

MESA POLICE Department Policy Manual	Drug and Alcohol Screening - Department Members	DPM 1.4.65 Effective 04/05/2012 Revised 05/05/2025
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1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines regarding drug and/or alcohol screening of Department members.

2. DEFINITIONS

Alcohol: Beverage containing more than one-half of one percent of alcohol by volume capable of use for beverage purposes, either alone or when diluted.

Drug: Any substance, whether legal or illegal, which has a physiological effect when ingested or otherwise introduced into the body.

Drug and/or Alcohol Screening: Collection and analysis of a body fluid sample to evaluate for the presence of drugs, alcohol, or other substances in the body. Mesa PD screenings are completed via a urine sample.

Illegal Drug: Any substance which is prohibited by ARS 36 Chapter 27 or by CFR 21 Section 1308 from possession, consumption, or use.

Impairment: Symptoms indicating an employee/individual may be under the influence of alcohol, drugs and/or a controlled substance while at work that may inhibit, decrease or lessen their performance or prohibit them from completing the functions of their position.

On-Duty: For the purposes of this policy, on-duty refers to:

- Anytime a member is at work, including regular shifts and overtime.
- Any off-duty employment arranged through Off-Duty Management (ODM) or City Off-Duty.
- When a member is Teleworking.
- When a member is on stand-by, on-call, or called-out.

Reasonable Suspicion: For purposes of this policy, Reasonable Suspicion means sufficient facts to lead a supervisor to reasonably suspect a member is under the influence or, or has recently used, alcohol or marijuana (while on duty), an illegal drug, or is abusing a prescription drug. Refer to [Employee Drug & Alcohol Testing](#) SharePoint site.

Safety Sensitive Positions: The following positions have been designated as “safety sensitive” within MPD:

- All sworn members including Reserves.

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- The following Professional Staff members:
 - Aircraft Mechanics.
 - Civilian Investigation Specialists.
 - Detention Officers, Trainees, and Shift Supervisors.
 - Evidence Technicians, Senior Evidence Technicians, and Supervisors.
 - Police Officer Pre-Recruits.
 - Police Officer Recruits.
 - Exception: Police Recruits will be excluded from random screening requirements while attending the academy. They will be subject to reasonable suspicion testing if necessary.
 - Police Service Officers.

3. PROTOCOLS

- A. The MPD recognizes that to meet the high standards of performance, professionalism, and personal conduct required of those involved in the police profession, its members must be free of the effects of drugs and/or alcohol.
- B. The improper or illegal use of any substance or illegal drug impugns the integrity of and undermines the public's confidence in the Police Department and cannot be tolerated.
- C. This policy establishes procedures for testing Department members in positions designated as safety sensitive to discourage the use of drugs and/or alcohol and ultimately to maintain the integrity of the MPD.
- D. Refer to [City of Mesa Personnel Rules #550](#) and [City of Mesa \(COM\) Management Policy #316](#) for further information.
- E. Members in a position classified as Department of Transportation (DOT) Safety Sensitive (those with CDL licenses) are subject to City testing procedures according to federal DOT rules. See [COM Management Policy #316](#).

4. PROHIBITIONS

4.1 Prohibited Activity On-Duty

- A. Do not possess or ingest any substance, including drugs (whether illegal or legal), marijuana, alcohol, or any other drug or substance which may reasonably cause impairment, unless in the performance of official job duties.
 1. If a member is prescribed a drug by a licensed medical professional which may cause impairment as indicated on the prescription, the member shall:
 - a. Notify their immediate supervisor when required to use prescription medicine if it has the potential to impair job performance.

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- **NOTE:** Members are **not** required to disclose the nature of the underlying condition being treated by the medication.
- b. Advise the supervisor of the known side effects of such medication, and the prescribed period of use.
- c. Members may be temporarily reassigned to other duties, where appropriate.
- 2. If a member unintentionally ingests, or is made to ingest, a substance which causes impairment such as controlled or illegal drugs, alcohol, or marijuana, immediately report the incident to supervisor so that appropriate medical steps can be taken to ensure the member's health and safety.
 - a. The incident shall be documented in a Department report (GO).
- B. Members shall not use any substance such as controlled or illegal drugs, alcohol, or marijuana prior to their assigned shift when the substance may reasonably cause impairment and not have time to dissipate.
- C. If a member has reasonable suspicion that another member is using any substance on duty, or is impaired, they shall immediately report the facts and circumstances to a supervisor.
 - 1. Failure to report as described can result in disciplinary action.

