

Reasonable Suspicion Checklist

Today's Date: _____

Employee Name: _____

Manager's Name: _____

What is the sequence of events that led you to believe that there was reasonable suspicion?

If you have reasonable suspicions of drug use, why do you believe drugs are the cause? Are there any additional factors that could have contributed to the observed behavior?

What was the employee's demeanor? After the confrontation, did their attitude lead you to reasonable suspicion?

How was their physicality? Were they defensive, fidgety, angry, or agitated? Or were they calm and cooperative?

Did the employee appear physically or verbally impaired (poor balance, lack of coordination, slurred speech)?

Did other employees contribute information about the behavior or appearance of the employee that contributed to the reasonable suspicion? Were there any witnesses that would find the employee responsible for reasonably suspicious activity?

What was your initial first impression at the time you became suspicious of drug or alcohol use? Did you feel uncomfortable or was it a gradual process that inevitably led to the decision?
