

# Supervisor's Checklist for Reasonable Suspicion Determination

## Observable Behavior

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

A supervisor must have a reasonable suspicion that an employee is currently under the influence of or impaired by: alcohol, a controlled substance, or other drugs in order to request testing. The following observations must be documented:

**Directions:** Check pertinent items and describe the incident related to observation.

1. WALKING	<input type="checkbox"/> Staggering <input type="checkbox"/> Holding on	<input type="checkbox"/> Falling <input type="checkbox"/> Normal
2. STANDING	<input type="checkbox"/> Swaying <input type="checkbox"/> Unable to stand	<input type="checkbox"/> Rigid <input type="checkbox"/> Normal
3. SPEECH	<input type="checkbox"/> Shouting <input type="checkbox"/> Rambling <input type="checkbox"/> Slurred	<input type="checkbox"/> Slow <input type="checkbox"/> Mute <input type="checkbox"/> Incoherent <input type="checkbox"/> Normal
4. ACTIONS	<input type="checkbox"/> Fighting <input type="checkbox"/> Calm <input type="checkbox"/> Profanity <input type="checkbox"/> Hostile <input type="checkbox"/> Crying	<input type="checkbox"/> Threatening <input type="checkbox"/> Drowsy <input type="checkbox"/> Over-excited <input type="checkbox"/> Erratic <input type="checkbox"/> Cooperative <input type="checkbox"/> Normal
5. EYES	<input type="checkbox"/> Bloodshot <input type="checkbox"/> Dilated <input type="checkbox"/> Droopy	<input type="checkbox"/> Watery <input type="checkbox"/> Glassy <input type="checkbox"/> Closed <input type="checkbox"/> Normal
6. APPEARANCE-CLOTHING	<input type="checkbox"/> Messy <input type="checkbox"/> Partially dressed	<input type="checkbox"/> Dirty <input type="checkbox"/> Neat <input type="checkbox"/> Normal
7. BREATH	<input type="checkbox"/> Alcoholic odor	<input type="checkbox"/> Faint alcoholic odor <input type="checkbox"/> Normal
8. OBSERVATION OF USE	<input type="checkbox"/> Drinking <input type="checkbox"/> Taking a pill <input type="checkbox"/> Injecting	<input type="checkbox"/> Smoking <input type="checkbox"/> Snorting

OTHER BASIS FOR REQUIRING TESTING \_\_\_\_\_

Reasonable cause established

Reasonable cause NOT established

Supervisor's Signature: \_\_\_\_\_

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

# Reasonable Suspicion Determination

## Knowing the Signs

### **Moods:**

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g. outbursts of crying)
- Mood changes after lunch or break

### **Actions:**

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

### **Absenteeism:**

- Acceleration of absenteeism and tardiness, especially Mondays, Fridays, before and after holidays
- Frequent unreported absences, later explained as “emergencies”
- Unusually high incidence of colds, flus, upset stomach, headaches,
- Frequent use of unscheduled vacation time
- Leaving work more than necessary (e.g. frequent trips to water fountain and bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

### **Accidents:**

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

### **Work Patterns:**

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

### **Relationship to Others on the Job:**

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce, child discipline problems

