

# SUPERVISOR'S CHECKLIST FOR MAKING REASONABLE SUSPICION DETERMINATION

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

Department \_\_\_\_\_

Date(s) \_\_\_\_\_

## KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors:

### Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch or break

### 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- Withdrawn or improperly talkative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

### Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Friday, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flus, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)

- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

### Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

### Work Patterns:

1. Inconsistency in quality of work
2. High and low periods of productivity
3. Poor judgment/more mistakes than usual and general carelessness
4. Lapses in concentration
5. Difficulty in recalling instructions
6. Difficulty in remembering own mistakes
7. Using more time to complete work/missing deadlines
8. Increased difficulty in handling complex situations

### 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
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce and child discipline problems

## 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 cause." Please check all indicators listed below that are **currently** present:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Constricted pupils        | <input type="checkbox"/> Muscular incoordination  | <input type="checkbox"/> Sniffles           |
| <input type="checkbox"/> Dilated pupils            | <input type="checkbox"/> Unconsciousness          | <input type="checkbox"/> Excessively active |
| <input type="checkbox"/> Scratching                | <input type="checkbox"/> Inability to verbalize   | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> Red or watering eyes      | <input type="checkbox"/> Irritable                | <input type="checkbox"/> Flushed skin       |
| <input type="checkbox"/> Involuntary eye movements | <input type="checkbox"/> Argumentative            | <input type="checkbox"/> Sweating           |
| <input type="checkbox"/> Drowsiness                | <input type="checkbox"/> Difficulty concentrating | <input type="checkbox"/> Yawning            |
| <input type="checkbox"/> Odor of alcohol           | <input type="checkbox"/> Slurred speech           | <input type="checkbox"/> Twitching          |
| <input type="checkbox"/> Nasal secretion           | <input type="checkbox"/> Bizarre behavior         | <input type="checkbox"/> Violent behavior   |
| <input type="checkbox"/> Dizziness                 | <input type="checkbox"/> Needle marks             |   |

Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)

Possession of substance that appears to possibly be a drug or alcohol

Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DETERMINING REASONABLE CAUSE

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause:

### Y N

1.   Has some form of impairment been shown in the employee's appearance, actions or work performance?
2.   Does the impairment result from the possible use of drugs or alcohol?
3.   Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?
4.   Are the facts capable of explanation?
5.   Are the facts capable of documentation?
6.   Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.

## TAKING ACTION

Reasonable cause established

Reasonable cause NOT established

Prepared by:

Supervisor's/Manager's Signature: \_\_\_\_\_