



Seattle Police Department Policy Manual



5.170 – Alcohol and Substance Use

Effective Date: 11/21/2012

5.170-POL

This policy pertains to the Department's response to employee alcohol and substance use.

1. Employees Shall not Report for Duty Under the Influence of any Intoxicant

Employees are prohibited from reporting for duty with the odor of an alcoholic beverage on their breath or under the influence of any intoxicant.

2. Employees Shall not Consume Intoxicants in any Department-Operated Facilities or Police Vehicles

This prohibition does not extend to facilities operated by police-related private organizations (Seattle Police Officers' Guild, etc.) or undercover operations as described in subsection 6, below.

3. Employees Shall Submit to Tests for Intoxication When There are Indications of Impairment

(See 5.170-PRO-1 Testing for Impairment)

4. Employees Shall Not Consume Intoxicating Beverages While Wearing any Recognizable Part of the SPD Uniform

This prohibition does not apply to the following circumstances:

- Receptions related to a law enforcement funeral
- The annual Department awards banquet
- The annual Vancouver Police Ball
- Other functions, as authorized by the Chief

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5. Employees Shall not Consume any Food or Beverage in any Tavern or in the Lounge Area of any Restaurant Where Intoxicating Liquor is Sold While Wearing any Recognizable Part of the Police Uniform

6. Undercover Officers Shall Only Consume Intoxicating Beverages When Necessary for a Police Operation

Officers shall obtain approval from a sergeant or above in their chain of command prior to consuming intoxicating beverages while on-duty.

7. No Employee Shall Use or Possess any Controlled Substance, Except at the Direction of a Medical Authority

Employees shall only possess narcotics, dangerous drugs or controlled substances (as defined in DEA Regulations [21 C.F.R Sections 1308.11-1308.15](#)) per duty requirements or at the direction of a medical authority. Employees shall not use medication to the extent that their performance is affected while on-duty.

a. Employees Shall not Use Marijuana, Medical or Otherwise, On- or Off-Duty

8. Employees Shall Report the Use of Impairing Medications

Employees using any medication which has side effects that might impair their performance on-duty shall notify their immediate supervisor. (See 5.170-PRO-2 Reporting Medications)

5.170-PRO-1 Testing for Impairment

Sergeant or Non-Sworn Supervisor

1. **Recognizes** that an employee may be under the influence of an intoxicant
2. **Notifies** a lieutenant
3. **Orders** the employee to submit to any required tests under this procedure
4. **Arranges** for another sergeant or supervisor to witness the tests
 - The lieutenant may serve as the witness.
5. **Administers** or **directs** the administration of the field sobriety and BAC breath tests

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6. **Documents** results of the test on form 10.5 (Fit-For-Duty Behavior Observation Form)
7. **Submits** form to lieutenant

Lieutenant

8. **Reviews** the form
9. **Determines** whether to recommend a Fit-For-Duty test
 - a. **If** BAC is not consistent with behavior observed, or if substances other than alcohol are suspected, follows 5.170-TSK-1 Fit-For-Duty Testing
10. **Arranges** transportation for the employee directly to home, if medical attention is not needed
11. **Advices** employee that he or she is on paid administrative leave until further notice
12. **Forwards** all original paperwork under confidential cover to the Human Resources Director with copies under confidential cover to the employee's Bureau Chief and OPA-IS
 - a. **If** after office hours, verbally notifies the Duty Captain, Bureau Chief, or Human Resources Director

Employment Services Lieutenant

13. **Reviews** the packet

5.170-PRO-2 Reporting Medications Which Impair Performance

Employee

1. **Advices** the sergeant or supervisor of the use of medication(s) that might impair performance on-duty
2. **Submits** Insurance Activity Prescription Form (APF) listing medication(s), side effects, and duty limitations to sergeant or supervisor

Sergeant or Non-sworn Supervisor

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3. **Determines** whether the employee will be allowed to perform regular duties, be reassigned to limited duty, or be relieved of duty for that shift
4. **Forwards** APF to section Captain

Section Captain

5. **Consults** with the Employment Services lieutenant before determining the employee's assignment while using medication

5.170-TSK-1 Fit-For-Duty Testing

When the **lieutenant or above** determines the need for a fit-for-duty test, he or she:

1. **Directs** the employee to submit to a reasonable suspicion drug test at a Department-approved testing facility.
2. **Directs** the employee to read and sign the Employee Acknowledgment of Medical Release for Drug Test (form 10.6).
 - a. **If** the employee refuses to sign, **informs** the employee that refusal to sign constitutes insubordination and allows the employee another opportunity to sign. **If** the employee still refuses to sign, **relieves** the employee of duty.
3. **Contacts** the Employment Services Lieutenant through Communications for instructions as to where to transport the employee.
 - a. **If** unable to reach the Employment Services Lieutenant, **contacts** the City Safety Coordinator at (206) 684-7959 for instructions as to where to transport the employee.
4. **Transports** the employee to the approved testing site with the witness supervisor.
5. **Provides** Health Care Professional's Findings & Recommendations to health care professionals for them to fill out.
6. **Remains** at testing site during testing.
7. **Arranges** transportation for the employee directly to home, if medical attention is not needed.
8. **Advises** employee that he or she is on paid administrative leave until further notice.

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9. **Forwards** all original paperwork under confidential cover to the Human Resources Director with copies under confidential cover to the employee's Bureau Chief and OPA-IS.

a. **If** after office hours, **verbally** notifies the Duty Captain, Bureau Chief or Human Resources Director.