



# Drugs/Alcohol Reasonable Suspicion Documentation Form for Physical Evidence

Office of Human Resources and Development  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
7361 Calhoun Place, Suite 401 • Rockville, Maryland 20855

**MCPS Form 338-2**  
**November 2010**

Department/work location \_\_\_\_\_

Employee name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
*Last First MI*

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_:\_\_\_\_

Investigated by \_\_\_\_\_ Position \_\_\_\_\_

Location of evidence or prohibited items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List and describe physical evidence (items or substances)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were local authorities called?  Yes  No If yes, enter name and title:

Name \_\_\_\_\_ Title \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature, Employee Date*

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
*Signature, Reporting Supervisor Date*