# REASONABLE SUSPICION CHECKLIST

**Supervisor/Manager:** Record observations of employee’s appearance and behavior that you believe may be the result of use of controlled substances or alcohol misuse.

<table>
<thead>
<tr>
<th>NAME OF EMPLOYEE OBSERVED</th>
<th>DATE OF OBSERVATION</th>
<th>TIME OF OBSERVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY OBSERVER (Print)</td>
<td>SECOND OBSERVER, if available (Print)</td>
<td>A.M.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HOUR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P.M.</td>
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</tbody>
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**LOCATION OF OBSERVATION**

## OBSERVATIONS (Check all appropriate items)

Determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

**SPEECH**
- [ ] Normal
- [ ] Slowed
- [ ] Rapid
- [ ] Silent
- [ ] Loud
- [ ] Confused
- [ ] Slurred
- [ ] Talkative
- [ ] Hostile

**OVERT MOOD**
- [ ] Normal
- [ ] Elated, “Up”
- [ ] Fearful
- [ ] Anxious
- [ ] Irritable
- [ ] Angry
- [ ] Sad, depressed

**NOSE**
- [ ] Sniffing
- [ ] Runny
- [ ] Reddened

**EYES**
- [ ] Reddened
- [ ] Pupils constricted
- [ ] Pupils dilated

**BALANCE**
- [ ] Normal
- [ ] Swaying
- [ ] Staggering
- [ ] Falling

**SHOULDER**
- [ ] Normal
- [ ] Hunched
- [ ] Slouched

**MOVEMENTS**
- [ ] Normal
- [ ] Slowed
- [ ] Quickened
- [ ] Uncoordinated
- [ ] Shaking
- [ ] Aggressive

**WALKING**
- [ ] Normal
- [ ] Stumbling
- [ ] Falling
- [ ] Holding, Reaching

**ALERTNESS**
- [ ] Normal
- [ ] Drowsy
- [ ] Energized

Describe any other specific observations, or explain any of those checked above, that require further clarification as a basis of reasonable suspicion (continue on back if necessary).

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I certify that I have had training in recognition of alcohol and drug misuse and that to the best of my judgment reasonable suspicion exists to require the above employee to undergo testing for alcohol and controlled substances.

**PRIMARY OBSERVER**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
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**SECONDARY OBSERVER (if available)**

<table>
<thead>
<tr>
<th>Signature</th>
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