



Reasonable Suspicion Guidelines Training

Available In:

- English
- Spanish – material only upon request
- Videoconferencing

Reasonable suspicion training provides supervisors and managers the guidelines on how to recognize, document, and respond to signs of drug and alcohol misuse in the workplace.

This training provides topics to assist supervisors and managers make good decisions and prevent safety risks. Management will gain the skill to make careful and honest determinations for employee's reasonable suspicion observations. Trainees will gain the ability to clearly document articulable facts and utilize an observation checklist.

What trainees will learn:

- How to identify signs of drug and alcohol abuse with a 5-step process
- The supervisor and manager's responsibility for reporting
- How to complete forms for witness statements and observation checklist
- How to refer an employee for alcohol or substance abuse testing
- How to use sensitive and confidential communication with employees
- Updates on the current California and Federal laws for Marijuana use

How this training will benefit your company and employees:

- Support your management team to gain knowledge and confidence in making reasonable suspicion determinations
- Prevent safety risks to provide employees with a safe and drug-free workplace
- Prevent workers' compensation and legal claims by following the proper protocols

Who Should Attend?

- Supervisors
- Managers
- Human Resources Representatives
- Safety Representatives

Class Duration: 8 Hours



MARY PEREZ, WORKFORCE DEVELOPMENT TRAINER - SBCCD

Mary's 25-year career in Human Resources includes a variety of industries – U.S. and global ecommerce, logistics, fulfillment operations, NASA space exploration, healthcare, government and entertainment. With her former positions as Director of Human Resources and a University of La Verne graduate, she has transitioned her knowledge to a fulfilling role at San Bernardino Community College District. She provides clients with HR and compliance training that can be applied to their organization, in addition to training and development for their employee's success!