



Atlanta Police Department – Standard Operating Procedure			
	<b>APD.SOP.2024 – Random Drug Screening</b> <b>Effective Date: November 4<sup>th</sup>, 2025</b>		
<b>Chief Darin Schierbaum</b>	<b>Signature by: DS</b>	<b>Date Signed: 11/4/2025</b>	<b>Renewal: 2029</b>

## SIGNIFICANT CHANGES

APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standard Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

No significant changes were found during the review and renewal of APD.SOP.2024 - Random Drug Screening, however, we encourage you to read the policy below to better understand how Random Drug Testing will:

- Be managed.
- Be affected by the use of “THC Free” CBD.
- Improve the safety within the department and community.
- Provide guidance to those who suffer from addiction/abuse.

**Thank you and stay informed!**

**Policy and Standards Section**  
**Planning, Research, and Accreditation Unit**



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1. PURPOSE

The intent of this directive is to establish procedures for random drug and/or alcohol analyses for employees who hold positions designated by the Commissioner of the Department of Human Resources as being safety sensitive.

2. POLICY

The Atlanta City Code Section 114-569, “Use of substances,” provides that:

- (a) The consumption or use of illegal drugs by employees is prohibited.
- (b) The consumption or use of alcohol while on duty by employees is prohibited.
- (c) The abusive use of prescription or other legal drugs and substances while on duty by employees is prohibited.
- (d) An employee must not report to work or be subject to duty while the employee's ability to perform job duties is impaired due to the use of alcohol, prescription or other legal drugs and substances.

If an employee is experiencing substance abuse/addiction, they are encouraged to seek assistance through the Safe Harbor Program (APD.SOP.2023 Safe Harbor). To enroll in the Safe Harbor Program, an employee must request assistance with the Employee Assistance Program (EAP) **before** being selected for a random drug test.

3. RESPONSIBILITIES

- 3.1 A member from the Department of Human Resources will act as the Department Drug Coordinator (DDC). The DDC is responsible for organizing and monitoring the department’s role in the random drug screening program as well as selecting employees at random to participate in the random drug screening.
- 3.2 The Personnel Services Unit Commander is responsible for providing the DHR and DDC the employee’s current assignment and verify with their line manager and command staff assigned within Oracle.
- 3.3 The Medical Review Officer (MRO) through Caduceus is responsible for conducting the drug screening and communicating results with the DDC.
- 3.4 Supervisors are responsible for ensuring that employees participate in all aspects of the random drug testing program and adhere to the requirements of this policy
- 3.5 Employees are responsible for adhering to the requirements of this directive and fully cooperating with all persons involved in all aspects of the program and this policy.
- 3.6 The Office of Professional Standards is responsible for:
  - 1. Relieving department employees who test positive for drug use from duty.
  - 2. Investigating employees who test positive for drug use, fail to cooperate, and/or refuse to participate in the drug screening program.



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3. Making a recommendation for termination of employment for those employees who test positive for drug use, fail to cooperate, or refuse to participate in the drug screening program.

#### **4. ACTION**

##### **4.1 VIOLATIONS**

- 4.1.1 Violation of City Code Section 114-569, quoted in the Policy section above, constitutes grounds for dismissal from the Police Department.
- 4.1.2 The refusal of an employee to submit to a drug test, attempting to circumvent the drug-testing program, tampering with the specimen, refusing to cooperate with collection site personnel, or tampering with Form APD 280 (Random Drug Test Notice) will result in the recommendation of termination of employment with the department.
- 4.1.3 All drug testing will be conducted by the city’s contracted medical services advised by Human Resources prior to testing.
- 4.1.4 The test consists of a 10 Panel Drug Screen and breath alcohol testing.
- 4.1.5 The random drug testing of employees does not replace, nor is it intended to replace, the use of drug or alcohol testing of employees based on reasonable suspicion.

##### **4.2 CONSIDERATIONS – CBD, DELTA-8, AND DELTA-9**

- 4.2.1 Although CBD and marijuana derivatives containing no more than .3% THC are legal substances in the State of Georgia, employees in safety-sensitive roles should be aware that CBD manufacturing is not consistently regulated, and some products may contain higher levels of THC than indicated – including those products labeled “THC-Free”.
- 4.2.2 The use of any CBD product or marijuana-derived substance such as Delta-8 or Delta-9 may result in a positive THC result during a drug screening.
- 4.2.3 The City of Atlanta Police Department will treat any positive test for THC as a failure of a drug test. For employees certified through Georgia P.O.S.T., the Council may take action on the officer’s certification, regardless of the claim that the user may have been using a **legal** CBD product.

##### **4.3 RANDOM SELECTION OF EMPLOYEES**

- 4.3.1 The Personnel Unit will assist with supplying the DHR/DDC with an up-to-date list of sworn employees, as requested.
- 4.3.2 The DHR Compliance Officer will draw the employee’s name at random and notify the DDC. All employees in a safety sensitive position, regardless of rank, will have an equal chance of being selected each time. Accordingly, some employees may be selected more than once before all other employees have been selected.
- 4.3.3 The DDC will email the employee’s line manager and chain of command advising of the testing date. The line manager and chain of command will advise if the employee is not working on that date and the test will be completed by the employee on their next working day.
- 4.3.4 The DDC will complete Section A of [Form APD 280](#) (Random Drug Test Notice) for each employee selected, sign the notice, and provide the form to each employee’s supervisor via e-mail.



