**ABC Resort & Casino Security Department**

**Drug & Alcohol Testing Procedures**

**Security may be required to conduct a drug & alcohol screening of an employee for several reasons. Security will always use BOTH the urine drug screen and the alcohol saliva screen. Following is excerpts taken from the ABC Resort & Casino Employee Handbook outlining the Alcohol & Drug Policy and Procedures.**

Drug and Alcohol Testing will be conducted for the following

1. REASONABLE SUSPICION/FOR CAUSE TESTING is conducted when a team member is suspected of being under the influence of alcohol and/or drugs while on duty and includes both a urine drug screen and an alcohol saliva screen being used.

In situations where there is good reason to believe that an employee may be under the influence of drugs or alcohol, it is appropriate to take disciplinary action, including drug/alcohol testing. You should not subject an employee to disciplinary actions or drug/alcohol testing unless you have fully established whether your suspicions are justified. The checklist that follows is designed to assist you in that consideration. When one or more of the following indicators are verified by the employees supervisor and confirmed by a second supervisory opinion, reasonable suspicion has been established, and drug/alcohol testing can take place. When in doubt, the supervisor should review the situation with appropriate management staff.

1. POST ACCIDENT/INJURY/INCIDENT TESTING is conducted whenever the following occur and requires both a urine drug screen and an alcohol saliva screen being used:
* there is an on-the-job injury requiring medical attention beyond simple first aid
* when the injury/incident interrupts the team members ability to work
* for all accidents that damage property
* when a team member driving a vehicle on ABC business is involved in an accident
* if the injury or incident involves more than one team member~~s~~, both team members will be tested

 Team members who refuse medical attention when it is evident that attention is needed as determined by both their supervisor, the Security Supervisor, or by an EMT, may impact their eligibility to file a worker compensation claim.

Taken from the 2016 ABC Resort & Casino Employee Handbook

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Team members confirmed with a blood alcohol content (BAC) at or above .02 are considered not fit for duty and considered a positive for alcohol. Team members testing at or above .08 percent, the tribal/state level for driving impaired,

 shall be prohibited from driving themselves home. Either the team member can

 arrange for transportation or ABC Security shall transport. Team members who

 refuse the transportation offer and drive off in their personal vehicle will be reported to Umatilla Tribal Police for driving while impaired.

 4) RANDOM TESTING is used whenever a team member has previously tested positive for alcohol and/or drugs during a for cause or post accident incident. Random Testing can be administered by HR at any time, up to twelve (12) months following the positive result.

B. ACTIONS STEPS FOR POSITIVE ALCOHOL OR DRUG TEST RESULTS

1. Team members who refuse to sign an alcohol/drug testing consent release form, and/or who refuse to submit to a test as authorized by this Handbook shall be treated the same as a confirmed positive result.
2. Any team member testing positive under for cause or post accident/injury/ incident, will be suspended without pay until the test results are confirmed.
3. New team members having a confirmed positive during their probationary period shall be terminated from employment.
4. Except for new team members during their probationary period, a positive result from the drug or alcohol test will result in the team member being required to seek rehabilitation or recovery. Team members testing positive shall be subject to random testing upon their return from rehabilitation, or following disciplinary action, for up to 12 months. The team member must consent to the random testing.
5. and must authorize the release of treatment information/status to HR for continuation of employment. Team members testing positive more than once, or during a random test, are subject to disciplinary action, including termination.

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1. Any team member terminated for a positive drug/alcohol test will be considered for re-hire only after providing documentation confirming that professional assistance has been sought and the treatment plan completed.
2. Except for team members being suspended for possession of alcohol or illegal drugs, team members whose test results are confirmed by the MRO as a “true negative” will be reimbursed for scheduled hours of work missed due to the temporary suspension. Team members whose results are confirmed as a true negative due to a prescribed medication that may impact their performance and who had not reported this use to their supervisor, will be reinstated to work without compensation for hours missed.

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TEST PREPARATION

1. All drug & alcohol screenings and ~~or~~ results are confidential and are shared on a need to know basis. Results will not be shared with other employees or departments.
2. All donors will have at least one of the same gender supervisory staff present during their screening. This may be a supervisor from the donors department, an additional security supervisor or MOD.
3. For Cause screenings will require both supervisors who requested the screening to complete a security statement and the For Cause checklist.~~.~~ A Security Supervisor may serve as the second opinion when determining a need for testing.
4. Security will retrieve the Drug & Alcohol log from the cabinet located in the Nurses station and follow the Screening check off list located in the book and prepare the screening paperwork.
5. The donor will be required to sign a consent form before any testing begins (insert wording about refusal)
6. Once Security starts to administer the testing process Security staff are to remain with the donor until the process is completed.
7. Testing should occur as soon as possible after Security is notified of a For Cause testing.
8. Testing for Post Accident injuries/incidents should occur as soon as possible and within 36 hours.

