

OBSERVED BEHAVIOR - REASONABLE SUSPICION/CAUSE RECORD

Employee: Name: _____

Identification Number : _____

Observation: Date: _____ Time: (from) _____ A.M. P.M.: (to) _____ A.M. P.M.

Location: _____

(Street)

(City)

(State)

(Zip)

Record employee observed behavior for reasonable suspicion for the use of alcohol or controlled substances. According to 49 CFR 382.307 - Reasonable Suspicion Testing, the employee shall be required to submit to a controlled substance or alcohol test if a supervisor or company official who is trained in accordance with 382.603 determines that reasonable suspicion exists.

CAUSE FOR SUSPICION

1. Presence of Alcohol, Drugs and/or Drug Paraphernalia (specify):

2. **Appearance:** Normal Flushed Puncture Marks
 Disheveled Bloodshot Eyes Body Odor
 Dilated/Constricted Pupils Profuse Sweating Tremors
 Smell of Alcohol on Body/Breath Runny Nose/Sores
 Dry-mouth Symptoms
 Inappropriate wearing of sunglasses Droopy Eyes
 Other: _____

3. Behavior

- Speech** Normal Incoherent Slurred Silent
 Confused Slowed Whispering Shouting
 Rambling Mute Slobbering
 Other: _____

- Awareness:** Normal Confused Mood Swings Euphoria
 Lethargic Lack of Coordination Paranoid Disoriented
 Erratic Irritable Inappropriate gaiety Angry
 Polite Crying Nervous Hyperactive
 Other: _____

4. Motor Skills

- Balance:** Normal Unsteady Sagging at knees Staggering
 Other: _____

- Walking & Turning:** Normal Swaying Rigid Stance Arms Raised for Balance
 Stumbling Falling Holding on Reaching for Support

5. Indications of the chronic and withdrawal effects of controlled substances: Yes No
Explain:

6. Other Observed Actions or Behavior (specify):

Witnessed by:

Signature Title Preparation Date Time A.M. P.M.

Signature Title Preparation Date Time A.M. P.M.

The alcohol test must be administered within eight hours following a reasonable suspicion determination. This document must be prepared and signed by the witnesses within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier (49 CFR 382.307).

THE HUMAN RELATIONS DEPARTMENT WILL RETAIN FORM IN EMPLOYEE'S CONFIDENTIAL ALCOHOL AND CONTROLLED SUBSTANCES FILE.