

Washington County Reasonable Suspicion Guidelines

Employee Name

Social Security/ID Number

Date of Birth

Location

From: _____ To: _____
Observation Time

Observation Date

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

Appearance _____

Other _____

Speech _____

Other _____

Awareness _____

Other _____

Other _____

Other _____

Motor Skills _____

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: N/A

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

Supervisor/Company Official Name

Signature

Date

Comments and/or corroboration by a second supervisor or Company Official:

Supervisor/Company Official Name

Signature

Date

Steps to Performing a Reasonable Suspicion Test

- Identify problem and observe.
- Document your findings as soon as possible.
- Confirm your findings with another supervisor.
- Discuss findings with employee
 - Meet employee in private with another supervisor.
 - 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.
 - Arrange escort/transport of employee to home.
 - Employee remains off duty until test results back.

Remember to remove employee from work area as soon as is necessary to maintain safety of employee and others.

Final Supervisor Comments: