
**ADMINISTRATIVE DIRECTIVE – 113.011
DRUG TESTING PROCEDURES**

EFFECTIVE DATE: July 9, 2001
REVIEW DATE: March 5, 2014
AFFECTS: All Personnel

REVISION DATE: March 5, 2014

I. PURPOSE

The purpose of this policy is to provide all employees with notice of the provisions of the Department's drug testing procedure and random drug-testing program.

II. POLICY

In order to ensure the integrity of the Department and to preserve public trust and confidence in a fit and drug-free law enforcement profession, the Department has implemented a drug testing procedure and random drug-testing program for those employees assigned to drug sensitive operational areas.

III. DEFINITIONS

- A. Drug Test – The compulsory production and submission of a urine or hair specimen by an employee in accordance with department procedures, for chemical analysis to detect prohibited drug usage.
- B. Illegal Inhalants – shall include volatile chemicals and abusable glue or aerosol paint as defined by the Texas Health and Safety Code.
- C. Illegal Drug/Controlled Substance – any substance which is defined and the use of which is regulated by the Texas Health and Safety Code, specifically the Texas Controlled Substance Act or Dangerous Drugs.
- D. Negative Test Result – indicates there is no presence of illegal drugs or controlled substances within the urine or hair sample tested, or the amount present does not exceed set detection limits.
- E. Positive Test Result – result of an initial screen method which detects the presence of an illegal drug or a controlled substance in the urine or hair screen.
- F. Confirmed Positive Test Result – result of a confirmation test which detects the presence of an illegal drug or a controlled substance in the urine or hair screen that exceeds set detection limits.
- G. Medical Review Officer – (M.R.O.) a licensed physician with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all confirmed positive test results, employed by the testing laboratory.
- H. On the Job is defined as follows:
 - 1. Presence at any place or location during working hours or while on duty, when such presence is at the direction of a supervisor or otherwise for the purpose of conducting City business or performing City functions;
 - 2. Presence in a City-owned or City leased vehicle at any time; or
 - 3. Presence in a privately owned vehicle which is being used to conduct City business or perform City functions.
- I. Verified Confirmed Positive Test – a confirmed positive test which has been reviewed and verified by a Medical Review Officer.
- J. Reasonable Suspicion – **a suspicion based upon facts which would lead a reasonably prudent person to believe it likely that the employee in question was under the influence of illicit drugs or alcoholic beverages as defined herein.** That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect the individual is or has been using drugs while on or off duty.

**ADMINISTRATIVE DIRECTIVE – 113.011
DRUG TESTING PROCEDURES**

EFFECTIVE DATE: July 9, 2001
REVIEW DATE: March 5, 2014
AFFECTS: All Personnel

REVISION DATE: March 5, 2014

- K. Drug Sensitive Operational Area – Work areas where employees are responsible for processing illegal drug/controlled substances.

IV. PROCEDURES

A. General Statements

1. No employee shall possess any illegal drug, inhalant, or any controlled substance, unless required by the nature of the employee's position.
2. No employee shall ingest any illegal drug, inhalant, or any controlled substance, except as prescribed to the employee by a licensed medical practitioner.
3. Any employee having knowledge another employee is in violation of the substance abuse policy shall immediately report the facts and circumstances to their supervisor. The supervisor shall immediately report the violation to the Professional Standards Unit Sergeant.
4. Discipline of employees for violation of this policy shall be in accordance with the due process rights provided in the Department's discipline and grievance procedures.
5. All employees will adhere to the City of Plano Policies and Procedures, Policy 218.000.

B. Authority to Order Drug Screening

1. Upon Documented Reasonable Suspicion
 - a. A supervisor may recommend an employee be required to take a drug test upon documented reasonable suspicion that the employee is or has been using drugs.
 - b. The screening will be conducted only upon written authorization by the City Manager, the Deputy City Manager, the Chief, **or** in the Chief's absence, the Assistant Chief. If the screening involves civilian employees, authorization may be given by the Administrative Manager.
 - c. A summary of the facts supporting the order shall be made available to the employee prior to the actual test. A written, signed complaint will be sufficient for this requirement.
 - d. Reasonable suspicion may be based on:
 - (1) Poor job performance
 - (2) Repeated employee misconduct
 - (3) Numerous accidents
 - (4) Presentation of credible testimony indicating an employee's misuse/abuse of drugs
 - (5) Unexplained and/or unusual changes in body mass
 - (6) Frequent absences/tardiness
 - (7) Serious errors in judgment
 - (8) Excessive force complaints
 - (9) Chronic missed deadlines
 - (10) Mood swings and unpredictable hostility
 - (11) Repeated illnesses, slurred speech

**ADMINISTRATIVE DIRECTIVE – 113.011
DRUG TESTING PROCEDURES**

EFFECTIVE DATE: July 9, 2001
REVIEW DATE: March 5, 2014
AFFECTS: All Personnel

REVISION DATE: March 5, 2014

Note: Supervisors must consider the employee's overall conduct in the development of reasonable suspicion.

2. Upon Application to a Drug Sensitive Operational Area

A drug test shall be considered as a condition of application to the Narcotics Unit, the Canine Unit or the Property/Evidence Section.

