



Health Careers
Reasonable Suspicion Documentation Form

HACC requires that observations leading to a reasonable suspicion test be documented and signed by the supervisor or college official who made the observations. Non-HACC supervisors should also document all reasonable suspicion observations according to their company policy and state/federal regulations.

Prepare this form every time a student is suspected of drug and/or alcohol use. Any suspicion must be based on direct observation of the student's physical, behavioral, speech or performance indicators that constitute a major change in the student's appearance and behavior, and result in a reasonable suspicion drug or alcohol test. This form must be filled out within 24 hours of the observed behavior, or before the test result is reported, whichever comes first.

Student's Name: _____

Date of Observation: _____
Month, day, year

Time of Observation: From ____ a.m. /p.m. to ____ a.m. /p.m.

Location: _____

Observed behavior – check all that apply:

PHYSICAL INDICATORS

- dilated pupils
- constricted pupils
- drowsiness
- cold sweats
- tremors
- excessive yawning
- rapid breathing
- dizziness
- chronic redness of eyes
- chronic nasal problems
- odor of marijuana
- odor of alcohol
- noticeable weight loss
- loss of appetite
- ravenous appetite
- unsteady walk, stumbling

BEHAVIORAL INDICATORS

- depression
- moodiness
- alienation
- combativeness
- panic reactions
- neglect of personal hygiene
- anxiety
- irritability
- agitation
- restlessness
- euphoria

SPEECH INDICATORS

- thick
- slurred
- excessively talkative
- rapid
- incoherent

PERFORMANCE INDICATORS

- unable to concentrate
- errors in judgment
- loss of interest in work
- impaired reasoning

Other abnormal behavior observed:

To the best of my knowledge and belief, this report represents the physical, behavioral, speech or performance indicators of the above named student, observed by me and upon which I base my decision to require said student to submit to reasonable suspicion

- drug testing
- alcohol testing
- both

Above behavior witnessed by: _____

▲ Signature of supervisor or college official

▲ Signature of supervisor or college official

▲ Date

▲ Date

Revised from the © 2004 US Investigations Services form