**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: |

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

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