

THE UNIVERSITY OF MISSISSIPPI  
REASONABLE SUSPICION RECORD

HR Office Use Only
Employee Number _____
Testing authorized for alcohol/drug _____
Testing not authorized _____

EMPLOYEE NAME: \_\_\_\_\_

DATE OBSERVED: \_\_\_\_\_ TIME OBSERVED: \_\_\_\_\_

Location where observed (e.g. building and room): \_\_\_\_\_

Reasonable suspicion determined for:     Alcohol     Controlled Substances

Mark items that apply and describe specifics

1. Appearance: normal \_\_\_ sleepy \_\_\_ tremors \_\_\_ clothing \_\_\_ cleanliness \_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_

2. Behavior: normal \_\_\_ erratic \_\_\_ irritable \_\_\_ inappropriate gaiety \_\_\_  
mood swings \_\_\_ lethargic \_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_

3. Speech: \_\_\_\_\_

4. Body Odors: \_\_\_\_\_

5. Indications of the chronic and withdrawal effects of controlled substances:     Yes  No  
Explain: \_\_\_\_\_  
\_\_\_\_\_

6. Other Observations for reasonable suspicion: \_\_\_\_\_  
\_\_\_\_\_

WITNESSED BY:

_____ Signature	_____ Title	_____ Date prepared	_____ Time	_____ a.m./p.m.
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_____ Department Head or designated representative	_____ Title	_____ Date prepared	_____ Time	_____ a.m./p.m.
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*Time is of the essence. Forward completed form immediately to Human Resources. Must have HR approval before any testing based upon reasonable suspicion is conducted. The alcohol test should generally be administered within two, no later than eight, hours following a reasonable suspicion determination. The controlled substances testing should be conducted within 32 hours following a reasonable suspicion determination. If testing is authorized, supervisors are responsible for arranging to have the employee escorted to the testing location.*