



# Supervisor Reasonable Suspicion Checklist

**Note to the Supervisor:** This checklist is used to determine and document reasonable suspicion of a potential violation of alcohol or drug use in the workplace, or of being under the influence on the job. It is advised that the supervisor/manager observing the behavior includes another supervisor/manager to witness and each complete a checklist.

## Information

Please Print

Name of observed employee: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Employer: \_\_\_\_\_

Department (if applicable): \_\_\_\_\_ Employee's phone: \_\_\_\_\_

Referring supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's phone (work/cell): \_\_\_\_\_ Confidential voicemail?  Yes  No

Supervisor's e-mail (optional): \_\_\_\_\_

## Observed Indicators Checklist

Please indicate the observable behaviors (*check all boxes that apply*).

### Physical Indicators

#### Walking

- Holding on
- Stumbling
- Unable to walk
- Unsteady
- Staggering
- Swaying
- Falling
- Other: \_\_\_\_\_

#### Face

- Red/Flush
- Pale
- Sweaty
- Appears normal
- Slobbering
- Grinding teeth
- Dry mouth
- Runny nose
- Other: \_\_\_\_\_

#### Movements

- Fumbling
- Jerky
- Nervous
- Slow
- Hyperactive

#### Speech

- Whispering
- Slurred
- Shouting
- Incoherent
- Silent
- Rambling
- Slow
- Other: \_\_\_\_\_

#### Eyes

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

#### Breath/Odor:

- No alcohol odor
- Faint alcohol odor
- Strong alcohol odor
- Sweet/pungent tobacco odor
- Chemical odor
- Marijuana odor
- Breath spray/mouthwash/gum
- Other: \_\_\_\_\_

#### Appearance

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

#### Standing

- Swaying
- Feet wide apart
- Rigid
- Staggering
- Sagging at knees
- Other: \_\_\_\_\_



## Behavioral Indicators

### Demeanor

- Cooperative
- Talkative
- Sarcastic
- Anxious
- Disoriented
- Sleepy
- Polite
- Silent
- Belligerent
- Excited
- Inattentive
- Drowsy
- Calm
- Resisting communication
- Tearful/crying
- Mood changes
- Appears normal
- Other: \_\_\_\_\_

### Actions

- Fighting
- Erratic
- Threatening
- Non-communicative
- Argumentative
- Profanity
- Hostile
- Hyperactive
- Sleeping on the job
- Other: \_\_\_\_\_

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## Additional Facts:

- Presence of alcohol and/or drugs in individual's possessions or vicinity.
- On the job misconduct by individual (specify): \_\_\_\_\_
- Individual admission concerning alcohol use and/or drug use or possession.
- List other witnesses to individual's conduct and summarize what they say they witnessed below:  
\_\_\_\_\_

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Employee's explanation of reasons for his/her conduct:

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date