|  |  |
| --- | --- |
| Reasonable Suspicion Pre-Training | |
| **Course Title** | Reasonable Suspicion Pre-training |
| **Course Description** | This course is designed to help new managers and supervisors understand the actions they need to take if they suspect one of their employees is using drugs or alcohol at work prior to taking the full reasonable suspicion training. |
| **Target Audience** | All managers and supervisors who are new to CDOT and have not taken the full Reasonable Suspicion course |
| **Process** | Management and Supervision |
| **Process Touch Points** | Reasonable Suspicion Training Full Course |
| **Sections** | List the sections or topics of the course:   * *Learning Logistics* * *Course Introduction* * *List the sections or topics of the course at here. There is always the Learning Logistics and Course Introduction and Conclusion. Insert other sections required.* * *Conclusion* |
| **Course Duration (Est.)** | 15 to 20 minutes |
| **Delivery Method(s)** | eLearning |
| **Prerequisites** | * None |
| **SME(s)** | Elbert Hunt |
| **Training Developer(s)** | Jason Prince |
| **Training Evaluator** | Elbert Hunt |
| **Instructor(s)** | eLearning |
| **Frequency** | Once upon hire or promotion to Manager or supervisor |
| **Course Content Reviewer(s) and Approver** | Elbert Hunt |
| **Location** | * Learning Management System (LMS) |
| **List of Training Materials Required to Support Course Delivery** | * 0081-1 CDOT Drug and Alcohol Testing * CDOT Reasonable Suspicion Report * Alcohol Effects * Drug Characteristics – CDL * Drug Detection Times |

|  |
| --- |
| **Course Purpose** |
| This course is designed to teach participants the actions they need to take with an employee who they suspect may be impaired due to drug or alcohol use prior to taking the full Reasonable Suspicion training | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * Describe what reasonable suspicion is * Identify the signs an employee is impaired * List the actions you need to take if you suspected an employee is impaired * *Describe how to talk to the employee* * Explain the limits of your authority and the actions you should and should not take * *Describe how to sign up for the full course and the timeframe* | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section: Learning Logistics / Introduction** | | | **Time:** 2 minutes | | | | |
| **Section Objectives:** | Upon completing this section, participants should be able to:   * *Introduce the learning objectives of the course* * *Explain how to navigate the course* * *Describe what Reasonable Suspicion is and when is applies* | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed:*   * *None* | | | | | | |
| **Terms and Concepts** | * *Reasonable Suspicion* | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1 –** Identify the Signs an Employee is Impaired | | | **Time:** 5 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Describe the process of objectively observing the employee for signs of impairment * Identify the signs of alcohol impairment * Identify the signs of marijuana impairment * Identify the signs of narcotic impairment * Identify the signs of stimulant impairment * Identify the signs of depressant impairment | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed* | | | | | | |
| **Terms and Concepts** | * Objective Observation (Appearance, Behavior, Motor Skills) * Impairment * Alcohol * Drug   + Marijuana   + Anesthetic/Narcotic   + *Stimulants*   + *Depressants* * *Drug Characteristics* | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| Drug Characteristics | |  | |  | X |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section** 2 **–** Actions to Take | | | **Time:** XX minutes based on Course Duration above after curriculum is complete | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Identify the signs an employee is impaired * List the actions you need to take if you suspected an employee is impaired * Describe how to talk to the employee * Explain the limits of your authority and the actions you should and should not take | | | | | | |
| **Business Process** | *Identify Business Process(es) to be discussed* | | | | | | |
| **Terms and Concepts** | * Appointing Authority * Safety Sensitive Duties/Non-Safety Sensitive * Isolation/Confidentiality * Witness * Drug Detection Times | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| List of Appointing Authorities | |  | |  | X |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section: Conclusion** | | | **Time:** 9 minutes | | | | |
| **Section Objectives** | Upon completing this course, participants should be able to:   * Who to contact for additional help * Signing up for the full Reasonable Suspicion course | | | | | | |
| **Business Process** | * N/A | | | | | | |
| **Terms and Concepts** | * N/A | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| *None* | |  | |  |  |  |  |