

Reasonable Suspicion Testing Checklist

This checklist is used to determine and document reasonable suspicion of a potential violation of the Drug-Free Workplace policy. In such instances, the supervisor or manager observing the behavior with another supervisor/manager as witness, must each complete a checklist. It must be prior to testing and must be used to notify the employee that they are being asked to submit to drug and alcohol testing.

Date: 04-28-23 Time: 7:30 a.m. p.m.

Name of observed employee (print): Ahmed Aden Agency: CMG

Observed Indicators Checklist:

Physical Indicators:

Walking

- Holding on
- Stumbling
- Unable to walk
- Unsteady
- Staggering
- Swaying
- Falling
- Other _____

Face

- Red/flushed
- Pale
- Sweaty
- Appears normal
- Slobbering
- Grinding Teeth
- Dry Mouth
- Runny Nose
- Other _____

Speech

- Whispering
- Slurred
- Shouting
- Incoherent
- Silent
- Rambling
- Slow
- Other _____

Breath/Odor

- No alcohol odor
- Faint alcohol odor
- Strong alcohol odor
- Sweet/pungent tobacco odor
- Chemical odor
- Marijuana odor
- Breath Spray/mouthwash
- None Gum
- Mints Candy
- Other _____

Standing

- Swaying
- Feet wide apart
- Rigid
- Staggering
- Staggering at knees
- Other _____

Eyes

- Watery
- Bloodshot
- Glassy
- Dilated
- Closed
- Droopy eye lids
- Appear normal

Movements

- Fumbling
- Jerky
- Nervous
- Slow
- Hyperactive
- Other _____

Appearance

- Messy
- Dirty/stained clothing
- Burns on person/clothing
- Ripped/torn clothing
- Partially dressed
- Puncture marks/needle tracks
- Appears normal

Behavioral Indicators:

Demeanor

- Cooperative
- Talkative
- Sarcastic
- Anxious
- Disoriented

- Polite
- Silent
- Belligerent
- Excited
- Inattentive

- Calm
- Resisting communication
- Tearful/Crying
- Mood changes
- Appears normal

Actions

- Fighting
- Erratic
- Threatening
- Non-communicative
- Argumentative

- Profanity
- Hostile
- Hyperactive
- Sleeping on the job
- Other _____

Comments and other observations: unable to walk straight,

Additional facts:

- Presence of alcohol and/or drugs in individual's possession or vicinity
- On the job misconduct by employee (specify) _____
- Individual admission concerning alcohol use and/or drug use or possession

List other witnesses to employee's conduct and summarize what they say they witnessed below
Jeff Johnson - employees behaved oddly, poor work, unsteady, one fell on the floor

Employee declined to comment or employee's explanation for behavior Said he is ok.

Is the employee at least 18 years of age? Yes No If no, name of parent/guardian contacted: _____

Completed by (signature) [Signature] Date: 04-28-23 Time: 8:00 a.m./p.m.
(printed name): Cham Ouk Title: Production Supervisor