



DALLAS COUNTY HUMAN RESOURCES MANAGEMENT/CIVIL SERVICE

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)



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

1201 Elm Street, Floor 23
Suite 2300-B
Dallas, Texas 75270

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: _____