



Reasonable Suspicion Testing Record & Instructions

Employee Name _____

Employee # _____

Location _____

From: _____ am/pm To: _____ am/pm
Observation Time

Observation Date _____

Steps to Document Reasonable Suspicion

Reasonable suspicion of current use or impairment by: Alcohol Drugs Both

Cause for Suspicion

Appearance

- Normal Flushed Puncture Marks Disheveled Bloodshot Eyes Tremors
- Dilated/Constricted Pupils Profuse Sweating Dry-Mouth Runny Nose/Sores/Frequent Sniffing
- Inappropriate Wearing of Sunglasses Odor of: _____ Other: _____

Behavior: Speech

- Normal Incoherent Slurred Silent Confused Slow
- Loud Whispering/soft Inappropriate comments Other: _____

Behavior: Awareness

- Normal Confused Euphoria Lethargic Disoriented Other: _____

Behavior: Other

- Mood Swings Poor memory Secretive Aggressive/Violent Paranoid/distrustful
- Disruptive Unsafe acts Excessive fatigue Poor comprehension Poor performance
- Other: _____

Motor Skills: Balance and Walking

- Normal Swaying Stagger/stumbling Head bobbing Falling Arms raised for balance
- Reaching for support Wide Based Gait Other: _____

Motor Skills: Other

- Dropping Objects Lack of Coordination Slowed reaction time Over reaction Other: _____

Other Observable Actions of Behavior (Specify):

Check if the following conditions are met, (*alcohol test only if both conditions are met*):

- Observations are specific, contemporaneous, and articulated on the appearance, behavior, speech, or body odors of the individual
- Alcohol testing observations are made during, just preceding, or just after the individual is required to be in compliance with DOT regulations or Employer policies.

If unable to conduct DOT alcohol test within 2 hours of reasonable suspicion determination, state reasons:

If unable to conduct DOT alcohol test within 8 hours of determination to test, cease attempts to test and state reasons:

Supervisor/City Official Name

Signature

Date

Corroboration

Comments and/or corroboration by a second supervisor/work lead or Tooele City Official:

Supervisor/Work Lead/City Official Name

Signature

Date

Steps to Perform a Reasonable Suspicion Test

- Complete Cause for Suspicion; it is highly recommended that corroboration by a second supervisor/work lead be conducted.
- Review Tooele City P&P regarding drug and alcohol testing; ensure employee is subject to reasonable suspicion testing as a safety-sensitive job or CDL driver. The job description or HR department can confirm for you if you don't know.
- Identify problem and observe. Discretely remove employee from performance of safety-sensitive work or CDL driving to maintain safety of employees and others.
- Document your findings as soon as possible.
- Confirm your findings with another supervisor.
- Discuss findings with employee
 - Meet employee in private with another supervisor/work lead/City official
 - Tell employee what was observed and felt to be abnormal.
 - Ask employee, why he/she appears abnormal.
 - Act on medical concerns immediately.
 - Tell employee, supervisors are required to act when there is reasonable suspicion to believe the company's &/or DOT's drug &/or alcohol prohibitions have been violated.
 - Inform employee that company policy requires testing.
 - Inform employee of the consequences of a non-negative or refusal to test.
 - Maintain confidentiality
- Testing (drug and/or alcohol)
 - Arrange escort/transport of employee to collection site.

Mountain West Worx, Tooele Valley Urgent Care, Mountain West Medical Center (Report to ER for after hours), or call Blueline Drug Services at (801) 575-8378 for an on-site sample collection even if after-hours.
 - Arrange escort/transport of employee to home.
 - Employee remains off duty, generally on paid administrative leave, until test results back.

Final Comments: _____

