or shift.

### After the day of the test and until the results are received

The department may assign the employee other duties if the department director has cause to believe that the employee cannot perform the employee's regularly assigned duties without risking harm to the employee, the employee's coworkers, or to the public; and other duties are available

~Or~

place the employee in an appropriate leave status.



### Negative test results

If the result of the probable cause or reasonable suspicion test is negative, the County must: restore the sick leave, annual leave, or compensatory time that the employee used, unless the employee was actually sick or otherwise unable to perform the employee's duties.