

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: 12-13-23 Time: 3:30pm a.m./p.m.

Name of observed employee (print): Anthony Alexander 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: On 12-13-23 Anthony was having troubles building orders correctly. He built 6 pallet wrong, which is not something he has done before. While coming back from 2 bathroom breaks, Jeremy notice a marijuana smell when he entered the breakroom/office and when he walked by.

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

Employee declined to comment or employee's explanation for behavior _____

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

Completed by (signature): Jeremy Meyer Date: 12-15-23 Time: 11:30 a.m./p.m.
(printed name): _____ Title: Warehouse Supervisor