

**Brief reason for the revision:**

Updating to reflect the proper routing of random drug testing notifications and replies to the Drug Testing Coordinator at Risk Management.

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## 916 Drug and Alcohol Free Workplace

### 916.2 GENERAL GUIDELINES

#### 916.2.2 RESPONSIBILITY FOR REPORTING PASSIVE DRUG EXPOSURE

Employees subjected to the passive inhalation or exposure of a drug (e.g., marijuana) must immediately notify an on-duty supervisor.

- (a) The supervisor should document in a memorandum:
  1. The substance the individual was exposed to; and
  2. The period of exposure; and
  3. A brief statement explaining the circumstances surrounding the exposure.
- (b) ~~The memorandum will be forwarded~~ Email the memorandum to the Drug Testing Coordinator at [apddrugtesting@austintexas.gov](mailto:apddrugtesting@austintexas.gov), who will maintain this documentation ~~for use~~ if needed in the drug testing program.

### 916.4 RANDOM TESTING OF SWORN EMPLOYEES

#### 916.4.1 RANDOM TESTING SELECTION

The City will contract with a qualified and independent firm to operate and certify a non-discriminatory, computerized program, to generate an automated random list of officers to be tested, upon request by the Drug Testing Coordinator (DTC).

- (a) The random list will be delivered to the DTC or designee by ~~FAX~~, email at [apddrugtesting@austintexas.gov](mailto:apddrugtesting@austintexas.gov), ~~or hand delivered letter~~.
- (b) Acting under the authority of the Chief, the DTC will issue a written directive to each officer on the list ordering them to submit to drug testing at the specified date, time, and location.
- (c) Except when in actual use, the list of names will be limited to the DTC and employees approved by the Chief.

#### 916.4.2 SWORN EMPLOYEE NOTIFICATION AND REPORTING FOR RANDOM TESTING

The DTC shall coordinate with the testing vendor concerning the date, time, location, and a number of officers to be drug tested. The collection dates will not be announced to the affected employee in advance.

- (a) The DTC shall provide the respective commanders or a Special Point of Contact (SPOC) with a list of names of those officers selected for testing. The Notification to Report Form (PD0101) will be utilized.
- (b) The commander or SPOC shall ensure selected officers are ordered, both orally, and in writing using the Notification to Report Form, to report for testing at the specified time and location. Officers shall consider this directive to be an order from the Chief.
  1. The ~~use of the~~ Notification to Report Form serves as a direct order by the authority of the Chief to provide the necessary sample at the specified location.
  2. This notice also instructs the selected personnel to report to the specified collection location within one hour of being served with the notice.
- (c) The DTC shall coordinate the testing process to coincide with an officer's regularly scheduled workday.

1. Supervisors shall make every effort to ensure the officer reports to the testing facility immediately upon notification.
  2. Officers with a legitimate conflict (e.g., court or training) shall immediately inform their supervisors of the conflict and shall report for testing as soon as practicable.
- (d) Supervisors shall complete the Documented Absence Form (PD0102) and forward it to the DTC when an officer is on approved leave (e.g., vacation, sick). The form will be routed through the officer's chain-of-command to the DTC.
1. Officers missing a scheduled test due to an approved reason ~~may be rescheduled for testing as soon as possible~~ will be rescheduled by the Drug Testing Coordinator on the officer's next scheduled work day, irrespective of any random sampling selection.
  2. Officers missing a scheduled test due to an unapproved reason or who are unable or fail to provide an adequate specimen shall be placed on administrative leave pending a review.
- (e) Officers who become involved in an emergency situation or police action while en route to the testing facility shall notify an on-duty supervisor as soon as practical and request a second officer be dispatched to take over any necessary police functions. When relieved, the officer scheduled for testing shall continue to the testing facility.