


<b>POLICY 409</b>	<b>DRUG TESTING POLICY</b>	
	REVISED: <b>6/97</b>	RELATED POLICIES:
	CFA STANDARDS: <b>27.03</b>	REVIEWED: 08/01, 10/07, <b>08/11</b>

**A. PURPOSE:**

The Fort Lauderdale Police Department has the responsibility to provide the community with the highest level of police services and to ensure that its employees have the physical and mental abilities to perform their assigned duties. Therefore, in order to insure the integrity of the department and to preserve the public trust and confidence, this department has implemented the following drug-testing policy to insure a drug-free work-place.

**B. POLICY:**

1. It is the policy of the Fort Lauderdale Police Department that the Chief of Police may for any reason, or at random, require certified police officers (all ranks) to submit to a chemical drug test. A complete physical examination, including E.K.G., blood pressure, and blood work may be performed at the option of the employee. Employees who are in positions covered by a collective bargaining agreement are governed by the terms and conditions of that agreement including chemical drug testing. Employees who are not in positions covered by a collective bargaining agreement are governed by the City's Personnel Rules.
  
2. The City reminds individuals that this drug-testing policy is in addition to any and all other City policies and procedures related to drug use. Individuals are subject to such other City policies, including testing provisions and penalties for policy violations, in addition to those described in this policy.  
  
For example, certain positive drug test results or other violations of this policy may result in consequences required by the City, but also may result in disciplinary action, up to and including discharge, under the City's authority as described in other City policies and procedures.
  
3. The application of this policy with respect to drug testing does not abridge anything included in a union contract; nor does it infringe upon an employee's right to redress under grievance or other administrative or judicial proceedings.

**C. PROCEDURES:**

1. The department will test individuals for drug use in the situations and circumstances described in one of the two manners (Random/With Cause) enumerated below. All drug testing performed on individuals will be in compliance with established procedures. These include the use of special testing

forms, trained personnel, and special processes and handling to ensure the integrity and accuracy of the testing process.

2. Drug-testing includes taking urine samples which are sent to federally certified testing laboratories to test for the presence of amphetamines, cannabinoids, cocaine, PCP, opiates, methaqualone, barbiturates, benzodiazepines, methadone and propoxyphene. Positive test results will be reviewed by a qualified physician, a Medical Review Officer (MRO), to determine if the individual has a legitimate medical explanation for a positive test result. When a urine test indicates the presence of a drug, a second test will be conducted using the same sample to confirm the results of the first test. The Fort Lauderdale Police Department will not be notified in the case of a positive result until and unless the second test also proves positive.

#### **D. DRUG TESTING:**

##### Drug Testing - Random/With Cause

1. The department's drug-testing agent will select candidates for random drug testing by using a random selection process that is based upon the Cyborg Employee Number (CEN) numbers of all sworn police officers and managers. The Fort Lauderdale Police Department will submit the CEN numbers of the sworn police officers and managers of the Police Department to the testing agent.
2. No employee may be required to submit to such a test more than once a year.
3. Quarterly, the testing agent will, randomly, choose up to 5% of employees covered by the FOP collective bargaining agreement.
4. The Captain of Internal Affairs shall be responsible for coordinating all drug-testing results.
5. Quarterly, the department Drug-Testing Coordinator will be notified by the testing agent which CEN numbers have been selected for testing.
6. The department Drug-Testing Coordinator will be responsible for notifying the employee, in writing, that he/she has been selected for random drug-testing and the location to which the employee must proceed for testing.
7. Employees will be notified and tested during duty hours.
8. At the time of notification the employee will respond without delay to the office of the drug-testing agent.
9. Any time that the department has reasonable suspicion that an employee is using illegal drugs or controlled substances, the employee shall, when ordered by the Chief of Police, submit to a chemical drug test.

#### **E. TESTING METHODOLOGY:**

1. Testing shall be conducted in a manner to assure the highest degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been certified by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted with the procedures set forth in Chapter 59A-24, "Drug-Free Work-place Standards", of the Florida Administrative Code, as amended.
2. All testing results for prohibited drugs must be verified by the Medical Review Officer (MRO). The MRO is a licensed physician whose qualifications include a demonstrated knowledge of substance-abuse disorders and who has appropriate medical training to interpret and evaluate an individual's confirmed positive drug result together with his or her medical history and any other relevant biomedical information. Any employee may request that a representative accompany him/her to the collection site. The absence of such representation does not, by itself, negate or mitigate the requirement to provide specimens for required drug-testing.
3. State drug-free work-place standards regarding procedural controls and accounting mechanisms imposed upon the collection site, processing laboratory, the MRO, and the City with respect to testing for prohibited drugs will be followed. These procedures require the use of tamper-proof specimen containers for urine samples, employee certification of specimen "ownership," use of chain-of-custody documentation, regimented quality control standards, blind samples (for urine testing), equipment calibration testing, and specific certification and training standards. Only confirmed positive test results will be used as evidence of prohibited drug use or misuse. Testing which does not follow the above-described state standards must be invalidated or "canceled," and reported as a negative result.

**F. SPLIT SAMPLE:**

1. At the time a drug test is given, a sufficient sample will be collected so that the sample may be split into two separately marked, sealed containers. All protocols regarding identification of the sample and chain of custody will be observed.
2. In the event the first sample yields a positive result indicating the presence of drugs, the employee, at his own expense, may elect to have the second sample tested at a federally certified hospital or laboratory of the employee's choice. The testing methodology shall be equal to or better than the methodology used on the initial test and the same threshold for a positive result shall be used.

**G. REFUSAL:**

Any employee who fails or refuses to comply with an order or directive to undergo chemical drug-testing, and/or fails or refuses to cooperate in the testing procedure, whether with cause or random selection, will be subject to disciplinary action up to and including discharge.

**H. REPORTING TEST RESULTS:**

1. All reports of Employee Drug Test results received by the Department shall be forwarded to the Office of Internal Affairs.
2. A report documenting the quarterly test results shall be prepared by the Office of Internal Affairs and provided to the Office of the Chief.
3. Any and all laboratory reports indicating a positive test result, in accordance with Section C.2., shall immediately result in an investigation by the Office of Internal Affairs.

**CONTACT INFORMATION**

Testing Agent	Medwork 84 Medical Center	(954) 467-2140
Drug Testing Coordinator	Internal Affairs Captain	(954) 828-6962
MRO (Medical Review Officer)	Medwork 84 Medical Center	(954) 467-2140

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**FORT LAUDERDALE POLICE DEPARTMENT**

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DATE:

TO:

FROM: Police Chief Bruce Roberts

SUBJECT: Random Drug Testing

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You are hereby notified that you have been randomly selected for chemical drug testing, which will take place on\_\_\_\_\_.

You are to respond to **MedWork, 407 SE 24 Street, Ft. Lauderdale, immediately upon receipt of this directive**, for completion of this testing. You are also instructed to **have photo identification with you on arrival.**

Medwork hours of operation during this testing date are **5:00 a.m. to 6:00 p.m.**

**Documentation of Service:**

I have received this order to submit to chemical drug testing.

Signature of employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of issuing Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_