URINE DRUG TEST

1. In the Nurse’s station restroom, Security will use the blue spray in both the toilet and sink to blue the water. This alleviates the donor from using the toilet water to dilute the urine sample.
2. Instruct the donor of the collection procedures advising the donor to not run any water, flush the toilet or wash their hands until security has advised them it is OK. When the donor comes out of the restroom Security should again inspect~~ed~~ the restroom for any abnormalities or suspicious items and secure the urine drug sample for testing. Then Security can advise the donor it is OK to wash their hands and flush the toilet.
3. Conduct the drug screen process:
	1. Check the temperature gauge on the cup to ensure the temp registers in an acceptable range.
	2. Make sure the cap is on tightly before inserting and turning the test cup key to start the process.
	3. Read the drug test results on the cup looking at the bottom line in each of the five drug test areas
		1. A Line across means negative for that drug type
		2. No line showing across means **Positive** for that drug type

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**RESULTS**

1. **Negative Test Results**

For negative results employees are immediately clear to return to duty.

1. **Positive Test results.**

Chain of Custody - All positive results require security to complete the chain of custody process which ensures that the positive drug screen is the donor’s and the sample is protected from any tampering.

Steps of Chain of Custody:

* 1. Secure the sample cup with the security strip from the chain of custody form. Donor must initial this strip across the cup confirming that this is his/her sample.
	2. Complete the paperwork – use the cheat sheet in the notebook that highlights all the areas that need to be completed.
	3. Place urine sample into the smaller pouch with the liner.
	4. Place chain of custody form in the large pouch of the bag. NOTE that only the TOP page is inserted into the bag, with the remaining copies forwarded to HR for distribution.
	5. Give the employee (donor) copy #5
	6. Forward all other paperwork to HR.

SUSPENSION

All positive results require security to immediately confiscate the donors gaming badge and inform the employee they are being suspended until HR contacts them.

The employee will be informed they may not be on property for any reason until they have been given the ok to come back by Human Recourses.

 Security will notify Surveillance via phone of the escort then take employee back to their department or locker room to retrieve any personal belongings and then out to their vehicle and standby until they have left property.

Security will notify the employee’s supervisor of the suspension if they were not present during the screening.

**Refusal** Move to #5 as part of the consent form.

An employee refusing a drug screen is considered a fail, their gaming badge will be confiscated and informed of their suspension and the appropriate paperwork will be forwarded on to the HR Director.

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Move these sentences to # 7 as part of the testing process. Employees who claim they cannot urinate have 30 minutes to comply before they are considered a refusal.

Employees requesting water may only have up to 2 Styrofoam cups of water to assist in urination.

Any employee consuming more than two Styrofoam cups of water or any other liquid or beverage after learning of their pending drug screening is also considered a refusal and will have their gaming badge confiscated and informed of their suspension.

**Alcohol Testing**

All positive Alcohol Screenwill require a security transport to the Umatilla Tribal Police Department (UPTD)for BAC (blood alcohol content) testing. The UTPD will administer the BAC and provide a print out of the results to the escort Officer. This print out is the BAC confirmation and needs to be attached to the testing paperwork forwarded to HR.

Donor’s whose BAC is confirmed at or above a .02 are considered not fit for duty and is a positive for working under the influence of alcohol. The donor is advised of the results and informed that they are on suspension until contacted by HR.

Donor’s whose BAC is below a .02 is considered a negative test and they are able to return to work. ABC Supervisors are advised in training that if an employee is suspected of working under the influence of alcohol, but then tests negative, that if the employee smells strongly of alcohol that the Supervisor has the discretion to not allow them to return to the floor/work and can send them home for unacceptance appearance under progressive discipline.

Donors who test positive at a .08 or higher level should not be allowed to drive themselves from the property. Every effort should be made to have them contact someone for a ride, or security can transport them home. If the donor insists on driving themselves, Security staff need to report this to the UTPD.

PAPERWORK

Forward all paperwork – statements, For Cause Checklist, Security reports, consent forms, test results, gaming license, etc., to the HR Director.

HR will arrange to have test screens picked up for confirmation testing and once that confirmation is received, HR will contact the donor and the home department for action to be taken.