



## Reasonable Suspicion Determination Report

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Date/Time of Observation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AM/PM

Date/Time of Determination to Test: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AM/PM

If a trained manager/supervisor has reasonable suspicion to believe that an employee is under the influence of alcohol and/or controlled substances, after consultation with the Human Resources Director or designee, the trained manager/supervisor may require the employee to submit to an alcohol and/or drug test. If possible, the manager or supervisor will obtain the assistance of another trained individual or witness to observe and document the above behavior factors.

### Procedures to Conduct a Reasonable Suspicion Investigation

- Observe the behavior.
- Document the behavior (complete this Reasonable Suspicion Report with another trained manager/supervisor/HR).
- Confront the employee.
- Test the employee for drugs and alcohol (make arrangements for testing by contacting Human Resources).

### Observed Indicators of Prohibited Drug Use/Alcohol Misuse

Reasonable Suspicion determinations must be based on specific, contemporaneous, articulable, observations concerning the appearance, behavior, speech, or body odors of the safety-sensitive employee.

*Check all indicators observed:*

#### Appearance Indicators

- Bloodshot or watery eyes
- Flushed or very pale complexion
- Extensive sweating/skin clamminess
- Dilated or constricted pupils
- Disheveled clothing
- Unstable walking
- Poor coordination
- Hand tremors
- Suspicious, paranoid
- Depressed, withdrawn
- Lackadaisical attitude
- Irritable, moody

- Unkempt grooming
- Unfocused, blank stare
- Runny or bleeding nose
- Jerky eye movement
- Odor of alcohol/chemical on breath or clothing

#### Speech Indicators

- Slurred or slowed speech
- Loud, boisterous
- Incoherent, nonsensical
- Repetitious, rambling
- Rapid, pressured
- Excessive talkativeness

#### Behavioral Indicators

- Fidgety/agitated
- Irregular breathing
- Nausea/vomiting
- Slow reactions
- Extreme fatigue
- Exaggerated enunciation
- Cursing, inappropriate speech
- Inability to concentrate
- Impulsive, unusual risk-taking
- Delayed decision-making

### Reasonable Suspicion Determination Report

Written Summary

Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.

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**Testing**

Place a checkmark next to the applicable action as agreed upon with the employee:

\_\_\_ Employee has agreed to testing    \_\_\_ Employee has not agreed to testing

Testing Information:

Please contact Human Resources for Drug/Alcohol test form (if DOT) and Collection Site Authorization form.

Collection Site - **Concentra**  Brentwood or  Concord

Date \_\_\_\_\_ Time Arrived: \_\_\_\_\_ AM/PM

1. Was the alcohol test performed within 2 hours of the reasonable suspicion determination?

\_\_\_ YES

\_\_\_ NO, **Explain:**

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2. Was the alcohol test performed within 8 hours of the reasonable suspicion determination?

\_\_\_ YES

\_\_\_ NO, **Explain:**

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If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.

*The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:*

Supervisor Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Supervisor Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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