



**Report Reasonable Suspicion of Substance Abuse**  
**Re: Policy 1008 – Drugs, Narcotics, and Alcohol**

Employee/Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
 Supervisor Signature (or acting supervisor)

Witness Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

\_\_\_\_\_  
 Witness Signature

**Reasonable Suspicion Checklist**

In the following section, please note all pertinent behavior and physical signs or symptoms that lead you to reasonably believe that the employee has recently used, or is under the influence of alcohol and/or drugs.

| Observations (check all applicable)                    | Physical Signs and Symptoms Comments |
|--|--------------------------------------|
| <input type="checkbox"/> Odor of Alcohol               |                                      |
| <input type="checkbox"/> Odor of Marijuana             |                                      |
| <input type="checkbox"/> Slurred Speech                |                                      |
| <input type="checkbox"/> Flushed, Swollen Face         |                                      |
| <input type="checkbox"/> Red or Runny Eyes or Nose     |                                      |
| <input type="checkbox"/> Pupils Dilated or Constricted |                                      |
| <input type="checkbox"/> Unusual Eye Movement          |                                      |
| <input type="checkbox"/> Lack of Coordination          |                                      |
| <input type="checkbox"/> Tremors or Sweats             |                                      |
| <input type="checkbox"/> Weariness, Exhaustion         |                                      |
| <input type="checkbox"/> Sleepiness                    |                                      |
| <b>Other</b>   | <b>List</b>                          |
|  |                                      |
|  |                                      |

