Reasonable Suspicion Checklist

ALABAMA ABC BOARD
Alabama Alcoholic Beverage Control Board

This form is to be used to document the reason(s) for requesting that an employee submit to an alcohol and/or other controlled substance screening test. Only those questions which apply should be answered. Refer to ABC Personnel Policies and Procedures Chapter ABC-4-4-.07 (3) for information regarding the use of this form.

Employee Name: _____ Classification: _____

Work Location (Include District, Store Number): _____

A. Was there an incident? ☐ Yes ☐ No

If yes: Date: _____ Time: _____ Location: _____

Details of Incident/Employee Actions:

B. Were there any injuries and/or damaged property? ☐ Yes ☐ No

If yes, describe the extent of the injury and/or damaged property:

Using the space below, record the employee's observed behavior. Check all of the items below that apply and include specific descriptions for reasonable suspicion for the use of alcohol and/or other controlled substances.

Cause for Reasonable Suspicion: ☐ Alcohol ☐ Other Controlled Substance(s)

1. MOTOR COORDINATION:

☐ Falling ☐ Can't walk/stand ☐ Rigid ☐ Holding on ☐ Unsteady
☐ Staggering ☐ Stumbling ☐ Feet wide apart ☐ Swaying

Describe: _____

2. SPEECH:

☐ Silent ☐ Slobbering ☐ Slurred ☐ Incoherent ☐ Slow
☐ Rambling ☐ Shouting ☐ Whispering ☐ Profanity

Describe: _____

3. DEMEANOR:

☐ Paranoid ☐ Hyperactive ☐ Violent/Fighting ☐ Confused ☐ Excited
☐ Moody ☐ Sad/Depressed ☐ Edgy ☐ Overly Sensitive

Describe: _____

4. APPEARANCE/ODOR:

☐ Flushed ☐ Puncture Marks ☐ Odor of Alcohol ☐ Dilated Pupils ☐ Constricted Pupils
☐ Tremors ☐ Bloodshot Eyes ☐ Hygiene Fluctuations ☐ Other

Describe: _____

5. JOB PERFORMANCE: ☐ Significant deterioration in job performance

Describe: _____

6. JOB ATTENDANCE: ☐ Excessive Absenteeism ☐ Excessive Tardiness

7. OTHER OBSERVATIONS/FACTORS:

Date of this report: _____

Name of Observing Employee: _____ Classification: _____

Signature of Observing Employee: _____ Phone Number: _____

NOTE: This report and the circumstances involved are confidential and must not be discussed with other employees. Failure to comply with this directive will result in disciplinary action up to and including termination.