

REASONABLE SUSPICION: Recommending a test for reasonable suspicion is based on observed behavior and circumstances compared to what is considered “normal” for the employee in question. It’s more than a hunch. It is based upon specific, contemporaneous observations that can be articulated concerning the appearance, behavior, speech, or body odor of the employee.

Should You Act on Reasonable Suspicion?

JOB PERFORMANCE ISSUES	CHECK / NOTES
1. Observed drug or alcohol use during breaks or meal periods, or during work hours	
2. Observed drug or alcohol use preceding the start of the work day	
3. The smell of marijuana or alcohol on the employee	
4. Lapses of attention, with increased inability to concentrate; appears not to pay attention in conversations	
5. Physical signs of needle use (blood marks on arms or hands)	
6. Accidents with or without injury on the job	
7. Observed confusion and difficulty in handling assignments	
8. Sleeping on the job	
9. Agitated behavior	
10. Hyperactivity and anxiousness uncharacteristic of the employee	
11. Employee found with evidence of alcohol or drug use on or near them (bottles, paraphernalia, etc.)	
12. Absence from work post/site without good reason, without notice, or without authorization	
13. Shakiness and tremulousness (may be a safety risk due to withdrawal, though not be under the influence)	
14. Disturbed psychomotor coordination: stumbling, etc.	
15. Odor of alcohol on the breath (different from smelling of alcohol, which may result from metabolism of alcohol)	
16. Slurred speech	
17. Inappropriate attitude, temperament, or speech in reference to specific events	
18. Inappropriate laughter and giddiness	
19. Red or bloodshot eyes	
20. Complaints from fellow workers about attitude, behavior, team-player issues, profanity, or unpredictability	
21. Overreaction to real or imagined criticism; paranoid behavior	
22. Violent behavior, loudness, or aggressiveness	
23. Reports of OBSERVED employee action—from someone determined as a reliable and credible source	
24. Observation or evidence of employee being in a known “drug dealing” neighborhood	
25. Grandiose, aggressive, and/or belligerent behavior toward coworkers, supervisors, customers, students, parents, or the public	
26. Specialized drug-use paraphernalia on, near, or in the employee's possession	
27. Deterioration of personal hygiene and appearance	
28. Property damaged or tools lost or stolen while in the possession of or being watched or guarded by employee	
29. Excessive use of cell phone or pager, or number of personal phone calls made while at work.	
30. Mood swings during the day, especially after lunch	
31. Unkempt appearance	
32. Complaints of not feeling well that lead to exclusion from duties	
33. Phone calls from spouse or “significant others” stating employee is using drugs, is drunk, or is under the influence	
34. Refusal to follow reasonable instructions of work supervisor/team leader	
35. Complaints of sexual or other types of harassment from coworkers/visitors/customers	
36. Threats of harm to self or others	
37. Employee admits to using illegal or illicit drugs	
38. Other:	
39. Other:	
40. Other:	