

SUPERVISOR'S CHECKLIST: ALCOHOL/DRUG IMPAIRED

WHEN AN EMPLOYEE SHOWS SIGNS OF BEING IMPAIRED:

- OBSERVE EMPLOYEE AND FILL OUT BACK OF THIS FORM
- HAVE ANOTHER SUPERVISOR OBSERVE EMPLOYEE AND FILL OUT ANOTHER CARD

IF YOU DETERMINE THE EMPLOYEE IS NOT READY, WILLING, AND/OR ABLE TO WORK:

- ARRANGE TO SEND EMPLOYEE HOME (EMERGENCY CONTACT, COMMERCIAL TAXICAB, ETC.)
- ADVISE EMPLOYEE NOT TO DRIVE
- PLACE EMPLOYEE ON ENFORCED LEAVE (TPR 715)

IF EMPLOYEE BECOMES UNRULY OR ATTEMPTS TO DRIVE:

- NOTIFY SECURITY OR LAW ENFORCEMENT (AS APPLICABLE)
- IF EMERGENCY SITUATION – 911
- HAVE DESCRIPTION OF EMPLOYEE AND VEHICLE AVAILABLE

FOR ASSISTANCE AND FOLLOW-UP

- CALL THE LABOR RELATIONS SPECIALIST IN THE HUMAN RESOURCES OFFICE (573-638-9643)
- AFTER DISCUSSION WITH LABOR RELATIONS SPECIALIST, DETERMINE APPROPRIATE COURSE OF FOLLOW-UP ACTION (e.g., DISCIPLINARY ACTION, REFERRAL TO EMPLOYEE ASSISTANCE PROGRAMS, SECURITY CLEARANCE CONCERNS, ETC.)
- SEND LABOR RELATIONS SPECIALIST A COPY OF THE OBSERVATION CHECKLIST

-OVER-

OBSERVATION CHECKLIST

EMPLOYEE'S NAME: _____

DATE & TIME: _____

LOCATION OF OBSERVATION: _____

EMERGENCY CONTACT & PHONE NUMBER: _____

ODOR (ALCOHOL OR OTHER SUBSTANCE) **STRONG** **MODERATE** **FAINT** **NONE**
 OTHER (Describe) _____

UNUSUAL ACTION **FIGHTING** **CRYING** **HICCUPING** **NONE**
 BELCHING/VOMITING **OTHER (Describe)** _____

SPEECH **MUMBLED** **STUTTERED** **SLURRED** **CONFUSED**
 INCOHERENT **OTHER (Describe)** _____

BALANCE **SUPPORTED** **WOBBLING** **SWAYING** **FALLING**
 OTHER (Describe) _____

WALKING **STAGGERING** **SWAYING** **STUMBLING** **FALLING**
 OTHER (Describe) _____

ATTITUDE **ARGUMENTATIVE** **COMBATIVE**
 UNCOOPERATIVE **INSULTING**
 OTHER (Describe) _____

PHYSICAL APPEARANCE **FLUSHED/SWOLLEN FACE** **RED/WATERY EYES**
 RUNNY NOSE **SHAKING/NERVOUS**
 USING BREATH FRESHENERS **OTHERS (Describe)** _____

INAPPROPRIATE ACTIONS **PERFORMANCE** **JUDGEMENT**
 MOOD SWINGS **OTHER (Describe)** _____

STATUS **AGR** **TECHNICIAN** **STATE** **CONTRACTOR**

OTHER _____

SIGNATURE OF OBSERVER