

REASONABLE SUSPICION OBSERVATION CHECKLIST

“Reasonable Suspicion” drug testing can result from a belief that an individual is using or has used drugs and/or alcohol in violation of Memorial’s Drug and Alcohol Policy. Managers should make a recommendation for testing based on specific objective and articulable facts. The checklist below should be used to document the observed behavior.

Employee Name: _____ Department: _____

Job Title: _____

Date of Incident: _____ Time of Observation: _____ a.m./p.m.

Location: _____

WALKING

- Stumbling
- Staggering
- Falling
- Unsteady
- Holding On
- Unable to walk
- Normal

STANDING

- Swaying
- Rigid
- Feet wide apart
- Sagging at knees
- Unable to stand
- Normal

SPEECH

- Shouting
- Silent
- Slow
- Mute
- Slurred
- Incoherent
- Whispering
- Normal

APPEARANCE, DEMEANOR

- Cooperative
- Polite
- Calm
- Talkative
- Excited
- Sarcastic
- Sleepy
- Crying
- Hostile

ACTIONS

- Fighting
- Hostile
- Hyperactive
- Drowsy
- Profanity
- Erratic
- Threatening
- Resisting answering questions

EYES

- Bloodshot
- Watery
- Dilated
- Glassy
- Drooped
- Closed
- Dark glasses
- Normal

FACE

- Flushed
- Pale
- Sweaty
- Normal

CLOTHING

- Unruly
- Messy
- Dirty
- Neat
- Have odor
- Partially dressed
- Bodily excrement stains on clothing

BREATH/BODY

- Alcohol odor
- Faint alcohol odor
- No alcohol odor
- Gum
- Candy
- Other odor

MOVEMENTS

- Fumbling
- Jerky
- Slow
- Nervous
- Hyperactive
- Normal
- Other

OTHER OBSERVATIONS

(use back if necessary)

Documentation submitted by:

Supervisor

Supervisor Signature

Witness

Witness Signature

Date Submitted: _____

Submit to Human Resources