4.2 Prohibited Activity Off-Duty

- A. Do not illegally possess any controlled substances.
- B. Do not ingest any controlled substance unless prescribed by a licensed medical practitioner.
 - 1. If a member has reasonable suspicion that another member is using an illegal drug or abusing prescription drugs off duty, the member shall immediately report the facts and circumstances to a supervisor.
 - a. Failure to report as described can result in disciplinary action.
 - 2. Refer to [COM Management Policy #316](#) for further information.
 - 3. The Chief of Police, or designee, can order any member to complete a screening when reasonable suspicion exists that a member may have been using illegal drugs or abusing a prescription drug off duty.
 - 4. For information regarding the use of medical marijuana see [DPM 1.4.70 Use of Medical Marijuana – Department Employees](#).

5. APPLICANT SCREENING

- A. All applicants for positions within the MPD, both sworn and professional staff, must submit to screening as a condition of employment after receiving a conditional offer of hire.
 - 1. The MPD Hiring Division coordinates scheduling.
 - 2. The City contracted facility administers the procedure.

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B. Lab Analysis - Initial Test A.

1. The initial test uses an immunoassay that meets the requirements of the Food and Drug Administration (FDA) for commercial distribution. A small portion of the original sample is used for the test.
2. Lab Analysis - Confirmatory Test
 1. All specimens (other than alcohol) identified as positive on the initial test are confirmed using gas chromatography/mass spectrometry (GC/MS) at the cutoff values listed for each drug.
 2. All confirmations are made by quantitative analysis using a small portion of the original sample.
 3. Concentrations that exceed the linear region of the standard curve are documented in the lab record as "greater than highest standard curve value."
 4. Cutoff confirmation levels used when screening specimens to determine whether they are positive for these ten drugs or classes of drugs.
3. Reporting Procedures:
 1. Test results for applicants are forwarded to the MPD Human Resources Supervisor.

6. REASONABLE SUSPICION SCREENING

- A. All members, including both sworn and professional staff, regardless of safety sensitive status, are subject to testing on reasonable suspicion pursuant to [City of Mesa \(COM\) Management Policy #316](#).
- B. Supervisor Duties
 1. Establish reasonable suspicion for having member tested.
 2. Notify affected Division Commander through the chain of command or, if not available, the Duty Commander.
 3. Remove the member to a safe and private location if possible. It is important to maintain as much confidentiality as possible.
 4. If necessary, request Mesa Fire and Medical Department (MFMD) for evaluation if medical symptoms exist that require intervention (i.e. shallow breathing, rapid heart rate, etc.).
 5. Report, in writing, the reasonable suspicion for requesting screening. Forward this report to Internal Affairs (IA) no later than the following workday.
 6. Wait for affected Division Commander/PSE or Duty Commander to arrive before taking any action.
 7. Refer to [COM Management Policy #316](#) for further information.
- C. Affected Division Commander/PSE/Duty Commander duties:

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1. Upon arrival:
 - a. Review the facts with the supervisor and confirm whether screening is required.
 - b. Notify Chief of Police or designee and **PDLegal** about the findings and obtain permission to test. If necessary, give the member a direct order to submit to the testing process.
 - c. Follow the “reasonable suspicion” protocols detailed in [City of Mesa Management Policy #316](#).
 - d. Contact the city contracted facility and make arrangements for testing.
 - e. Notify IA so their representative can respond to the location.

7. RANDOM SCREENING

7.1 Assignments Subject to Controlled Substance Screening Process

- A. All Department members in positions designated as “safety sensitive” in this policy are subject to the MPD random screening process.

7.2 Selection

- A. Members are selected for screening using the following procedures:
 1. On a monthly basis IA identifies individuals for screening using a computerized random generated program. The list represents three percent of the eligible member pool plus an additional 1% for “back up” screening if additional members are needed for replacement.
 - a. Of the selected pool, a portion of the members will be tested for anabolic steroids only, while the remainder will be tested for drug use only. Members will not be informed which pool they are in prior to testing.
 2. After the individual submits to screening, their name is returned to the random pool and is again subject to controlled substance testing.
 3. If a member is not available during the testing month, an alternate is selected from the list for testing upon approval of the IA Lieutenant.
 - a. **Note:** Only the IA Commander can excuse a person from testing. If a person is unavailable, contact the IA Commander for further instructions.

7.3 Screening Procedures

- A. Upon selection of a Department member to be screened, IA contacts the affected member’s supervisor, who will notify them of the day and time they are to report to the city contracted facility for testing.
 1. IA will provide [DPM 1.4.65F1 Notice of Random Substance Abuse Screening](#) with instructions and a list of locations.

