



Provo City School District
Policy Series 5000: Personnel

5200 F2

Documentation of Reasonable Suspicion of a drug-free workplace violation

Employee Name Employee ID Date of Birth

From: To: Location Observation Time Frame Observation Date

Reasonable suspicion of current use or impairment by: Cause for Suspicion (Mark all that apply)

- APPEARANCE: Normal, Flushed, Puncture marks, Disheveled, Bloodshot eyes, Tremors, Dilated/constricted pupils, Profuse Sweating, Dry-Mouth, Runny nose/Sores/sniffing, Inappropriate wearing of sunglasses, Odor of, Other - If other, please explain:

- BEHAVIOR -SPEECH: Normal, Incoherent, Slurred, Silent, Confused, Slow, Loud, Soft, Inappropriate comments, Other:

- BEHAVIOR -AWARENESS: Normal, Confused, Euphoria, Lethargic, Disoriented, Head bobbing, Sleepy, Slow response, Blank stare, Other:

- BEHAVIOR -OTHER: Mood swings, Poor memory, Secretive, Aggressive/violent, Paranoid/distrustful, Disruptive, Unsafe acts, Excessive fatigue, Confused, Poor job performance, Other:

- MOTOR SKILLS -BALANCE AND WALKING: Normal swaying, Stagger/stumbling, Falling, Arms raised for balance, Reaching out, Wide based gait, Other:

- MOTOR SKILLS -OTHER: Dropping objects, Lack of coordination, Slowed reaction time, Over reaction/Startled, 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 employer policies (is on duty or on the premises).

Supervisor's Name Signature Date

Second Observer's Name Signature Date

Comments and/or corroboration by a second supervisor or District official: