

EMPLOYEE STANDARDS OF CONDUCT:  
SEARCHES AND ALCOHOL/DRUG TESTING

DHE  
(REGULATION)

- Drug Paraphernalia Supervisors, who identify the employee's possession as being "drug paraphernalia" shall seek confirmation of this fact from the District Police Office or the Odessa Police Department before any disciplinary action is taken against an employee.
- Pre-Employment Testing Procedures Any person offered positions with the District shall be required to take a urine test for detection of drugs before they are placed on payroll as an employee.
1. A written consent form will be executed by each person before he or she is sent to produce a urine sample.
  2. Individuals will be told that an offer of employment will be contingent upon the results of the urine test. No person will be placed on payroll or otherwise allowed to work unless the test results have returned and are not positive for the presence of drugs at detectable levels.
  3. If the test and any confirmation test for drugs is positive, the applicant shall be shown the results of the test and told that he or she is disqualified from employment with the District, and any employment contract will be voided.
- Accident Testing Procedures All employees who are involved in vehicle accidents as specified in DHE(LEGAL) and DHE (LOCAL) will be required to provide a urine and blood sample that will be tested for specified drugs and alcohol.
1. Employees are required to inform their supervisors immediately of the vehicle accident. This can be done through the dispatcher, if the vehicle is radio equipped. If not radio equipped, the employee shall contact the next available supervisor in the chain of command. If no supervisor from the employee's division is available, the employee shall contact the District police.
  2. After the supervisor is informed of the accident, the designated person shall immediately go to the accident site for the urine/blood test. If medical treatment is necessary, it should be obtained before the urine/blood test is given. If an employee is unconscious or seriously injured and will be taken to Medical Center Hospital for treatment, a urine test will be given as a part of medical treatment, if possible. If blood will be drawn as a part of the medical treatment, a blood test will be given.
  3. The supervisor shall stay with the employee being tested and shall drive him or her back to work or home afterward, depending upon the doctor's diagnosis.
  4. If released by the doctor, an employee may be placed on modified duty or regular duty, as specified under CRE(LOCAL) and (REGULATION), however, such an employee should not be allowed to drive a District

Ector County ISD  
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vehicle or operate machinery until the results of any drug or alcohol test  
are obtained.

Testing Chain of  
Custody

The testing facility shall utilize all appropriate chain of custody precautions in its  
care of specimens.