



POLICY AND PROCEDURE

ADM 5.1.0 Employee Department

Purpose: This policy describes the minimum standards of conduct or behavior for employees of the Board of Tests for Alcohol and Drug Influence.

Effective Date: August 1, 2014

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 1-1-3

Related Forms: None

Approved By: Kevin Behrens

1. Board employees are directly accountable for their actions to the Director.
2. Board employees shall be accurate, complete, and truthful in all matters.
3. Board employees who are arrested, cited, or come under investigation for any criminal offense, other than a misdemeanor traffic violation occurring in a vehicle that is not State property, shall report this fact to the Director as soon as possible.
 - a. A citation for Driving Under the Influence must be reported whether the vehicle being driven at the time of the citation was State property or not.
4. Board employees shall conduct themselves in a manner that will foster cooperation among members of the Agency, showing respect, courtesy, and professionalism in their dealings with one another.
5. Board employees shall conduct themselves toward the public, members of other agencies, and vendors in a civil and professional manner that demonstrates a service orientation and that will foster public respect and cooperation.
6. Board employees shall not use language or engage in acts that demean, harass, or intimidate another person.
7. No Board employee shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, or other substances.
8. Prior to reporting for duty, Board employees must report to the Director the use of any substance that may impair their ability to perform their duties.
9. Board employees shall not, on behalf of the Board, unless expressly authorized by the Director, make any statements, speeches, or appearances that could be reasonably interpreted to represent the views of the Agency.

END OF POLICY AND PROCEDURE STATEMENT