



**ABERDEEN SCHOOL DISTRICT**

**POLICIES AND REGULATIONS**

**NEPN Code: GBEC-E**

## PERSONNEL

### REASONABLE SUSPICION CHECKLIST

---

Employee Name	Assignment	Incident Date	Time
---------------	------------	---------------	------

---

Supervisor 1 Name	Title	Location Incident Observed
-------------------	-------	----------------------------

---

Supervisor 2 Name	Title	Concurrence (person/phone/other)
-------------------	-------	----------------------------------

This checklist is to be completed when an incident has occurred which provides reasonable suspicion that an employee is under the influence of a prohibited drug or alcohol. You should note all pertinent behavior and physical signs or symptoms which lead you to reasonably believe that the employee has recently used or is under the influence of a prohibited substance. Mark each applicable item on this form and add any additional facts or circumstances which you may have noted.

#### PHYSICAL

##### Walking:

- Stumbling
- Unable to walk
- Unsteady
- Staggering
- Falling
- Other (describe) \_\_\_\_\_

##### Standing:

- Swaying
- Feet wide apart
- Unable to stand
- Sagging at knees
- Dizziness
- Other (describe) \_\_\_\_\_

##### Movements:

- Fumbling
- Jerky
- Nervous
- Slow
- Hyperactive
- Reduced reaction time
- Not following tasks
- Diminished coordination
- Tremors
- Other (describe) \_\_\_\_\_

##### Eyes:

- Bloodshot
- Watery
- Droopy
- Glassy
- Closed

- Dilated/Constricted Pupils
- Other (describe)\_\_\_\_\_

Face:

- Flushed
- Pale
- Sweaty
- Other (describe)\_\_\_\_\_

Breath:

- Alcoholic odor
- Chemical odor
- Sweet/pungent tobacco odor
- Heavy use of breath spray
- Other (describe)\_\_\_\_\_

Speech:

- Whispering
- Slurred
- Shouting
- Incoherent
- Slobbering
- Silent
- Rambling
- Slow
- Other (describe)\_\_\_\_\_

Appearance:

- Messy
- Stains on clothing
- Marijuana odor
- Partially dressed
- Bodily excrement stains
- Visible puncture marks or tracks
- Other (describe)\_\_\_\_\_

**BEHAVIORAL**

Demeanor:

- Talkative/Rapid Speech
- Sarcastic
- Sleepy
- Crying
- Sleeping on job
- Argumentative
- Excited
- Withdrawn
- Mood swings
- Overreacts to minor things
- Excessive laughter
- Forgetful
- Other (describe)\_\_\_\_\_

Appetite:

- Constantly chewing gum or mints
- Frequently eating
- Other (describe)\_\_\_\_\_

**MISCELLANEOUS**

- Presence or suspicion of alcohol and/or drugs in employee's possession or property
- On-the-job misconduct by employee
- Employee admission to alcohol and/or drug use or possession

Provide other specific details concerning the incident:

---

---

---

---

Provide the names of persons, other than the witnessing supervisor(s), who have pertinent information regarding this incident:

---

---

---

---

**Supervisor Name (Print):** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- Recommend Testing
- Do NOT Recommend Testing

**ABERDEEN SCHOOL DISTRICT 6-1**

**CONSENT AND RELEASE FOR ALCOHOL/DRUG TESTING**

I, \_\_\_\_\_, consent to alcohol and drug screening and agree that the results of the tests will be given to a designated representative of the Aberdeen School District.

I understand if I refuse to consent to a drug and alcohol test when reasonable suspicion of drug or alcohol use has been identified, I will be subject to disciplinary action based upon the facts and circumstances that led to the reasonable suspicion. I further understand that a positive result from the drug and/or alcohol analysis confirming reasonable suspicion will result in disciplinary action. The District retains the right to discipline and terminate me from employment without first having to offer me an opportunity for treatment or rehabilitation. I further agree to all of the regulations of the Drug-Free Workplace Policy, GBEC and GBEC-R.

I release the Aberdeen School district and its employees from any and all liability whatsoever arising from this request for alcohol and drug screening and from any decisions concerning my employment based on the results of the analysis.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date