

## Alcohol and Drug Reasonable Suspicion Record

Employee Name:

Employee Identification Number:

Location:

From:

To:

Observation Time

Observation Date

Reasonable suspicion of current use or impairment by:

☐ Alcohol

☐ Drugs

☐ Both

### Appearance

☐ Normal

☐ Flushed

☐ Puncture Marks

☐ Disheveled

☐ Bloodshot Eyes

☐ Tremors

☐ Dilated/Constricted Pupils

☐ Profuse Sweating

☐ Dry-Mouth

☐ Runny Nose/Sores/Frequent Sniffing

☐ Inappropriate Wearing of Sunglasses

☐ Odor of:

☐ Other:

### Behavior: Speech

☐ Normal

☐ Incoherent

☐ Slurred

☐ Silent

☐ Confused

☐ Slow

☐ Loud

☐ Whispering/Soft

☐ Inappropriate Comments

☐ Other:

### Behavior: Awareness

☐ Normal

☐ Confused

☐ Euphoria

☐ Lethargic

☐ Disoriented

☐ Other:

### Behavior: Other

☐ Mood Swings

☐ Poor Memory

☐ Secretive

☐ Aggressive/Violent

☐ Paranoid/Distrustful

☐ Disruptive

☐ Unsafe Acts

☐ Excessive Fatigue

☐ Poor Comprehension

☐ Poor Performance

☐ Presence of Drug Paraphernalia

☐ Other:

### Motor Skills: Balance and Walking

☐ Normal

☐ Swaying

☐ Head Bobbing

☐ Falling

☐ Stagger/Stumbling

☐ Arms Raised for Balance

☐ Reaching for Support

☐ Wide -Based Gait

☐ Other:

### Motor Skills: Other

☐ Dropping Objects

☐ Lack of Coordination

☐ Slowed Reaction Time

☐ Over Reaction

☐ Other:

### Other Observable Actions of Behavior (Specify):

### Check if the following conditions are met:

☐ Observations are specific, current, and describable and based on the appearance , behavior, speech, or body odors of the individual.

☐ Testing observations are made during, just preceding, or just after the individual is required to be in compliance with DOT regulations or Salt Lake County policies.

### If unable to conduct an alcohol test within 2 hours of reasonable suspicion determination, state reasons:

### If unable to conduct an alcohol test within 8 hours of determination to test, cease attempts to test and state reasons:

Supervisor's Name

Signature

Date

Comments and/or corroboration by Administrator or designee:

Administrator or Designee

Signature

Date

**Steps to Performing a Reasonable Suspicion Test:**

- ☐ Identify problem and observe.
- ☐ Document your findings as soon as possible.
- ☐ Confirm your findings with Administrator or designee.
- ☐ Administrator/designee and supervisor discuss findings with employee.  
(From this point on the employee is not to be left unattended.)
  - ☐ Meet the employee in private.
  - ☐ Tell employee what was observed and observed to be abnormal.
  - ☐ As employee, why he/she appears abnormal.
  - ☐ Act on medical concerns immediately.
  - ☐ Inform employee that supervisors are required to act when there is reasonable suspicion to believe the County's and/or DOT's drug and/or alcohol prohibitions have been violated.
  - ☐ Inform employee that County 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:

**Contact any of the following locations to arrange for testing: Divisions will be billed for the cost of testing.**

Clinic Name	Address	Phone
Concentra Redwood 17th South (DOT eCCF)	1735 S Redwood Rd Ste 115 SALT LAKE CITY, UT 84104	(801) 973-4434
Concentra Salt Lake City (DOT eCCF)	204 S Willey Way SALT LAKE CITY, UT 84104	(801) 975-1600
Workmed SLC - Intermountain (DOT eCCF) (Quest Preferred)	685 West 2200 South SALT LAKE CITY, UT 84119	(801) 972-8850
Rocky Mountain Care (DOT eCCF) (Quest Preferred)	4088 West 1820 South SALT LAKE CITY, UT 84104	(801) 975-7799
Concentra Sandy (DOT eCCF)	385 W 9000 S SANDY, UT 84070	(801) 562-5200
Concentra Draper (DOT eCCF)	12422 S 450 E DRAPER, UT 84020	(801) 748-1600
Intermountain WorkMed-Murray (DOT eCCF) (Quest Preferred)	201 East 5900 South ,Suite 100 MURRAY, UT 84107	(801) 288-4900