

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

Cause for Suspicion

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)	2390 S Redwood Rd SALT LAKE CITY, UT 84119	(801) 975-1600
Workmed SLC - Intermountain (DOT eCCF) (Quest Preferred)	685 West 2200 South SALT LAKE CITY, UT 84119 4088	(801) 972-8850
Rocky Mountain Care (DOT eCCF) (Quest Preferred) Concentra Sandy (DOT eCCF)	West 1820 South SALT LAKE CITY, UT 84104 385 W 9000 S SANDY, UT 84070	(801) 975-7799 (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