

Reasonable Suspicion Checklist

(The following checklist should be completed when a Manager or Supervisor suspect's drug or alcohol use based on the physical appearance and behavior of the employee)

PART 1: EMPLOYEE INFORMATION

Employee Name: _____

Employee Job Title: _____

Observation Date: _____

Observation Time (indicate a.m. or p.m.): _____

Location: _____

PART 2: OBSERVATIONS

(Place a **checkmark** next to any of the following observations exhibited by the employee)

PHYSICAL

Walking:

_____ Holding on; _____ Stumbling; _____ Unable to walk; _____ Unsteady; _____ Staggering;
_____ Swaying; _____ Falling; _____ Other (describe) _____

Standing:

_____ Swaying; _____ Unable to stand; _____ Rigid; _____ Staggering; _____ Dizziness;
_____ Other (describe) _____

Movements:

_____ Fumbling; _____ Jerky; _____ Nervous; _____ Slow; _____ Hyperactive;
_____ Reduced reaction time; _____ Not following tasks; _____ Diminished coordination;
_____ Tremors; _____ Other (describe) _____

Eyes:

_____ Bloodshot; _____ Watery; _____ Droopy; _____ Glassy; _____ Closed;
_____ Dilated/Constricted Pupils; _____ Other (describe) _____

Face:

_____ Flushed; _____ Pale; _____ Sweaty; _____ Other (describe) _____

Breath:

_____ No alcoholic odor; _____ Faint alcoholic odor; _____ Alcoholic odor; _____ Chemical odor;
_____ Sweet/pungent tobacco odor; _____ Heavy use of breath spray;
_____ Other (describe) _____

Speech:

___ Whispering; ___ Slurred; ___ Shouting; ___ Incoherent; ___ Slobbering; ___ Silent;
___ Rambling; ___ Slow; ___ Other (describe) _____

Appearance:

___ Neat; ___ Unruly; ___ Messy; ___ Dirty; ___ Stains on clothing;
___ Marijuana Odor; ___ Partially dressed; ___ Bodily excrement stains;
___ Visible puncture marks or tracks; ___ Excessive sweating in cool area;
Other (describe) _____

BEHAVIORAL

Demeanor:

___ Cooperative; ___ Calm; ___ Talkative/Rapid Speech; ___ Polite; ___ Sarcastic;
___ Sleepy; ___ Crying; ___ Sleeping on job; ___ Argumentative; ___ Excited;
___ Withdrawn; ___ Mood swings; ___ Overreacts to minor things; ___ Excessive laughter;
___ Forgetful; ___ Other (describe) _____

Actions:

___ Hostile; ___ Fighting; ___ Profanity; ___ Drowsy; ___ Threatening; ___ Erratic;
___ Hyperactive; ___ Calm; ___ Resisting communication; ___ Paranoid;
___ Possessing, using or distributing an illegal substance; ___ Baseless Panic;
___ Other (describe) _____

Appetite:

___ Always munching on something; ___ Constantly Chewing Gum;
___ Frequently Eating Candy; ___ Popping Mints Often;
___ Other (describe) _____

MISCELLANEOUS

___ Presence of alcohol and/or drugs in employee's possession or vicinity
___ On-the-job misconduct by employee
___ Employee admission to alcohol and/or drug use or possession

CORROBORATING WITNESSES

(List names of all witnesses to the employee's conduct below)

PART 2: EMPLOYEE'S RESPONSE

(Document below the employee's explanation or reasons for his/her conduct)

PART 3: ACTION PLAN

Place a **checkmark** next to the applicable action as agreed upon with the employee:

Employee has agreed to testing

Employee has **not** agreed to testing

No further action at this time

Supervisor/Manager Signature

Date

Supervisor/Manager Signature

Date