



SARPY COUNTY

Manager's Drug and Alcohol Checklist

NOTE: This is not a complete list of signs and symptoms

Employee's Name: _____ Date of review: _____

Employee's ID Number: _____

BEHAVIOR

- Stumbling, Unsteady Gait
- Drowsy, Sleepy, Lethargic
- Agitated, Anxious, Restless
- Hostile, Belligerent
- Irritable, Moody
- Depressed, Withdrawn
- Unresponsive, Distracted
- Clumsy, Uncoordinated
- Tremors, Shakes
- Persistent runny nose
- Suspicious, paranoid
- Hyperactive, Fidgety
- Frequent use of mints, mouthwash, breath sprays, eye drops
- Inappropriate, uninhibited behavior
- Forgetful, slow responses
- Asks to have things repeated
- Cursing

APPEARANCE

- Flushed or pale complexion
- Sweaty for no reason
- Bloodshot eyes
- Cold, Clammy
- Bloodshot eyes
- Tearing, Watery Eyes
- Enlarged pupils
- Pinpoint pupils
- Unfocused, blank stare
- Messy clothing
- Dirty, messy appearance

SPEECH

- Slurred, thick, slow
- Not understandable
- Exaggerated enunciation
- Loud, boisterous
- Rapid, pressured
- Excessively talkative
- Silly, nonsensical
- Inappropriate, including cursing

ODOR

- Smell of alcohol on breath
- Smell of marijuana on clothes

Comments: _____

(Suggested Statement) " Based on my observations, I am exercising my responsibility under our company policy and/or Federal Regulations to require reasonable suspicion testing. Failure to submit to or cooperate with this test will be considered a refusal, which could lead to decertification and/or dismissal. You must stay with me or the collector during the entire testing process. Don't eat, drink, or put anything in your mouth."

Reviewing Manager: _____ Signature: _____ EID: _____

Second Manager: _____ Signature: _____ EID: _____

Document reason for delay if over 2 hours: _____

- Call HR: DER, Kerri Plummer-Gelecki (HR) (402) 250-3955 (Cell). Time called: _____.
- Time: __:__ HR called for collector via Midlands Testing Services: 402-983-9590.
- Who provided transportation if needed: _____.
- Time Midlands Testing Services arrived: _____.
- Test results: _____.
- Remedy sought: _____.

