# APPENDIX C - VISUAL OBSERVATION CHECKLIST

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date</th>
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*Circle pertinent items based on your observation of the employee.*

1. **WALKING/STANDING**
   - normal
   - stumbling
   - staggering
   - holding on
   - swaying
   - poor balance
   - impaired coordination
   - falling
   - unsteady

2. **SPEECH**
   - normal
   - shouting
   - slow
   - whispering
   - rambling/incoherent
   - silent
   - slurred

3. **EYES**
   - normal
   - bloodshot
   - dilated/constricted
   - watery
   - droopy
   - glassy
   - closed

4. **FACE**
   - normal
   - flushed
   - pale
   - sweaty

5. **APPEARANCE/CLOTHING**
   - normal
   - unruly
   - partially dressed
   - messy
   - bodily excrement stains
   - dirty
   - stains on clothing

6. **BREATHE/SMELL**
   - no odor
   - faint alcoholic odor
   - strong perfume/cologne
   - alcoholic odor

7. **MOVEMENTS**
   - normal
   - fumbling
   - hyperactive
   - jerky
   - tremors/shakiness
   - slow
   - nervous

8. **EATING/CHewing**
   - none
   - gum
   - candy
   - mints

9. **DEEMANOR**
    - normal
    - sleepy
    - talkative
    - suicidal (expressed)
    - apathetic
    - crying
    - excited
    - anxious
    - sad
    - silent
    - hostile
    - lethargic
    - nauseous

10. **ACTIONS**
    - normal
    - threatening
    - hyperactive
    - poor judgment
    - overreactions
    - argumentative
    - profanity
    - belligerent
    - resisting communications
    - drowsy
    - erratic
    - fighting

11. **COGNITIVE**
    - normal
    - memory deficits
    - preoccupation
    - incoherence
    - marked suspiciousness
    - confusion
    - disorientation
    - hallucinations
    - inability to concentrate
    - dizziness

Appendix C to Manual 505.3 Amended  Page 46