



# Reasonable Suspicion Checklist

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

Employee Name, Title: \_\_\_\_\_

Person Completing form, Title: \_\_\_\_\_

When an employee presents themselves and or has behaviors that constitute reasonable suspicion of substance abuse, complete this check list and submit it to Human Resources.

## ODOR:

- Smells of alcohol
- Smells of marijuana
- Smells of chemicals
- Heavy use of masking agent (mouthwash, cologne)
- Body Odor
- Urine / Feces
- Vomit

## EYES:

- Dilated pupils
- Blood-shot eyes
- Glassy eyes
- Watery eyes
- Droopy eyes
- Involuntary eye movements
- Appears overly-sensitive to light
- Darting
- Poor eye contact
- Staring

## MOVEMENTS:

- Staggering / Stumbling
- Holding on
- Sagging at knees
- Unable to walk
- Fumbling / Dropping items
- Appears dizzy
- Fidgety
- Repetitive and unproductive movement; bouncing knees, nodding head
- Shifting weight frequently
- Pacing
- Appears "slow-motion"
- Swaying
- Hyperactive
- Tremors
- Irregular breathing
- Shivering
- Rigid
- Jerky

## EATING / DRINKING:

- Always Eating
- Excessive Complaints of hunger
- Constantly chewing (gum, mints)
- Appears to have dry mouth
- Excessive drinking

## SPEECH:

- Slurred
- Slow
- Thick
- Talkative
- Rapid
- Loud / Shouting
- Rambling
- Incoherent
- Repeating self
- Silent
- Whispering
- Swearing

**EMOTIONS:**

- Inappropriate laughter
- Inappropriate crying
- Argumentative
- Agitated / Irritable
- Easily Frustrated
- Mood Swings
- Overreacting
- Avoiding
- Excessive Smiling
- Slamming items / tools
- Easily startled
- Fighting
- Threatening
- Inflated self esteem

**FACE:**

- Flushed
- Sweating
- Pale
- Confused or blank look
- Involuntary movement

**ACTIONS:**

- Yawning
- Nodding off
- Taking frequent breaks
- Leaving work area
- Not following directions
- Not attending to tasks
- Making frequent mistakes

**COGNITION:**

- Easily confused
- Illogical
- Poor concentration
- Forgetful
- Paranoid
- Hallucinations
- Grandiose Ideas
- Complains of persecution
- Distracted mid-thought
- Inability to verbalize thoughts

**INACTION:**

- Sleeping
- Unconscious
- No reactions to questions
- Staring off into space
- Ignoring work communication

**PRESENTATION / APPEARANCE:**

- Disheveled
- Careless Dressing
- Poor grooming / make-up
- Dirty / Stained
- Inappropriate clothes
- Visible puncture marks or tracks
- Burns on body or clothes
- Powder around nose
- Marked departure from normal appearance

In your own words, describe the incident or observations that lead to reasonable suspicion of drug or alcohol use. Include events before, during and after any drug testing.

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