RECORD OF OBSERVABLE BEHAVIOR

Employee Name:	
Observation Time:	**Observation Location:**
Reasonable suspicion of current use or impairment by:	☐ **Alcohol** ☐ **Drugs** ☐ **Both**

Cause for Suspicion

Appearance

☐ Normal	☐ Flushed	☐ Puncture Marks	☐ Disheveled, Disordered
☐ Tremors	☐ Dilated/Constricted Pupils	☐ Profuse Sweating	☐ Dry mouth
☐ Runny Nose/Sniffing	☐ Wearing Sunglasses	☐ Bloodshot Eyes	☐ Deterioration in Dressing
☐ Odor of: _____		☐ Other: _____	

Behavior

☐ Normal	☐ Confused/Disoriented	☐ Whispering Loud	☐ Crying
☐ Silent	☐ Poor Comprehension	☐ Slow	☐ Mood Swings
☐ Lethargic	☐ Paranoid	☐ Rambling	☐ Aggressive/Violent
	☐ Euphoria	☐ Slurred	☐ Other:_____

Motor Skills

☐ Normal	☐ Jerky	☐ Stumbling	☐ Arms raised for balance
☐ Slow	☐ Fumbling	☐ Falling	☐ Wide based gait
☐ Drowsy	☐ Rigid	☐ Reaching for support	☐ Dropping things
☐ Hyperactive	☐ Swaying	☐ Head falling	☐ Other:_____

Attendance

☐ Normal	☐ Frequently absent	☐ Frequently tardy	☐ Unexplained gaps of time (e.g., takes 15 minutes to get from one room to another)
☐ Other:_____			

Work Performance

☐ Normal	☐ Declining quality of work	☐ Incomplete work	☐ Slowed reaction time
☐ Perfectionist or workaholic	☐ Other:_____		

Did the employee admit to use of drugs or alcohol? Yes:_____ No: _____

When:_____ Substance: _____

How much:_____ Where Taken: _____

WITNESSED BY:

_____	_____	_____	_____
Signature (Supervisor)	**Title**	**Date**	**Time**
_____	_____	_____	_____
Signature (Administration)	**Title**	**Date**	**Time**

SITUATIONAL CATEGORY	IMMEDIATE ACTION	INVESTIGATION	NOTIFICATION OF POLICE	DISCIPLINE REHABILITATION
1. Employee suspected of possible alcohol or other drug use. No violation or physical evidence.	Employee informed of available help and encouraged to seek assistance.	Limited to supervisor contacting counselor or nurse for assistance.	Not applicable	None. Referral to Substance Abuse Professional.
2. Employee contacts supervisor in regard to alcohol or other drug use of another employee.	Employee who contacts supervisor encouraged to get employee with problem to personally seek assistance.	Limited to supervisor, although, counselor or nurse may be contacted for assistance.	Not applicable	None, unless the behavior occurs on work time or impacts learners. Referral to Substance Abuse Professional.
3. Employee voluntarily informs supervisor about personal alcohol or other drug use and asks for help.	Employee informed of services available and encouraged to seek assistance.	Supervisor may request advice from Superintendent or HR.	Not applicable	None. Referral to Substance Abuse Professional.
4. Employee has alcohol or other drug related medical emergency.	Emergency personnel summoned immediately. Employee transported to medical facility.	Supervisor shall investigate incident. May include search of employee and possessions.	Only where safety of emergency victim or school population is at risk	Referral to Substance Abuse Professional with appropriate consequences to be determined.
5. Employee possesses drug related paraphernalia. No evidence of use.	Supervisor summoned; Personnel involved write anecdotal report of incident.	Supervisor shall investigate incident.	At discretion of supervisor	Required meeting with Superintendent and HR, with supervisor. Disciplinary consequences to be determined.
6. Employee possesses, uses, or is under influence of alcohol or other drugs on or off school property in official capacity. Cooperative behavior.	Supervisor summoned. Personnel involved write anecdotal report of incident. Employee relieved of duties for remainder of day if using or under influence and shall be required to undergo drug and/or alcohol testing.	Supervisor shall investigate incident.	At discretion of supervisor and Superintendent with consultation with HR.	Notice provided to employee that they are on leave by appropriate personnel, and disciplinary consequences to be determined. May require participation in substance abuse program.
7. Employee possesses, uses, or is under influence of alcohol or other drugs on or off school property in official capacity. Uncooperative behavior.	Supervisor summoned. Personnel involved write anecdotal report of incident. Employee relieved of duties for remainder of day if using or under influence and shall be required to undergo drug and/or alcohol testing.	Supervisor shall investigate incident.	Yes	Notice provided to employee that they are on leave by appropriate personnel, and disciplinary consequences to be determined. May require participation in substance abuse program.
8. Employee distributing alcohol, drugs, or controlled substance during duty time or on school property.	Police summoned. Personnel witnessing write anecdotal report of incident.	Supervisor will investigate.	Yes	Immediate recommendation for discharge.