

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: OCTOBER 8, 2019 – 1330 HOURS

NUMBER: OR 19-23

SUBJECT: RANDOM DRUG TESTING PROCEDURES

COST CENTER: 1914151312

SCOPE: ALL SWORN MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: N/A

All sworn members of the Department are subject to the Police Department’s Random Drug Testing Program, as documented in Article 57, Section II, Subsection E, of the Police Officers Association Memorandum of Understanding. Officers to be tested will be notified by their commanding officers, or designees.

The Concentra facility at 5575 Ruffin Road, Suite 100, is open 24 hours, seven (7) days a week to accommodate third watch officers. This is the only Concentra facility with extended hours.

Notification Procedures

Random drug testing notification procedures require the use of the standardized notice form that can be located on the F: Drive in the Medical Assistance folder titled, “Random Drug Testing Form”.

The following notification procedures are to be followed:

1. The notifying supervisor will complete the form for the employee who is to test, and make a copy. The employee will be provided the original form.
2. The employee will take the original form and have it date/time stamped and signed at the testing facility when appearing to provide a urine sample.
3. **All officers working and in-county shall be served regardless of schools, training or special assignments.**

4. The supervisor will follow-up with the employee to assure compliance with the four-hour limit. The copy of the notice will be destroyed after the employee returns the original completed RDT form.
5. By the next business day, the supervisor will inform Medical Assistance of any RDT notices that were not served and the reason. Also, on the next business day, the supervisor is to send Medical Assistance a copy of the completed RDT form for those officers who completed their test. The copy can be: 1) scanned then e-mailed (preferred); or 2) faxed.
6. The command will retain the original for 90 days.

Random drug testing procedures, as outlined in Article 57, Section II, Subsection E, of the Police Officers Association Memorandum of Understanding, require sworn employees to comply with the following procedures while at the medical contractor's site:

1. Officers will be required to stay within the medical contractor's facility until the required sample is given.
2. Sample must be at least 45 ml, the minimum amount required for testing purposes.
3. Officers are required to sign the City of San Diego Drug Screening Consent form at the testing site. A failure to complete all necessary steps and requested paperwork is an unjustifiable failure to test, which may result in discipline.
4. The Department presumes all urine samples provided by employees, under the Random Drug Testing Program, to be a second void after the consumption of alcohol has ceased.

Upon arrival at the medical clinic, officers must present their San Diego Police Identification Cards. Officers without their SDPD Identification Card will not be allowed to test. The Identification Card must have your six digit City ID number on it.

Officers will be given a brief questionnaire designed to find factors that may influence the outcome of the test. Officers will be directed to remove jackets or other bulky items and secure them in a storage locker.

The forms used by Concentra ask for the officer's City identification number. For Privacy Act reasons, officers are not required to provide their social security number or their birth date. The San Diego Police Identification Card contains the officer's City identification number to be used.

Medical personnel will not witness the provision of the urine sample. However, security measures will be taken to assure the validity of the test. The sample will be divided into two

containers and sealed in the officer's presence by the medical personnel. Officers will be required to sign and initial the chain of custody forms.

Test results are sent to the City's Personnel Department. Officers will receive written notification of their test results within approximately five working days. If the results are negative, the stored sample will be discarded. **If the results are positive, officers may request the second sample be tested by a Substance Abuse and Mental Services Health Administration (S.A.M.H.S.A.) certified laboratory of their choice within 10 calendar days of the urinalysis sample being taken, as the sample is no longer viable after 10 calendar days. Any requests for independent testing for urine alcohol must be made within 10 calendar days to the Personnel Department to facilitate the independent testing.**

In instances of positive results for legally prescribed drugs, the City's Personnel Department will request written substantiation by officers from their physicians. The Police Department will be notified of positive results for illegal drugs or inadequately explained legal drugs. Investigations will be conducted as appropriate and discipline may result.

Drug testing information relating to individual officers is confidential. For additional information, contact the Medical Assistance Unit at 531-2124.

Please read at squad conferences and give a copy to all personnel