

Reasonable Suspicion Checklist

(The following checklist should be completed when a manager or supervisor suspects drug or alcohol use based on the physical appearance and behavior of the employee. Also completing the checklist should be all other managers or supervisors who witnessed the employee being unfit for duty.)

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; ___ Feet wide apart; ___ Unable to stand; ___ Rigid; ___ Staggering;
___ Sagging at knees; ___ Dizziness; ___ Other (describe) _____

Movements: ___ Fumbling; ___ Jerky; ___ Nervous; ___ Slow; ___ Normal; ___ 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; ___ Mute; ___ Slow; ___ Other (describe) _____

Appearance: ___ Neat; ___ Unruly; ___ Messy; ___ Dirty; ___ Stains on clothing; ___ Marijuana
Odor; ___ Partially dressed; ___ Bodily excrement stains; ___ Visible puncture marks or tracks;
___ Burnt rope smell on clothes, hair, body; ___ 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Speech; ___ Polite; ___ Sarcastic; ___ Sleepy; ___ Crying; ___ Sleeping on job; ___ Argumentative; ___ Excited; ___ Withdrawn; ___ Mood swings; ___ Overreacts to minor things; ___ Excessive laughter; ___ Forgetful; ___ Other (describe) _____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) _____
___ Presence of alcohol and/or drugs in employee's possession or vicinity

MISCELLANEOUS: On-the-job misconduct by employee ___ admission to alcohol and/or drug use or possession

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

(List below any other observations not included in this checklist. Also provide details for any accident that the employee in question caused or was involved in.) OTHER OBSERVATIONS

