



WORK INSTRUCTION

Preparing for and Administering Breathalyzer Tests

INS-W050

Work instructions are continually revised and improved. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1.0 SCOPE:

- 1.1 This work instruction describes the steps to prepare for and administer breathalyzer tests at school-sponsored major events including prom and homecoming, whether the events are held on or off campus. Students and guests will be randomly tested according to policy INS-A015-Student Search and Seizure.

2.0 INSTRUCTION:

2.1 At least 5 days prior to the scheduled event:

- 2.1.1 Send approved notification letter written by the level office to all students and guardians via the most appropriate method (pick-up, mail, etc.). Signed letters must be returned prior to or at the point of sale for event tickets and it will be required in order to purchase tickets to the event.
- 2.1.2 Inform all office staff of the requirement for the signed letter before issuing any event tickets.
- 2.1.3 Place informational notices around the school campus including posters, reader boards, notices in school newsletters, etc.
- 2.1.4 It is not required, but if possible, hold an assembly to explain the rationale and expectations to students ahead of the event.
- 2.1.5 Arrange to have breathalyzers available and at least two staff at all times ready and trained to administer the tests properly. Devices can be ordered from Central Stores. Read manufacturers recommendations for calibrating and using the breathalyzers. Be familiar with the devices and how to use them prior to the event.
- 2.1.6 Identify a randomization method to ensure all students have an equal chance of being tested. Some recommended methods are pick a card, roll the dice, spin the wheel, every fifth student into the dance gets tested, etc. Administrators are encouraged to add additional incentives to make the testing more enjoyable. As an example, if rolling the dice is the chosen method of randomization, have additional small prizes of candy for students who roll a number that does not trigger a breathalyzer.
- 2.1.7 When setting up for the event, ensure that there is a private space to administer tests. Student privacy is very important.

2.2 At the scheduled event:

- 2.2.1 Follow manufacturer's instructions for preparation and use of breathalyzer devices.
- 2.2.2 Only the Administrator, School Resource Officer (SRO) or designee can conduct breathalyzer tests. Two staff must be present for all breathalyzer tests.
- 2.2.3 All tests must be completed in a private setting. Example: behind a curtain or in a separate room where peers will not be visible.
- 2.2.4 All students and guests will be subject to the randomized selection process.
- 2.2.5 If a student or guest refuses to participate or refuses to take the breathalyzer test, they will not be allowed to enter the event.



WORK INSTRUCTION
Preparing for and Administering Breathalyzer Tests
INS-W050

- 2.2.6 Alcohol based mouthwashes, mints, etc. can trigger the breathalyzer to produce a false positive. In these cases, students will be required to wait 10 minutes and retest with a negative result before they are allowed to enter the event.
- 2.2.7 If a student tests positive, the student's legal guardian will be contacted to pick up the student and guests. Student will only be released to legal guardian, even if they claim to have a designated driver to get home. This is for student safety.
 - 2.2.7.1 After the event, all positive results should be followed up with additional action deemed necessary by the Administrator and in accordance with the district's discipline policy.

3.0 APPLICABILITY:

- 3.1 Administrators and school office staff

4.0 REVISION HISTORY:

Date	Description
2/15/19	New work instruction
10/17/19	Modified the scope.

5.0 APPROVAL AUTHORITY:

- 5.1 Secondary Level Office

Signature

Date