

# Reasonable Suspicion Checklist

**Directions:** Supervisor or Manager, please document your observations of the employee's behavior and indications on this form. You must personally observe the probable indicators of substance and/or alcohol use and note your observations below.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location of observation: \_\_\_\_\_

Time: \_\_\_\_\_ Name of observer: \_\_\_\_\_

**Check all that apply:**

## APPEARANCE

- ☐ Flushed
- ☐ Sweating
- ☐ Cold, clammy
- ☐ Disheveled, messy
- ☐ Vomit on clothing

## EYES

- ☐ Bloodshot, reddened
- ☐ Pupils dilated
- ☐ Pupils constricted
- ☐ Repetitive jerky motion
- ☐ Glazed appearance
- ☐ Droopy, partially closed
- ☐ Tearing, watery
- ☐ Unfocused, blank stare

## SPEECH

- ☐ Slurred, thick
- ☐ Slow
- ☐ Rapid
- ☐ Silent
- ☐ Loud
- ☐ Hostile
- ☐ Talkative
- ☐ Incoherent
- ☐ Difficulty speaking
- ☐ Cursing, inappropriate
- ☐ Nonsensical, silly

## BALANCE

- ☐ Slowed
- ☐ Normal
- ☐ Quickened
- ☐ Staggering
- ☐ Swaying
- ☐ Falling
- ☐ Holding on
- ☐ Unsteady, uncoordinated
- ☐ Clumsy

## MENTAL

- ☐ Poor judgment
- ☐ Decreased inhibitions
- ☐ Disoriented
- ☐ Unpredictable
- ☐ Distracted
- ☐ Drowsy, sleepy
- ☐ Restless
- ☐ Suspicious, paranoid
- ☐ Withdrawn

## MOVEMENT

- ☐ Slowed
- ☐ Normal
- ☐ Quickened
- ☐ Shaking
- ☐ Tremors

## MOOD

- ☐ Hostile, angry
- ☐ Elated, "up"
- ☐ Irritable, agitated
- ☐ Anxious
- ☐ Combative
- ☐ Aggressive
- ☐ Violent
- ☐ Evasive
- ☐ Sad, depressed

## ODOR

- ☐ Alcohol smell on breath or clothing
- ☐ Chemical odor
- ☐ Burnt rope odor
- ☐ Other odor: \_\_\_\_\_

## OTHER

- ☐ Frequent use of breath mints, gum, mouthwash
- ☐ Physical evidence (ie: liquor bottle, drug paraphernalia)
- ☐ Other: \_\_\_\_\_

I certify that I have had training in the signs and symptoms of substance use and alcohol abuse, and to the best of my judgment, reasonable suspicion exists based on the physical and behavioral indicators noted above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

2nd observer, if required: \_\_\_\_\_ Date: \_\_\_\_\_