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Reasonable Suspicion Process & Notification Form

This form should be used to determine and communicate reasonable suspicion **PRIOR** to testing an employee. If reasonable suspicion is found, this document may also be used to notify employees that 1) reasonable suspicion has been established according to University of Toledo Policy 3364-25-105: Drug and alcohol abuse, and 2) that they are being ordered to submit to a random drug and/or alcohol test in accordance with University procedure 3364-25-105.1.

Unionized employees have the right to union representation during the interview.

Date: _____

Time: _____ AM / PM

Employee being observed (please print): _____

Check One:

Title: _____ Probationary _____ Non-Probationary

Please note all observed on-duty behavior and physical signs or symptoms, which leads UT to reasonably believe that the employee above has recently used, or is under the influence of alcohol and/or drugs (check all that are applicable):

Location of Observation: _____

PHYSICAL INDICATORS

APPEARANCE

☐ Messy
☐ Dirty | Stained Clothing
☐ Burns on Person | Clothing
☐ Ripped | Torn Clothing
☐ Odor on Person | Clothing
☐ Partially Dressed
☐ Appears Normal

EYES

☐ Watery
☐ Bloodshot
☐ Glassy
☐ Droopy Eye Lids
☐ Closed
☐ Appears Normal

FACE

☐ Red
☐ Runny Nose
☐ Dry Mouth
☐ Pale
☐ Slobbering
☐ Grinding Teeth
☐ Sweaty
☐ Cuts | Abrasions
☐ Appears Normal

BREATH | ODOR

☐ Alcoholic Beverage
☐ Strong
☐ Chemical
☐ Mild
☐ Faint
☐ Nothing Noticeable

Notes:

SPEECH INDICATORS

☐ Shouting ☐ Slow ☐ Incoherent ☐ Silent ☐ Rambling
☐ Rapid ☐ Whispering ☐ Thick | Slurred ☐ Repetitive ☐ Profane
☐ Appears Normal

Notes:

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BEHAVIORAL INDICATORS

DEMEANOR

___ Cooperative ___ Polite ___ Calm
___ Drowsy ___ Crying ___ Silent
___ Talkative ___ Excited ___ Sarcastic
___ Fighting ___ Anxious ___ Mood Swings
___ Disoriented ___ Inattentive ___ Appears Normal

ACTIONS

___ Fighting ___ Profane ___ Erratic
___ Hostile ___ Threatening
___ Hyperactive ___ Non-Communicative
___ Appears Normal

Notes:

PERFORMANCE INDICATORS

STANDING

___ Swaying ___ Falling ___ Locked Knees
___ Rigid ___ Rapid ___ Feet Wide Apart
___ Unbalanced ___ Sagging at Knees
___ Appears Normal

WALKING

___ Stumbling ___ Staggering ___ Swaying
___ Unsteady ___ Holding On ___ Rigid
___ Stiff Legged ___ Appears Normal

Notes:

Names of Informants and/or sources of information, if any: _____

Please summarize the specific facts and circumstances about the employee's behavior and your observations, including examples (attach additional sheets, if necessary):

OBSERVERS: Must be by at least two supervisors or higher ranking officials.

☐ Observed by University Supervisor

Name: _____ Title: _____

☐ Observed by a Higher Ranking Employee or second University Supervisor

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

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The University of Toledo Official Giving the Direct Order for Employee to be Tested:

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

The employee is being ordered to submit to the following:

- ☐ **BREATHALYZER** designed to detect the presence of alcohol and/or a

- ☐ **TOXICOLOGY TEST/URINE TEST** designed to detect the presence of chemical adulteration, marijuana metabolites, cocaine metabolites, opiates, amphetamines and phencyclidine

Refusal to submit to urine or breath testing after being properly ordered to do so may result in disciplinary action up to and including termination of your employment.

For Toxicology Tests/Urine Tests only, you will be deemed to be on leave with pay for the balance of the work day and until further notice.

The signatures below indicates your acknowledgement of this information and is not necessarily indicating your agreement.

Signature of Employee

Date

Signature of Union Representative

Date