

**Sweetwater County School District Number One
Rock Springs, Wyoming**

REASONABLE SUSPICION IMPAIRMENT INVENTORY

KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors:

Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional instability
- 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- Withdrawn or improperly talkative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, Friday, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Usually high incidence of colds, flus, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearance 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:

- Inconsistent in quality of work
- High and low periods of productivity
- Poor judgment, more mistakes than usual and general carelessness
- Lapses in concentration
- 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 and child discipline problems

OBSERVING AND DOCUMENTING CURRENT INDICATORS

Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish "reasonable suspicion." Please check all indicators listed below that are currently present:

- Constricted pupils
- Dilated pupils
- Scratching
- Red or watering eyes
- Involuntary eye movements
- Unconsciousness
- Excessively active
- Nausea or vomiting
- Flushed skin
- Sweating
- Twitching
- Violent behavior
- Possession of paraphernalia (such as syringe, bent spoon, metal bottle cap, medicine dropper, glassine bag, paint can, glue tube, nitrite bulb, or aerosol can)
- Possession of substance that appears to possibly be a drug or alcohol
- Other
- Drowsiness
- Odor of alcohol
- Nasal secretion
- Dizziness
- Loss of Muscular Coordination
- Slurred speech
- Inability to verbalize
- Irritable
- Argumentative
- Difficulty concentrating
- Bizarre behavior
- Needle marks

DETERMINING REASONABLE SUSPICION

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable suspicion:

- Y N
- [] [] Has some form of impairment been shown in the employee's appearance, actions or work performance?
 - [] [] Does this impairment result from the possible use of drugs or alcohol?
 - [] [] Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided firsthand information?
 - [] [] Are the facts capable of documentation?
 - [] [] Is the impairment current, today, now?

Do NOT proceed with reasonable suspicion testing unless all the above questions are answered with a YES.

TAKING ACTION

- Reasonable suspicion established and the Director of Human Resources will be notified
- Reasonable suspicion NOT established and this document will be destroyed

Prepared by:

Administrator's/Supervisor's Signature
