**Step 1 – Process Initiation**

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| Reasonable Suspicion For |
| [ ]  Drugs [ ]  Alcohol |
| U:\Warning Icon\Warning_Icon.png | *Reasonable suspicion must be documented.**This information must be kept confidential and submitted to the Designated Employed Representative. This form will be maintained in Cority****Definition of Reasonable Suspicion:*** *Suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the individual or reliable information from another source.* |
| Submitted by:       | Title / Position:       |
| Signature:  | Date of Report:       |

|  |
| --- |
| Observed Party |
| Name of Employee / Contractor:       | Title / Position:       |
| Work Location:       | Date of Observation:       |
| Supervisor Name:       | Employer:       |

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| --- |
| Witness 1 Details |
| Name (Optional):       | Title / Position:       |
| Work Location:       | Date of Observation:       |
| Supervisor Name:       |

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| Witness 2 Details |
| Name (Optional):       | Title / Position:       |
| Work Location:       | Date of Observation:       |
| Supervisor Name:       |

**Step 2 – Observations / Findings**

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| *Please check the appropriate box(es) regarding characteristics observed that lead to a "Reasonable Suspicion" determination.* |

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| Admissions by Observed Individual that he / she was: |
| [ ]  | Drinking Alcohol  | *Additional details:* |
| [ ]  | Using Unlawful Substances |
| [ ]  | Using Unauthorized Substances  |

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| --- |
| Observations of Actual Drug or Alcohol Use: |
| [ ]  | Drinking Alcohol | *Additional details:* |
| [ ]  | Using Unlawful Substances |

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| Drug Paraphernalia Found: |
| [ ]  | On The Observed Individual | *Additional details:* |
| [ ]  | Among Possessions |

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| Substance Found: |
| [ ]  | Alcohol | *Additional details:* |
| [ ]  | Unlawful Substance |
| [ ]  | Unauthorized Substance |

**Step 3 – Observed Characteristics**

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| *Please check ALL appropriate boxes regarding characteristics observed that lead to a "Reasonable Suspicion" determination.* |

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|  | Speech |
| [ ]  | Normal |
| [ ]  | Slurred |
| [ ]  | Incoherent |
| [ ]  | Fragmented |
| [ ]  | Unusually Slow |
| [ ]  | Unusually Loud |
|  | Movement |
| [ ]  | Normal |
| [ ]  | Lack of Motor Coordination |
| [ ]  | Unsteady |
| [ ]  | Fumbling |
| [ ]  | Jerky |
| [ ]  | Unusually Slow |
| [ ]  | Shaking / Trembling Hands |

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| --- | --- |
|  | Eyes |
| [ ]  | Normal |
| [ ]  | Glassy |
| [ ]  | Watery |
| [ ]  | Bloodshot |
| [ ]  | Dilated Pupils |
| [ ]  | Pinpoint Pupils |
| [ ]  | Closed |
|  | Mood |
| [ ]  | Normal |
| [ ]  | Nervous |
| [ ]  | Giddy |
| [ ]  | Drowsy |
| [ ]  | Sleepy |
| [ ]  | Confused |
| [ ]  | Overly Talkative |

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|  | Standing |
| [ ]  | Normal |
| [ ]  | Swaying |
| [ ]  | Staggering |
| [ ]  | Unable to Stand / Balance |
|  | Skin Surface |
| [ ]  | Normal |
| [ ]  | Flushed |
| [ ]  | Excessive Perspiration |
|  | Communication |
| [ ]  | Normal |
| [ ]  | Threatening |
| [ ]  | Hostile |
|  | Breath |
| [ ]  | Normal |
| [ ]  | Smell of Alcohol |

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| Other |
| Provide other details regarding appearance or behavior:      |

**Reasonable Suspicion Witness Statement**

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| Description of witness observation: |
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| How far away was the witness to the individual engaged in the conduct or event? |
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| --- |
| How long did the witness observe the individual engaged in the conduct or event? |
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| --- |
| What, if anything, caused the witness to believe Unlawful or Unauthorized Substance use was involved? |
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| Does the witness know of anyone else who can corroborate what the witness observed? |
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