

# REASONABLE SUSPICION DETERMINATION CHECKLIST

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Employee's name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Conduct Incident(s): \_\_\_\_\_

Location(s) or Work Area(s): \_\_\_\_\_

## **STEP ONE: RECOGNIZING SIGNS**

The indicators listed below are examples of possible indicators of drug and/or alcohol abuse or misuse that may be observed by management. This is not an exhaustive list and is only intended to help assist the Company in its effort to maintain a reasonably safe work environment and productive workforce. **Of course, nothing here is intended to interfere with any employee's rights recognized by the Company's Equal Employment Opportunities Policy, its Anti-Harassment and Anti-Discrimination Policies, and the Americans with Disabilities Act.**

### **Moods**

- Depressed
- Anxious
- Irritable
- Suspicious/Paranoid
- Complains about others with no rational basis
- Emotional unsteadiness
- Mood Changes after lunch or break

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**Absenteeism:**

- Acceleration of absenteeism and tardiness, especially Mondays Fridays, or before and after holidays
- Frequent unreported absences, later explained as “emergencies”
- Unusually high incidence of colds, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain or bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

**Actions:**

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues
- Staggering or swaying back and forth
- Slurring of speech
- Distinct odor(s)
- Sexually harassing conduct
- Bullying of others

**Work Patterns:**

- Inconsistency in quality of work
- Sudden or erratic high and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

**Accidents:**

- Taking of needless risks
- Disregard for safety rules or procedures
- Disregard for the safety of others
- Higher than average accident rate on and off the job
- Contributing to an unsafe act or accident (including a “near miss” scenario)

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**Relationship to Others on the Job:**

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Complaints of problems at home such as separation, divorce and child discipline problems
- Persistent job transfer requests

**STEP TWO: DOCUMENTATION**

**Observing and Documenting Current Indicators**

Patterns of any of the above conduct or combinations of conduct may occur, but **must be accompanied by indicators of impairment** in order to establish reasonable suspicion.

Please check all indicators listed below that are currently present:

**PHYSICAL**

**Walking:**

- Holding on to surroundings;
- Stumbling;
- Unable to walk;
- Unsteady;
- Staggering;
- Swaying;
- Falling;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Standing:**

- Swaying;
- Feet unusually wide apart;
- Unable to stand;
- Unusually Rigid;
- Staggering;
- Sagging at knees;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**Movements:**

- Fumbling;
- Jerky;
- Nervous;
- Slow;
- Normal;
- Hyperactive;
- Reduced reaction time;
- Not following tasks;
- Diminished coordination;
- Tremors;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Eyes:**

- Bloodshot;
- Watery;
- Droopy;
- Glassy;
- Closed;
- Dilated Pupils;
- Constricted Pupils;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Face:**

- Flushed;
- Pale;
- Sweaty;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Breath:**

- Alcoholic odor;
- Chemical odor;
- Pungent odor;
- Unusual odor;
- Heavy use of breath spray;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Speech:**

- Whispering;
- Slurred;
- Shouting;
- Incoherent;
- Slobbering;
- Silent;
- Rambling;
- Mute;
- Slow;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Appearance:**

- Neat;
- Unruly;
- Messy;
- Dirty;
- Stains on clothing;
- Marijuana Odor;
- Partially dressed;
- Bodily excrement stains;
- Visible puncture marks or tracks;
- Burnt smell on clothes, hair, body;
- Excessive sweating in cool area;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**BEHAVIORAL****Demeanor:**

- Uncooperative;
- Belligerent;
- Talkative/Rapid Speech;
- Sarcastic;
- Sleepy;
- Crying;
- Sleeping on the job;
- Argumentative;
- Excited;
- Withdrawn;
- Mood swings;
- Overreaction to minor things;
- Excessive laughter;
- Forgetful;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Actions:**

- Hostile;
- Fighting;
- Profanity;
- Drowsy;
- Threatening;
- Erratic;
- Hyperactive;
- Resisting communication;
- Paranoid;
- Baseless Panic;
- Other (describe) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Other:**

- Proximity to paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)
  
- Proximity to any substance that is or appears to be a drug or alcohol
  
- Other (describe in detail what it is, where it is, etc.) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**STEP THREE: WITNESS CORROBORATION (IF APPLICABLE)**

Behavior(s) witnessed by:

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Date of observation: \_\_\_\_\_

Location of observation: \_\_\_\_\_

Witness narrative(s) (if any): \_\_\_\_\_

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**STEP FOUR: MAKE A DETERMINATION**

\_\_\_\_\_ Reasonable suspicion established

\_\_\_\_\_ Reasonable suspicion NOT yet established

Prepared by: \_\_\_\_\_

Additional notes (if any): \_\_\_\_\_

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

Date: \_\_\_\_\_

**REVIEWED BY HUMAN RESOURCES**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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