



SUBJECT: Employee Random Drug Testing	POLICY NO: 208.1 - 208.5
DISTRIBUTION: Patrol, Detention and Administration	NO. PAGES:3
EFFECTIVE DATE: August 30, 2022 REVISION DATE: August 1, 2026	
SPECIAL INSTRUCTIONS: NONE	

208.1 PURPOSE:


The Yuma County Sheriff's Office ("Office") is committed to providing a safe work environment for its employees and ensuring that all employees perform their respective duties competently and safely. The requirements of public safety employment demand that all employees remain drug free. This philosophy is consistent with the mission of the Office and the special trust relationship with the residents of Yuma County. Use of illegal drugs by employees poses a risk of injury to the employees and to the public we serve.

208.2 POLICY:

- A. Illegal Possession, Sale or Use of Drugs:** It is a violation of Office policy for any employee to illegally possess, sell, trade, offer for sale, attempt to obtain illegal drugs by any means, or otherwise engage in the illegal use of drugs, controlled substances or narcotics as defined in A.R.S. § 13-3401, *et seq.*
- B. Drug Intoxication (Under the Influence):** It is a violation of Office policy for any employee to be under the influence of, or to report to work under the influence of illegal drugs, alcohol, prescription drugs or over-the-counter drugs/medications.
- C. Illegal Use of Prescription Drugs:** It is a violation of Office policy for an employee to use prescription drugs illegally.

208.3 DEFINITIONS:

- A. Employee:** As used in this Policy, the term employee refers to:
 - 1. All regularly paid individuals regardless of Bureau assignment;
 - 2. Reserve deputy sheriffs; and
 - 3. All other Office volunteers, e.g., Search and Rescue and Sheriff's Posse.
- B. Employment:** As used in this Policy, the term "**employment**" refers to those employees above described, while participating in or associated with the operations of the Office. This reference applies whether "on-duty" or "off-duty".

Approved: 
Leon N. Wilmot, Sheriff
Date: August 30, 2022

208.4 PROCEDURE:

A. Physical Examination: All employees may be required to submit to drug testing as follows:

1. All employees shall submit to a drug-screening test prior to employment.
2. All deputy sheriffs, detention officers and reserve deputy sheriffs will submit to drug testing on a random basis.
3. All dispatchers, medical personnel, evidence personnel, custodians, and security control officers will submit to drug testing on a random basis.
4. When there is reasonable evidence to suspect that an employee has violated the provisions of this Policy, the Sheriff or their designee may direct that the employee submit to drug testing.

B. Notice:

1. An employee will be given not more than twenty-four (24) hours notice of their drug test examination time.
2. An employee shall appear as directed in the test notice. If an unavoidable conflict occurs, the employee must notify their Bureau Commander to secure permission to reschedule the test.
3. The employee will cooperate with medical and other personnel involved in the test procedure.
4. An employee using prescription drugs at the time of the test will advise the personnel conducting the test and complete all required documentation regarding the use of such drugs.
5. Follow-up documentation and/or certification may be required from the prescribing physician.

C. Random Selection:

1. Monthly Tests Scheduled: Each month, the contracted medical provider/laboratory will provide a drug testing report listing the names of the employees who were randomly selected for drug testing. Through random selection, it is possible for an employee to be selected several times a year. An employee who is selected for testing will be notified and scheduled for mandatory drug testing.
2. Twenty-four (24) Hours Notice of Testing: After the testing list has been generated, selected employees will be notified through their supervisor. Each selected employee will receive no more than twenty-four (24) hours advance notice that they will be tested.

Approved: _____

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3. Overtime Authorized for Off-Duty Tests: The Notice of testing will specify a location, date and time for the employee to report for testing. Overtime is authorized when the scheduled test time is during an employee's off-duty hours.
4. Employees on Leave: An employee on previously approved leave will be excused from that month's testing. If an employee is on leave, the employee's alternate will be notified of their selection.

D. Laboratory Analysis:

1. Certified Laboratory: The laboratory contracted by the Office must be certified by the National Institute for Drug Abuse. The lab must also meet mandatory guidelines for Federal Drug Testing Programs with regard to specimen collection, lab personnel, lab analysis procedures and quality assurance.
2. Ten (10) Drug Forensic Drug Panel: The urine sample provided by the employee will be tested by a ten (10) drug forensic drug panel which will screen for the following:
 - a. Amphetamines;
 - b. Barbiturates;
 - c. Benzodiazepines;
 - d. Cocaine metabolites;
 - e. Methadone;
 - f. Methaqualone
 - g. Opiate metabolites;
 - h. Phencyclidine (PCP);
 - i. Propoxyphene and
 - j. Marijuana (THC) metabolites.
3. Test Results: Drug test results will be available within 24-48 hours after sample collection. Positive drug screening results are confirmed by gas chromatography/mass spectrophotometry.
4. Review of Test Results: The Office Human Resources representative will review the results of all drug tests to ensure accuracy, completeness and confidentiality. A positive drug test will be investigated by Human Resources to determine the basis for the positive test. After investigation, Human Resources will forward any unexplained positive results to the Sheriff or their designate.

208.5 AMENDMENT:

This policy is subject to amendment, revision and/or rescission as required.

Approved: _____

Leon N. Wilmot, Sheriff

Date:

August 30, 2022