3. Random Drug Testing

a. Identification of Personnel to be tested

A random drug test will be required of employees assigned to the Narcotics Unit, the Canine Unit and the Property/Evidence Section. Each section will have personnel tested quarterly by a random pull of two personnel from the entire group on a quarterly basis.

b. As applied to the units listed above, random drug testing shall in no way eliminate employees from being subject to "reasonable suspicion" testing as defined herein.

c. Individuals for testing will be randomly selected as outlined above and the date for testing will be selected by the Administrative Manager.

d. Members may be tested up to a maximum of three times per calendar year.

4. Refusal to test will result in transfer of the employee from the unit or section and may result in discipline of the employee up to and including termination.

C. Testing Notification

1. The direct supervisor(s) of employees chosen for testing will be notified by the Administrative Manager.

2. The supervisor will then notify the chosen employee in person. The employee to be tested will be instructed to report to a designated testing point within one hour of notification.

3. Employees will be tested during the normal business hours of the testing provider (Monday – Friday, 8:00am - 5:00pm). Persons on pre-approved leave, or court assignment, may be excused by the employee's supervisor. The supervisor will notify the Administrative Manager of any excused employees.

4. Upon arrival at the designated testing point, the employee must present their driver's license and employee identification card to the Administrative Manager. If the employee does not have proper identification and is not personally known by the Administrative Manager, the employee's supervisor will be called to the location to verify identification.

5. The employee is required to remain at the testing point until the required amount of specimen is collected.

6. Failure to report for testing as notified will result in disciplinary action up to and including dismissal. Personnel assigned to the Narcotics Unit who fail to report for testing as instructed will be transferred from the Unit, as well as subject to disciplinary action up to and including dismissal.

7. Tampering or attempted tampering with any urine or hair sample will result in disciplinary action.

D. Drug Testing Procedure

**ADMINISTRATIVE DIRECTIVE – 113.011
DRUG TESTING PROCEDURES**

EFFECTIVE DATE: July 9, 2001
REVIEW DATE: March 5, 2014
AFFECTS: All Personnel

REVISION DATE: March 5, 2014

1. Drug testing is conducted by analyzing the employee's urine or hair specimen at a certified contract laboratory. Scientifically accepted screening and confirmation tests will be employed in the analysis of the urine or hair sample.
2. The Administrative Manager will coordinate administration of the testing procedure.
3. The Administrative Manager or designee will accompany the employee being tested to ensure compliance with proper procedures for sample submission.
4. Every effort will be made to avoid face-to-face contact of the lab technician administering the test and undercover narcotics officers being tested.
5. A screening test is performed first. If it is positive for one or more of the drugs listed, then a confirmation test is performed. The screening test alone is insufficient as a basis for personnel decisions.
6. All drug test results are reviewed and interpreted by a physician medical review officer before they are reported to the Department.
7. In those cases where the confirmation test is positive, indicating the presence of a drug or drugs, AND there is no legitimate medical reason for the presence of the drug, the testing laboratory will notify the Chief of Police of the results.

Note: There are some drugs which have limited legitimate medical uses which may explain a positive test result. For this reason, any positive results are discussed by the medical review officer and the employee being tested. If use is legitimate, the findings will be reported as negative. Employees found to have medication in their system capable of altering the employee's responsiveness will be subject to disciplinary action if they have not made proper notification to their supervisor and received approval of said use while on duty.

8. The Chief will then notify the Professional Standards Sergeant and the employee's supervisor of any positive test results. An internal affairs investigation will then be initiated.
9. The sample shall be retained for six months to allow further testing in case of a dispute.

Note: The Chief of Police has the authority to require collection of all three samples at the time of testing; urine, blood and hair.

E. Confidentiality

Test results may be released only to the employee being tested, the Chief of Police or designee and the medical review officer. They cannot be released to others without the written consent of the tested employee. All test results will be kept in the confidential file for that employee in the Professional Standards Unit. These records are accessible only with prior approval of the Chief of Police and will be given only after consultation with the Police Legal Advisor and the City Attorney.

ADMINISTRATIVE DIRECTIVE – 113.011
DRUG TESTING PROCEDURES

EFFECTIVE DATE: July 9, 2001
REVIEW DATE: March 5, 2014
AFFECTS: All Personnel

REVISION DATE: March 5, 2014

Appendix A

Below is a listing of the drugs tested in a urine drug screen:

THC (Cannabinoids)	50 ng/ml
Amphetamines	1000 ng/ml
Cocaine	300 ng/ml
Opiates	2000 ng/ml
Phencyclidine	25 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Propoxyphene	300 ng/ml
Methadone	300 ng/ml
Methaqualone	300 ng/ml

Anabolic Steroid Panel:

Bolesterone
Boldenone
Chlorostosterone Metabolite
Clenbuterol
Diomostanolone Metabolite
Epiteslosterone
Ethylestrenol Metabolite
Fluoxymesterone
Mestanolone
Mesterolone
Methandienone Metabolite
Methandriol
Methenolone
Methyltestosterone
Nandrolone Metabolite
Norethandrolone Metabolite
Oxandrolone
Oxymesterone
Oxymetholone Metabolite
Trobeneoid - Diuretic
Stanozolol (Testerone)
Trenbolone Metabolite
Turinabol Metabolite

Below is a listing of the drugs tested in a hair drug screen:

Cocaine	5 ng/10mg
Opiates	2 ng/10mg
Phencyclidine (PCP)	3 ng/10mg
Amphetamines	5 ng/10mg
Marijuana	2 ng/gm