



GENERAL ORDER

DURHAM POLICE DEPARTMENT
DURHAM, NC

NUMBER:

2013 R-3

SUBSTANCE ABUSE TESTING

Effective Date: 12/15/1995

Revision Dates: Rescinded 04/15/2001; Reinstated R-1 01/10/2005; R-2 02/09/2010; **R-3 06/01/2020**

INTRODUCTION

The Durham Police Department (DPD) conducts substance abuse testing of its members as required by City Policy [HRM-714 Substance Abuse and Testing](#). All sworn positions within the Department shall be considered safety-sensitive functions under this policy. Some non-sworn positions may be regarded as safety-sensitive functions depending on their specific duties and responsibilities as defined in [HRM-714](#). Employee Services will coordinate testing related to employment and positions while the Professional Standards Division (PSD) will coordinate the random, reasonable suspicion and post-accident testing requirements.

TESTING TIME FRAMES

Upon notification, [HRM-714](#) requires that testing be completed by the third-party administrator within a specific time frame, depending on the type of test. For clarity, those time frames have been included in this general order; however, if there is a change, the time frames identified in [HRM-714](#) supersede those outlined in this policy.

Testing Type	Testing Time Frame
Pre-employment, Promotion, Transfer and Demotion Testing	48 Hours
Random Testing	3 Hours
Reasonable Suspicion	2 Hours
Post-Accident Testing	2 Hours

Failure to complete testing within the given time frame may result in disciplinary action, to include termination. Random, promotion, demotion and transfer testing should occur when an employee is on-duty.

RANDOM TESTING PROCEDURES

The third-party administrator provides a list of employees required to submit for random testing to the PSD, a member of which is designated as DPD's testing coordinator. The PSD testing coordinator provides commanders a list of employees under their direction who need to be tested.

Once commanders receive the list, they are responsible for ensuring that employees identified on the list are informed of the required testing with adequate time for the employee to complete the test within the testing time frame. Supervisors will notify personnel to report to testing personally. Voicemail, email, and/or text

notification are prohibited. Notifications are also prohibited if an employee is not at work, is working a secondary employment job, or when an employee is actively assigned to a call.

If an employee is on leave or if the notification cannot be made, for any reason, by the deadline, commanders will inform the PSD testing coordinator, in writing, explaining the circumstances regarding the lack of notification.

Once notified, employees must report to the third-party administrator within the allowed testing time frame. The testing time frame is mandatory; therefore, officers will take steps to ensure that dispatch is informed that they are unavailable. The testing time frame will not be altered or extended if an officer responds to or initiates a call. Officers reporting for testing will notify their supervisor of the time of their test and the supervisor making the notification will email the PSD testing coordinator the date and time of the notification as well as the date and time of the actual test.

POST-ACCIDENT/COLLISION TESTING PROCEDURES

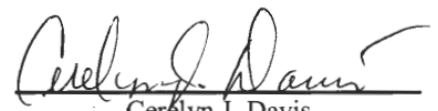
[HRM-714](#) requires that employees involved in vehicle collisions or equipment related accidents be tested for drugs and alcohol if:

- The collision involves injury to any person receiving medical treatment, any of the involved vehicles receive damage significant enough to require towing, a pedestrian is struck.
- The collision results in human fatality.
- The member operating the vehicle is issued a citation for a moving violation as a result of the collision.
- A member fails to use appropriate procedures in operating equipment/machinery.
- A member fails to use appropriate safety equipment.
- When a supervisor at the scene suspects drugs or alcohol may have contributed to the accident.

In addition to the City's requirements, DPD requires drug and alcohol testing for any departmental motor vehicle collision where it appears as though the DPD employee is at fault for the collision.

When a supervisor determines post-accident/collision testing is necessary, they will call the third party administrator and provide the employee's information, the reason for the test, the requesting supervisor's information, contact information, and whether or not the involved employee is receiving medical attention at a hospital. The third-party administrator will explain testing procedures.

While [HRM-714](#) prohibits off-the job use of substances that result in an alcohol test that indicates a blood alcohol content of 0.02 or greater while on the job, all officers are prohibited from operating a law enforcement vehicle with any alcohol in their system, per [N.C.G.S. § 20-138.2B](#). Under these circumstances, any positive alcohol test may result in disciplinary action, to include termination.



Cerelyn J. Davis
Chief of Police