

County of Gloucester
Human Resources Manual

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 9/7/11
SECTION:	6 - DRUGS AND ALCOHOL	REVISED: 5/22/24

EXHIBIT A – REASONABLE SUSPICION CHECKLIST

This form is to be used to substantiate and document the objective facts and circumstances leading to a reasonable suspicion determination. The supervisor or designee as well as a witness should complete the checklist below.

A Incident / Cause for Suspicion

- Apparent drug or alcohol intoxication
- Abnormal or erratic behavior
- Observed/reported possession dispensation or use of prohibited substance
- Arrest or conviction for drug related offense(s)

B Body Behavior

- Nausea or vomiting
- Extreme fatigue / sleeping on job
- Dizziness or fainting
- Highly excited or nervous
- Odor of alcohol

C Body Appearance

- Either very flushed or very pale
- Excessive sweating or skin clamminess
- Dry mouth, frequent swallowing, wetting lips frequently

- Disheveled appearance / out of uniform

D Speech

- Slurred or incoherent speech
- Repetitious, rambles

E Body Movements

- Unsteady walk, poor coordination
- Shaking hands/body tremors, twitches
- Breathing irregularly - or with difficulty
- Loss of physical control

F Eye

- Bloodshot or watery
- Dilated or constricted pupils

G Behavioral Indicators Noted

- Verbal abusiveness
- Physical abusiveness
- Extreme aggressiveness or unresponsiveness
- Inappropriate response to questioning or instructions
- Erratic/inappropriate behavior: hallucinations, disorientation, confusion, talkativeness, euphoric (circle all that apply)

Other:

Comments:

Signature: Department Head/Designee/ Date

Signature: Witness/Date