

Texas Department of Criminal Justice

Random Drug Testing Program Announcement

On August 1, 2010, the Texas Department of Criminal Justice (TDCJ) and the Board of Pardons and Paroles (BPP) began conducting random drug testing (RDT) for all TDCJ and BPP employees with any hazardous duty pay code designation or who are in a unit-based position eligible for longevity pay. Executive management who meet the criteria, including the TDCJ executive director, is subject to RDT.

Selection Criteria

The Information Technology Division developed a program to randomly select 2% of employees eligible to participate in RDT each month. All employees are eligible for RDT each month even if they were selected for testing in a previous month. Although unlikely, it is possible an employee may be selected for RDT in consecutive months.

Employee Notification

A designated individual will notify an employee if they have been selected for RDT. The employee will receive an authorization form and must proceed **immediately** to the designated collection site during normal business hours. An employee will not be able to attend to personal matters prior to arriving at the collection site. An employee's refusal to comply with testing procedures or failure to report to a designated collection site will result in disciplinary action in accordance with PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees."

Employee Transportation

When possible, group transportation or a state vehicle will be provided during the scheduled shift for Correctional Institutions Division (CID) and unit-assigned employees who are selected for RDT. If a state vehicle is not available and an employee's personal vehicle is used, the employee is eligible to receive reimbursement in accordance with the standard rules governing mileage reimbursement. Other divisions will also establish procedures for employee travel.

Employees who are instructed to use a state vehicle will not be reimbursed if a personal vehicle is used. The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of their personal vehicle.

Overtime

Third shift employees must remain on site at the unit until the collection site opens; this time may be considered overtime. Overtime may be accrued by third shift employees who are required to report for drug testing at the end of their assigned shift during the normal business hours of the collection site, generally 8:00 a.m. to 5:00 p.m. Monday through Friday. Employees are permitted to make brief phone calls during their shift to notify family of their extended work schedule.

Test Results

An employee with a negative test result will **not** be contacted by a TDCJ representative. An employee with a positive test result is subject to the procedures outlined in PD-17, "Drug Free Workplace."

TDCJ Policy

For additional information regarding the random drug testing program, refer to PD-17, "Drug Free Workplace" and AD-11.50, "Overtime for Correctional Staff," or contact the TDCJ's Substance Control Officer at (936) 437-3171.