

TO: All Personnel Manual Holders

FROM: Patty Garcia
Director,
Human Resources Division

SUBJECT: Addendum to PD-17, "Drug-Free Workplace" (rev. 6) and PD-71, "Selection System Procedures" (rev. 13)

Effective June 3, 2019, PD-17, "Drug-Free Workplace" (rev. 6) is revised to incorporate the following:

- Procedures, Sections IV.A.1.e-f and 2.b:

IV. Alcohol and Drug Testing Occasions Not Related to a Substance Abuse Treatment Agreement

A. Pre-Employment and Pre-Assignment Drug Testing

1. General Provisions

- e. If an outside applicant who is not required to attend the Pre-Service Training Academy (PSTA) indicates at the beginning of the conditional offer of employment that the applicant is still interested in the position being offered, the applicant shall be informed of the following:

(1) The location of the nearest testing site; and

(2) Pre-employment drug testing shall take place within 48 hours from the time the conditional offer of employment is extended, excluding non-workdays, for the applicant to remain eligible for the position being offered. This requirement applies even if the applicant declines the position after being notified of the pre-employment drug test requirement; otherwise, the applicant shall be ineligible for employment consideration due to a refusal to test and will be handled in accordance with PD-71, "Selection System Procedures" guidelines.

- f. Trainees reporting to the PSTA shall be advised of the drug test requirement at that time.

2. Failure to Have a Negative Drug Test Result

- b. If a CCP applicant or outside applicant who was not required to attend the PSTA fails to have a negative drug test result, the SCO shall:

(1) Notify the Employment Section and, if applicable, the TDCJ representative who made the conditional offer of employment that the applicant failed to have a negative drug test result; and

(2) Advise the applicant that due to a refusal to test, specimen tampering, or a verified positive drug test result, the applicant is ineligible for employment consideration with the TDCJ in accordance with PD-71.

Effective June 3, 2019, PD-71, "Selection System Procedures" (rev. 13) is revised to incorporate the following:

- Attachment G, PERS 286, Conditional Officer of Employment, Section III.A&B

III.A. If the selected applicant is: (1) an applicant who is not required to attend the Pre-Service Training Academy (PSTA); or (2) an applicant who has been selected for a commercial driver position, read the following and then proceed to Section III.B. If neither of these conditions apply, do not read the following, and proceed to Section IV.

TDCJ policy requires you to submit to pre-employment drug testing and receive a negative result as a condition of employment. It is necessary for you to report to _____ (location of nearest collection site) within 48 hours of this phone call. The 48-hour period excludes non-workdays and ends _____ (give actual date and time of deadline). You are required to take a photo identification card such as a driver license with you to the collection site. Approximately 72 hours after you have been tested, you shall be notified by phone of your hiring status. If you fail to take your pre-employment drug test as scheduled, the TDCJ shall not consider you for this position or any position for one year from the test date. (Have applicant read back to you: I understand that I need to report on _____ by _____. If I do not pass or report, I will not be eligible for employment on my scheduled Direct Hire date.)

B. Once notification has been received from the Substance Control Officer that the applicant is cleared for selection:

- (1) if the applicant is an outside applicant, call the applicant to set up the date and time for Direct Hire and proceed to Section V; or
- (2) if the applicant is selected for a commercial driver position, proceed to Section IV.

PD-17, "Drug-Free Workplace" and PD-71, "Selection System Procedures" are currently in revision to include these procedural changes.

All human resources representatives are requested to post this email notification in a common use area. All personnel manual holders are requested to insert this email addendum in front of PD-17 and PD-71.

If you have any questions regarding these changes, please contact Mandy Flinn, Manager, Employment at (936) 437-4060.

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