

Reasonable Suspicion Determination Report

Employee Name: Don Juan

Employee ID/SSN: 123-45-6789

Date of Observation: November 21, 2019

Time of Observation: 7:45 AM PM

Observed Indicators of Prohibited Drug Use/Alcohol Misuse

Reasonable Suspicion determinations must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the safety-sensitive employee.

Check all indicators observed:

Physical Indicators

- Observable physical evidence (drugs and/or paraphernalia)
- Bloodshot or watery eyes
- Flushed or very pale complexion
- Extensive sweating/skin clamminess
- Dilated or constricted pupils
- Disheveled clothing/unkept grooming
- Unfocused, blank stare
- Runny or bleeding nose
- Puncture marks
- Jerky eye movement
- Body odor

Behavioral Indicators

- Fidgety/agitated
- Irregular breathing
- Nausea/vomiting
- Slow reactions
- Unstable walking
- Poor coordination
- Hand tremors
- Suspicious, paranoid
- Depressed, withdrawn
- Lackadaisical attitude
- Irritable, moody
- Extreme fatigue

Speech Indicators

- Slurred or slowed speech
- Loud, boisterous
- Incoherent, nonsensical
- Repetitious, rambling
- Rapid, pressured
- Excessive talkativeness
- Exaggerated enunciation
- Cursing, inappropriate speech
- Inability to concentrate
- Impulsive, unusual risk-taking
- Delayed decision-making
- Reduced alertness

Written Summary

Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.

Don reported to work on November 21, 2019, at 7:35 am.
He was late as his shift started at 7:00 am. I noticed
that he was wearing the same clothes as yesterday and
appeared unkempt. He smelled of alcohol. As I spoke
to him, I had difficulty understanding him. His speech
was slurred and he was incoherent. He was loud when
I asked him about being tardy and he grew more and
more belligerent. He said he had not been to bed yet and
had partied all night after his wife threw him out.

Testing Information:

Collection Site Location: _____

Time Arrived: _____ AM/PM

1. Was the **alcohol** test performed within **2** hours of the time of the observations that led to the reasonable suspicion determination?

YES

NO, Explain: _____

2. Was the **alcohol** test performed within **8** hours of the time of the observations that led to the reasonable suspicion determination?

YES

NO, Explain: _____

If the alcohol test is not conducted within **8 hours** cease all efforts to administer the test.

The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:

Supervisor Name: Supervisor Sam

Phone No: (405) 657-1400

Signature: Supervisor Sam

Date: November 21, 2019