

**Observers' Checklist For  
Reasonable Cause Determination (RCD-I)  
Recurring**

**Employee's Name:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Observer One:** \_\_\_\_\_

**Time(s):** \_\_\_\_\_

**Observer Two:** \_\_\_\_\_

**Knowing the Warning Signs**

The items listed below could be indicators or warning signs of drug/alcohol abuse and may be observed by an authorized observer:

Moods:	Comments:
• Uncharacteristically sad	
• Anxious	
• Irritable	
• Suspicious	
• Emotional unsteadiness (e.g. crying outbursts)	
• Mood changes after lunch or break	

Actions:	Comments:
• Withdrawn or improperly talkative	
• Argumentative	
• Has exaggerated sense of confidence	
• Displays violent or threatening behavior	
• Avoids talking with supervisor	

Absenteeism:	Comments:
• Acceleration of absenteeism and tardiness	
• Recent development pattern of frequent unreported absences, later explained emergencies	
• Unusually high incidence of colds, flues, upset stomach, headaches	
• Unexplained disappearance from the job with difficulty location employee	
• Higher than average incident rate and an off the job	

Recent Work Patterns:	Comments:
• Inconsistency in quality work	
• High and low periods of productivity	
• Poor judgement/more mistakes than usual and general carelessness	
• Lapses in concentration	
• Difficulty in recalling instructions	
• Difficulty in remember own mistakes	
• Using more time to complete work or missing deadlines	
• Increased difficulty in handling complex situations	

Relationship to Others on the Job	Comments:
• Overreacting to criticism (paranoid)	
• Avoiding and withdrawing from peers	
• Complaints from co-workers	
• Borrowing money from fellow employees	

**Proceed to RCD Attachment**