

## 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: 10/30/2021 Time: 6:45 AM a.m./p.m.

Name of observed employee (print): Behailu Asfaw 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  Polite
- Talkative  Silent
- Sarcastic  Belligerent
- Anxious  Excited
- Disoriented  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: Employee admitted, he drank 4 or 5 beers yesterday after work.

**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): Phuong Nguyen Date: 10/30/21 Time: 6:45 AM a.m./p.m.  
 (printed name): Phung Voong Chi Title: Supervisor