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**4.4 NOTIFICATION OF EMPLOYEES**

- 4.4.1 Upon receiving notification, the random selectee must travel directly to the closest Caduceus location and check in within one hour of notification. If the employee is subject to dispatch, the supervisor will ask the communications dispatcher to give a radio time check and to hold the employee out of service.
- 4.4.2 The employee's supervisor will document the time the employee was notified of the drug screening in Section B on [Form APD 280](#) (Random Drug Test Notice). The supervisor and the employee will both sign Section B of [Form APD 280](#) acknowledging that the employee has been ordered to report for drug screening. Employees who refuse to sign the form and/or participate in the drug screening will be recommended for termination from the department for refusal to undergo drug screening.
- 4.4.3 The employee's supervisor will document the time the employee left the worksite to go to the collection site in Section B on Form APD 280, make a copy of the form, and give the original form to the employee to take to the collection site.
- 4.4.4 The employee will report to the collection site for drug screening without delay and within one hour of notification by the supervisor. If assigned a city vehicle, the employee will drive it to the collection site, unless the employee is suspected to be under the influence of drug or alcohol use. If the employee is suspected to be under the influence of drugs or alcohol, the supervisor will transport the employee to the collection site.
- 4.4.5 The employee will sign the treatment log and will show the clinicians their city identification upon arrival at the collection site. After confirming the employee's identity, collection site personnel will document the time of the employee's arrival at the collection site in Section C on Form APD 280.
- 4.4.6 Staff at the collection site will observe the employee producing the sample and will take custody of the sample immediately after.
- 4.4.7 Employees will fully cooperate with the collector and adhere to all requirements and guidelines for submitting a urine specimen.
- 4.4.8 Upon providing an acceptable specimen, the employee will observe the collector split the urine specimen into two bottles and seal each bottle.
- 4.4.9 The collector will document the time the drug testing was completed in Section C on Form APD 280. The employee will return to the work site and provide Form APD 280 to their supervisor.
- 4.4.10 The employee's supervisor will email the completed Form APD 280 to the DDC, send the original through departmental mail, and place a copy in the employee's personnel file.
- 4.4.11 After the test, the employee will notify the dispatcher that they are available for duty, if subject to dispatch. Otherwise, the employee will notify their supervisor that they are back in service.

**4.5 REFUSAL TO TEST**

- 4.5.1 An employee's refusal to submit to a drug and/or alcohol analysis when directed will initiate actions for dismissal. Refusal may include any of the following actions:
  - 1. Advising the supervisor or other authority that they will not take the test.
  - 2. Not reporting within one hour after notification.



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3. Not giving a sample as requested by collection site personnel.
4. Leaving the collection site without giving a sample.

4.5.2 The employee's supervisor will contact OPS and DDC to initiate the disciplinary package after an employee refusal to test.

**4.6 TEST RESULTS**

4.6.1 The Medical Review Officer (MRO - Caduceus) will provide test results to both the Office of Labor & Employee Relations (OLER) and the employee selected for the random screening.

4.6.2 An alcohol concentration level of 0.02 or greater constitutes a failed test and immediately disqualifies the employee from driving a city vehicle. Staff at the collection site will notify DHR, who will notify OPS and the employee's supervisor. If the supervisor is not present, OPS will pick up the employee from the collection site.

4.6.3 The MRO will communicate negative results of the 10-Panel Drug Screen to the employee in writing as well as to OLER.

**4.6.4 Positive Results**

1. If the initial results from a urinalysis test are positive, the MRO will contact the employee to discuss the results and determine if the employee had a valid medical reason for the positive results, such as a prescription medication. The MRO will then perform a second test, using thin layer chromatography, gas chromatography, gas chromatography/mass spectrometry or other test procedure with a similar or higher incidence of reliability. A test result will not be considered positive for the purposes of this program unless both levels of testing result in positive readings for drug use.
2. The MRO will communicate positive results of the 10-Panel Drug Screen to the DDC only after the second test confirms positive results. The DDC will then:
  - a. Immediately contact the OPS commander who will place the employee on administrative leave and initiate the investigation, and
  - b. Notify the employee's division commander, who will notify the employee and their chain of command.
3. An employee who tests positive may request an additional test of a portion of the original specimen, at the city's expense, provided that the test is requested within 72 hours and conducted within 14 days of notification.

**4.7 INVESTIGATION OF CASES**

4.7.1 OPS will investigate all employees who test positive on the 10-Panel Drug and/or alcohol test as well as all employees who fail to cooperate with, or refuse, to participate in the drug-testing program. These employees will be placed on administrative leave during the investigation.

4.7.2 OPS will recommend termination of any employee with a confirmed positive test result or who fails to cooperate or complete the drug testing process. (APD.SOP.2020 Disciplinary Process)



## 5. DEFINITIONS

**Safety Sensitive Positions:** A job in which the employee is responsible for his or her own or other people's safety. The following, but not limited to, positions are considered as Safety Sensitive:

- Positions that require operating firearms, heavy machinery, public transportation and/or those that deal with hazardous chemicals.
- Positions where drug or alcohol impairment could result in significant injury to the employee and others in the area.
- Positions where the performance of duties and responsibilities involve the supervision, custody, and care of children and employee use of alcohol or drugs could lead to physical injury or death to the employee or the children or youth under their care.
- Positions that have requirements imposed by federal or state regulatory agencies as a condition of certification or performance of assigned duties (i.e., Federal Aviation Administration; Georgia Peace Officer Standards and Training Council (POST); USDOT - Federal Motor Carrier Safety Administration, etc.).

## 6. CANCELLATIONS

APD.SOP.2024 -Random Drug Screening effective August 13<sup>th</sup>, 2020

## 7. REFERENCES

City Code sections 114-569 to 114-575  
APD.SOP.2020 – Disciplinary Process  
APD.SOP.2023 – Safe Harbor