After Hours/Holiday Drug and Alcohol Testing
Procedures for
Reasonable Cause/Post-Accident Testing

1. **Reasonable Cause**
   A. When one supervisor or a County official has reasonable cause to believe an employee is under the influence of drugs or alcohol while on the job.
      i. Supervisor should document the observed behavior of the employee:
         a. Unsteadiness or inability to walk
         b. Slurred, incoherent, or slobbering speech
         c. Being argumentative or unusually sarcastic
         d. Being hyperactive
         e. Using out-of-character profanity
         f. A flushed, pale or sweaty face
         g. Odor on their breath

2. **Post-Accident Testing**
   A. Accident involved a fatality
   B. County employee received a citation arising from the accident and the accident involved:
      i. One or more of the individuals, including the employee, is required to receive medical attention; or
      ii. One or more of the motor vehicles is towed away from the scene of the accident; or
      iii. County employee is exhibiting behavior consistent with intoxication.
         (See list under Reasonable Cause A-i)

Once reasonable cause is established and one or more observations are met for Post-Accident Testing, the following steps should be followed.

1. Supervisor obtains approval from the elected official/department head or designee prior to referring employee for drug and/or alcohol testing.
2. Supervisor will contact JTD Services at 817.428.7795 or at 817.313.4751 (Alternate Number)
   A. Provide the following information to JTD Services
      i. The address the Collector will come to
      ii. Purpose: Reasonable Cause
   B. Complete Employer’s Authorization for Examination and/or Treatment form:
      i. Check – Reasonable Suspicion
      ii. Check – BOTH, Breath Alcohol and Urine/Drug
iii. Form must be signed by Manager or Supervisor, and a copy must be forwarded to the HR Safety Officer via fax at (214) 653-7608.

iv. Completed form will be given to the Collector

3. Alcohol test results will be determined immediately, however, drug test results may not be confirmed for up to five days;

4. Pending the results of the drug testing, the employee will not be allowed to return to work. The employee will be placed on administrative leave with pay until drug test result are received.

5. The employee should not be allowed to drive themselves home. A taxicab or family member should be contacted to drive the employee home.

**Additional Instructions:**

1. Once the employee is told there is reasonable cause for testing, the employee should remain with the Manager/Supervisor until testing is completed.

2. If an employee refuses to submit to testing, the employee’s employment will be immediately terminated.

   (See Division 4. Drug and Alcohol Policy of the Dallas County Code)
Employer’s Authorization for Examination and/or Treatment  
(Must present photo ID at the time of service)

Date: _________________________  Dallas County Contact:  Ricky Patridge 214.653.6585  
Robert Wilson 214.653.7604

Patient Name: ____________________________ SSN: ____________ DOB: ____________

Drug and Alcohol Screening:

Type:  _____Random  _____Reasonable Suspicion  _____Safety Sensitive  
       _____DOT  _____Non-DOT
       _____Breath Alcohol  _____Urine Drug  _____Hair Analysis

Post-Accident Drug and Alcohol Screening:

Date of Injury: _________________________

Type:  _____DOT  _____Non-DOT  _____Safety Sensitive
       _____Breath Alcohol  _____Urine Drug  _____Hair Analysis

Authorized By (Print): ________________________________  Title: ___________________________

Signature: __________________________________________  Date: ___________________________

1201 Elm Street #2300-B  Dallas, Texas  214.653.7638
Renaissance Tower  Equal Opportunity Employer

Attn: Ricky Patridge --- Fax 214.653.7608