

REASONABLE SUSPICION DETERMINATION (RSD)

Short Term vs. Long Term Indicators

Short Term: Mandatory for RSD

- Physical Appearance
Movements, Balance, Coordination, Body Odors
- Behavior
Conduct, Actions, Awareness, Moody, Combative
- Speech
Language, Volume, Speed, Slurring, Enunciation
- Performance
Carelessness, Errors, Quality, Quantity, Safety

All Short Term Indicators (STI) need not be observed for RSD.

Long Term:

Changes over time

Do not justify RSD

Draw attention to STI

- Quality & Quantity of Work
- Absences
- Frequently Missing In Action (MIA)
- Increase in Safety Violations
- Change in Interpersonal Behavior
- Defensive
- Cynical
- Personal Issues, Change Topics of Conversation
- Rumors & Hearsay

Alcohol STI:

- Physical
Balance, Coordination, Alcoholic Body Odor, Glassy Eyes
- Behavior
Diminished Awareness, Moody, Depression, Combative
- Speech
Language, Slurring, Volume, Enunciation
- Performance
Mistakes, Careless, Unsafe Actions, Quantity & Quality of Work

Controlled Substances STI:

Physical

Blurred Vision
Chronic Fatigue
Chronic Sore Throat
Constricted Pupils
Depressed Respiration
Diarrhea
Dilated Pupils
Dizziness
Drooling
Drowsiness
Faster Heart Beat
Fatigued

Headaches
Heart Palpitations
High Blood Pressure
High Fever
Impaired Coordination
Impaired Motor Skills
Increased Blood Pressure
Insomnia
Irritating Cough
Jerky Eye Movements
Lower Pain Sensitivity
Muscle Rigidity

Nausea
Needle Tracks
Profuse Sweating
Rapid Heart Rate
Red Eyes
Runny Irritated Nose
Slow Heart Rate
Slow Reflexes
Stained Finger Tips
Tremors

Behavioral

Aggressiveness
Agitation
Anxiety
Apathy
Auditory Hallucinations
Confusion
Defensive
Depression
Distorted Perception
Drowsy
Dry Mouth

Euphoria
Excitability
False Sense of Power
Fear
Hallucinations
Hyper
Increased Appetite
Isolation
Loss of Appetite
Moodiness
Mood Swings

Panic
Paranoia
Restlessness
Secretive
Severe Disorientation
Stupors
Talkative
Terror
Violent

Speech

Rapid
Slow

Slurred
Talkative

Performance

Absenteeism
Apathy
Disorganization
False Sense of Ability
Impaired Memory
Over Confident
Poor Judgment

When to Test

Alcohol:

- First-Hand Observations
- Before, During, or Immediately After Performance of Safety Sensitive Function
- When Employee is Required to be Ready to Fill in for Safety Sensitive Position
- Short Term Indicators

Controlled Substances:

- First-Hand Observations
- Short Term Indicators
- Chronic & Withdrawal Symptoms
- Any Time

What to Test For

- Only Test for Alcohol When Indications are Limited to Alcohol Only
- Only Test for Controlled Substances When Indications are Limited to Controlled Substances Only
- Test for Both When Indications Don't Discount Either Drugs or Alcohol

Do Not Test...

For Alcohol:

- Based on Long Term Indicators
- Outside of Test Window (8 Hours)
- Based on Prohibited Conduct (Removal may still be mandatory)

For Controlled Substances:

- Based on Prohibited Conduct (Disciplinary action can still be taken)
- Outside of Test Window (32 Hours)

Six Steps to RSD

Prepare:

- Obtain Required Training
- Have Appropriate Forms
 - Reasonable Suspicion Checklist
 - Reasonable Suspicion Recording Form
 - Failure to Complete Testing Form
 - Federal Test Notification and Authorization
- Telephone Numbers and Contact Information for Collection Site and Back-up Collection Sites
- Transportation

Observe:

- Specific
- Contemporaneous
- Articulable
 - Speech (Sound)
 - Appearance (Visual)
 - Behavior (Actions - Performance)
 - Body Odors (Smell)

Confirm:

- If Possible Have Another Trained Supervisor Also Observe and Confirm you Determination

Document:

- Reasonable Suspicion Recording Form
 - Specific, Detailed
 - Completed within 24 Hours or Before Test Results are Made Available
 - Failure to Complete Testing Form, if Needed
 - Confidential File

Confront:

- Private
- Share Documented Observations Only
- Tact – Concern for Safety of Employee and Others
- Purpose – To Confirm Employee's Ability to Perform Safety Sensitive Function
- Be Prepared for:
 - Anger, Denial, Excuses, Apologies, Promises, Self-Pity and Tears (Don't let them change your mind)

Conduct Test:

- Call Ahead –Verify Readiness
- Transportation
- Timely Completion (Metabolism)

SUPERVISOR'S REPORT OF REASONABLE SUSPICION

Employee: _____

Date: _____

Location: _____

Time: _____

OBSERVATIONS

- Breath (Odor of Alcoholic Beverage): Strong Faint Moderate None
- Eyes: Bloodshot Glassy Normal Watery Clear
 Heavy Eyelids Fixed Pupils Dilated Pupils Normal
- Speech: Confused Stuttered Thick Tongued Accent Mumbled
 Not Understandable Slurred Mush Mouthed Fair Good
 Cotton Mouthed Other
- Attitude: Excited Combative Hilarious Indifferent Talkative
 Insulting Care-Free Cocky Cooperative Sleepy
 Profane Polite Other
- Unusual Action: Hiccoughing Belching Vomiting Fighting Crying
 Laughing Other
- Balance: Needs Support Falling Wobbling Swaying Other
- Walking: Falling Staggering Stumbling Swaying Other
- Turning: Falling Staggering Stumbling Swaying Hesitant
 Other

Describe Specific Observations: _____

Safety-Sensitive function: Yes No Describe: _____

Signature: _____ Signature: _____

Date: _____

Time: _____

Notes: