

### 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: 09-15-23 Time: 8:30 a.m./p.m. (a.m.)

Name of observed employee (print): Ashley Weaver Agency: CMG

#### Observed Indicators Checklist:

##### Physical Indicators:

###### Walking

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

###### Face

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

###### Speech

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

###### 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 Normal

###### Eyes

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

###### Movements

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

###### 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 Normal

Comments and other observations: 3 employees complaint that they smell weed in the women rest room when Ashley came out from the room.

##### 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): [Signature] Date: 09-18-23 Time: 5:10 a.m./p.m. (p.m.)  
(printed name): Cham Out Title: Supervisor.