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2. Bring Department photo identification card to the test.
 3. Immediately notify IA if unable to report for the screening as scheduled.
 4. A member who fails to report as directed is in violation of [DPM 1.4.1 Code of Conduct](#) and is subject to discipline.
- B. Bring a list of medications, including prescribing physician, to the appointment. Medications are checked for cross-reactivity with tested substances. Failure to disclose all medications taken can result in a false-positive test.
- C. If there is a reason to believe that the member will, can, or has altered or substituted the specimen, another specimen is collected under the direct observation of a person of the same gender as directed by IA.
1. Both specimens are forwarded to the laboratory for testing.
 2. Members can have their oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen caused by the specimen's temperature falling outside the prescribed range.
 3. NOTE: members should be aware that excess water consumption can result in a "diluted" test result.
- D. IA is immediately notified in the event a member fails to comply with screening procedures.

8. LAB ANALYSIS PROCEDURES

8.1 Substances included in the test:

- A. The following substances are included in each screen:
1. Marijuana (THC).
 2. Cocaine
 3. Opiates (Codeine/Morphine).
 4. Phencyclidine (PCP).
 5. Amphetamines.
- B. In addition to the substances listed, the following substances are screened for only at hire or upon request due to reasonable suspicion of use:
1. Alcohol.
 2. Barbiturates.
 2. Benzodiazepines.
 3. Methadone.
 4. Propoxyphene.
- C. In addition, during the random screening process, a small portion of the selected pool will be tested for Anabolic Androgenic Steroids (AAS) only. Those tested for AAS will not be tested for any other substances.

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1. Members will not be told which pool (drug or AAS) they are in prior to the test.
- D. The lab will separate the sample into two specimens - one for testing and one for future needs.

8.2 Confirmatory Test

- A. All specimens identified as positive on the initial test are confirmed.
- B. Positive test results for marijuana, cocaine, opiates, PCP, and amphetamines, will be evaluated with the current National Institute on Drug Abuse (NIDA) standards by the contract facility's Medical Review Officer (MRO).

8.3 Sample Retention

- A. Samples that are screened "negative" contain either no drugs or drugs below the cut off detection level for that drug.
- B. Samples that are screened "negative - dilute" indicate the sample provided was not suitable for testing and a recollection retest will be done.
- C. Samples that are screened "positive" are handled by the lab as follows:
 1. Following a positive screen from the initial immunoassay test and a positive screen from the confirmatory test, samples are placed in a locked forensic freezer at the testing lab and are maintained for one year after which time they may be discarded if retention is not requested by the Department.
 2. A portion of the retained specimen sufficient for testing from a positive sample can be transferred directly from the testing lab to a Substance Abuse Mental Health Services Administration certified lab of the member's choosing and tested at personal expense.

8.4 Reporting Procedures

- A. The lab reports test results to IA within 72 hours after receipt of the specimen by the lab.
- B. The lab reports as negative all specimens that are negative on the initial test or negative on the confirmatory test. Only specimens confirmed positive after the confirmatory test are reported positive for a specific drug.
- C. Positive test results are reviewed by the contract facility's MRO. The MRO examines all positive confirmed test results to determine if there is an alternative medical explanation for the positive test result.
- D. Before making a final decision as to whether a positive test is valid, the MRO provides the member with the opportunity to discuss the test results.
- E. IA will be contacted by the MRO if they are unable to reach the member or they are not satisfied with the information provided by the affected member.
- F. If the MRO determines there is a legitimate medical explanation for the positive test result, the MRO reports to the employer that the test is negative.

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G. Any breach of confidentiality is subject to disciplinary action.

H. Members can contact IA after 72 hours for test results.

8.5 Positive Results

- A. If a random or reasonable suspicion screening is returned as positive, IA shall conduct an investigation. Positive test results can result in disciplinary action, up to and including termination.
- B. If an applicant screening is returned as positive, the HR Commander shall be informed and the results will be examined to determine if the applicant can continue in the hiring process.

8.6 Purging Results

- A. Screening reports are purged after one year if negative unless a specific request is made by the member being tested to keep the report for a longer period of time.

8. DISCIPLINARY ACTION

Any member who violates the provisions of this policy are subject to disciplinary action, up to and including termination.

REFERENCES

- [DPM 1.4.1 Code of Conduct](#)
- [DPM 1.4.10 Disciplinary Process](#)
- [DPM 1.4.70 Use of Medical Marijuana – Department Members](#)
- [DPM 1.4.65F1 Notice of Random Substance Abuse Screening](#)
- [COM Management Policy #316](#)
- [COM Personnel Rule #550](#)
- [COM Observed Behavior - Reasonable Cause Form](#)
- [Employee Drug & Alcohol Testing Sharepoint Site](#)