

**REASONABLE SUSPICION
CHECKLIST FOR SUPERVISORS**

Employee name			
Department			
Date(s) observed			
Substance Misuse Indicators			
PHYSICAL		BEHAVIORAL	SPEECH
	Odor (Alcohol)	Hyperactive	Slurred
	Odor (Marijuana)	Overly excited	Thick tongued
	Odor (Body)	Throws objects	Slow speech
	Eyes Red, Bloodshot	Angers easily	Deliberate speech
	Eyes Glassy	Loses temper	Stumbles over words
	Eyes Watery	Argues with coworkers	Trips up while talking
	Pupils Dilated	Annoys coworkers	Loses train of thought
	Pupils Constricted	Argues with customers	Stops in mid-sentence
	Eye twitching	Annoys customers	Speaks loudly
	Falls	Lacks concentration	Uses profanity
	Stumbles when walks	Slow to answer	Talks about marital issues
	Unsteady balance	Slow movement	
	Drowsy	Slow reaction	
	Droopy eyes	Reduced judgment	
	Squints	Reduced inhibitions	
	Closes one eye	Sudden mood change	
	Fumbles	Excessive bragging	
	Drops small items	Overly friendly	
	Uncoordinated	Unusually quiet	
	Nauseous or vomiting	Sleeps	
	Scratching	Excessive giggling	
	Sniffles	Excessive laughter	
	Flushed skin	Depressed/Anxious	
	Excessive sweating	Suspicious activities	
	Needle marks	Crying	
	Excessive restroom visits	Withdrawn	

If you can document one or more of the indicators above, ask yourself these questions to establish reasonable suspicion:

Yes	No	Question
		Has some form of impairment been shown in the employee's appearance, actions or work performance?
		Does the impairment result from the possible use of drugs or alcohol?
		Are the facts reliable? Did you witness them personally or are you sure that the witness(es) are reliable and have provided firsthand information?
		Are the facts Specific (capable of explanation)?
		Are the facts Articulate (capable of putting into words or documentation)?
		Is the impairment timely (current, today, now)?
		Has Reasonable Suspicion been established?
Supervisor (printed name)		Supervisor (signature)
		Date

Return Completed Form (2 pages) to danelson@cherokeega.com

