

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