

Non-DOT Supervisor's Checklist for "Probable Cause" Determination

Observable Behavior

Employee:

Department:

Date of Observation:

A supervisor may require an employee to submit to a drug or alcohol test if the facts and circumstances within the supervisor's actual knowledge, and of which the supervisor has reasonable, trustworthy information, are enough to cause a reasonably cautious person to believe that a test will produce evidence that the employee has prohibited drugs or alcohol above the cutoff level in the employee's body. If possible, 2 supervisors at the work site should observe the employee, or review the relevant information about the employee, before requiring the employee to submit to a drug or alcohol test. The following observations must be documented:

Directions: Check pertinent items and describe the incident related to observation.

1. WALKING	<input type="checkbox"/> Staggering <input type="checkbox"/> Holding on	<input type="checkbox"/> Falling <input type="checkbox"/> Normal
2. STANDING	<input type="checkbox"/> Swaying <input type="checkbox"/> Unable to stand	<input type="checkbox"/> Rigid <input type="checkbox"/> Normal
3. SPEECH	<input type="checkbox"/> Shouting <input type="checkbox"/> Rambling	<input type="checkbox"/> Slow <input type="checkbox"/> Mute Slurred <input type="checkbox"/> Incoherent <input type="checkbox"/> Normal
4. ACTIONS	<input type="checkbox"/> Fighting <input type="checkbox"/> Calm <input type="checkbox"/> Profanity <input type="checkbox"/> Hostile <input type="checkbox"/> Crying	<input type="checkbox"/> Threatening <input type="checkbox"/> Drowsy <input type="checkbox"/> Over-excited <input type="checkbox"/> Erratic <input type="checkbox"/> Cooperative <input type="checkbox"/> Normal
5. EYES	<input type="checkbox"/> Bloodshot <input type="checkbox"/> Dilated <input type="checkbox"/> Droopy	<input type="checkbox"/> Watery <input type="checkbox"/> Glassy <input type="checkbox"/> Closed <input type="checkbox"/> Normal
6. APPEARANCE-CLOTHING	<input type="checkbox"/> Messy <input type="checkbox"/> Partially dressed	<input type="checkbox"/> Dirty <input type="checkbox"/> Neat <input type="checkbox"/> Normal
7. BREATH	<input type="checkbox"/> Alcoholic odor	<input type="checkbox"/> Faint alcoholic odor <input type="checkbox"/> Normal
8. OBSERVATION OF USE	<input type="checkbox"/> Drinking <input type="checkbox"/> Taking a pill <input type="checkbox"/> Injecting	<input type="checkbox"/> Smoking <input type="checkbox"/> Snorting

OTHER BASIS FOR REQUIRING TESTING

Probable cause established

Probable cause NOT established

Supervisor's Signature:	Date:
Witness Signature (If Available):	Date:

Probable Cause Determination

Knowing the Signs

Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g. outbursts of crying)
- Mood changes after lunch or break

Actions:

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Fridays, before and after holidays
- Frequent unreported absences, later explained as “emergencies”
- Unusually high incidence of colds, flus, upset stomach, headaches,
- Frequent use of unscheduled vacation time
- Leaving work more than necessary (e.g. frequent trips to water fountain and bathroom)
- Unexplained disappearances from the job with difficulty in locating employee
- Requesting to leave work early for various reasons

Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job

Work Patterns:

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgment/more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work/missing deadlines
- Increased difficulty in handling complex situations

Relationship to Others on the Job:

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce, child discipline problems

Probable Cause requires a higher level of certainty than is required for (DOT) Reasonable Suspicion testing.