

**Ramapo College of New Jersey
Fitness for Duty - Observation Check List**

Reporting Employee Name: _____ **Date:** _____

Observed Employee Name: _____ **Location:** _____

This Observation Check List can be used for suggested wording in describing demonstrated behavior:

1. Walking: _____ Stumbling _____ Staggering _____ Falling _____ Unable to
_____ Swaying _____ Unsteady _____ Holding on
2. Standing: _____ Swaying _____ Rigid _____ Unable to stand _____ Feet wide apart
_____ Staggering _____ Sagging at knees
3. Speech: _____ Shouting _____ Silent _____ Whispering _____ Slow
_____ Rambling _____ Mute _____ Slurred _____ Slobbering _____ Incoherent
4. Demeanor: _____ Cooperative _____ Polite _____ Calm _____ Sleepy _____ Crying
_____ Silent _____ Talkative _____ Excited _____ Sarcastic _____ Fighting
5. Actions: _____ Resisting communications _____ Fighting _____ Threatening
_____ Calm _____ Drowsy _____ Profanity _____ Hyperactive
_____ Hostile _____ Erratic
6. Eyes: _____ Bloodshot _____ Watery _____ Dilated _____ Glassy
_____ Droopy _____ Closed
7. Face: _____ Flushed _____ Pale _____ Sweaty
8. Appearance: _____ Unruly _____ Messy _____ Dirty _____ Partially dressed
_____ Bodily excrement stains
9. Clothing: _____ Stains on clothing _____ Neat _____ Having odor
10. Breath: _____ Alcoholic odor _____ Faint alcoholic odor _____ No alcoholic odor
11. Movements: _____ Fumbling _____ Jerky _____ Slow _____ Normal _____ Nervous
_____ Hyperactive