

DRUG URINALYSIS SCREENING PROGRAM  
FOR POLICE PERSONNEL

HONOLULU POLICE DEPARTMENT 1986

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3. Drug Urinalysis Screening Program Procedures

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Drug Urinalysis Specimen Vial Control Form

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# HONOLULU POLICE DEPARTMENT

SPECIAL ORDER	DATE OF ISSUE 10-15-86	EFFECTIVE DATE 10-15-86	NO. 86-14
REFERENCE	RESCINDS:		
INDEX AS:	Urinalysis Testing		

## DRUG URINALYSIS SCREENING PROGRAM FOR POLICE PERSONNEL

### I. PURPOSE

To establish a departmental policy for the DRUG URINALYSIS SCREENING PROGRAM for police personnel, outline the departmental policy, and define responsibilities.

### II. DEFINITIONS

- A. Police personnel: all employees of the Honolulu Police Department and reserve officers.
1. Regular police personnel: all employees of the Honolulu Police Department and reserve officers who are not on initial probationary status.
  2. Probationary police personnel: all employees of the Honolulu Police Department and reserve officers who are on initial probationary status.
- B. Officer: a police recruit or a member of any metropolitan police classification, matron, or helicopter pilot.
1. Regular officer: a member of any metropolitan police classification, matron, helicopter pilot or observer who is not on initial probationary status.
  2. Probationary officer: a police recruit or member of any metropolitan police classification, matron or helicopter pilot who is on initial probationary status.

### III. PROGRAM

The Honolulu Police Department shall institute a drug urinalysis screening program designed to detect the use of dangerous, harmful and detrimental substances, hallucinogens, and marijuana.

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IV. POLICY

- A. It is the policy of the Honolulu Police Department to prohibit the illegal or unauthorized use of any controlled substance/drug. The prohibited drugs shall include all dangerous, harmful, and detrimental substances, marijuana, hallucinogens, and prescription drugs not properly prescribed for medical use.
- B. Urinalysis tests shall be administered to employees who are engaged in extremely hazardous work or occupations that present an immediate and substantial threat to the safety and health of the general public.
- C. All probationary or regular officers and helicopter pilots and/or observers shall submit to drug urinalysis screening tests.

V. RESPONSIBILITIES

A. The Personnel Officer shall:

- 1. Coordinate, control and maintain the operation of the Drug Urinalysis Screening Program to ensure that it is administered in a fair and equitable manner.
- 2. Maintain a file of all reports and correspondence relating to the Drug Urinalysis Screening Program.
- 3. Promptly report to the Chief of Police all test results which are confirmed positives.
- 4. Notify the Inspector of the Internal Affairs Unit to initiate an investigation of confirmed positive urinalysis complaints.
- 5. Notify the appropriate element commander on all confirmed positive results.

B. The Inspector of the Internal Affairs Unit shall:

- 1. Ensure the monitoring of all urinalysis drug screening sites.
- 2. Ensure that all command elements are in compliance with the Drug Urinalysis Screening Program.

3. Investigate confirmed positive urinalysis complaints.
  - a. Investigations shall be completed expeditiously.
  - b. Results of the investigations shall be reported to the Disciplinary Review Board.
4. Report all instances of refusals to submit a specimen or failure to appear for the urinalysis test to the Personnel Officer.
5. Review all investigative reports on employees who have refused to submit a specimen or failed to appear for a urinalysis test and forward these reports to the Disciplinary Review Board via the Deputy Chief.
6. Where termination has been recommended by the Disciplinary Review Board initiate predetermination hearing procedures in accordance with Civil Service Rules.

C. Disciplinary Review Board shall:

1. Meet and review the investigative findings of the Internal Affairs Unit.
2. Make recommendation(s) for appropriate action to the Chief of Police.
3. If termination is warranted, refer the complaint to the Internal Affairs Unit for a predetermination hearing.

D. Element commanders or their designees shall:

1. Ensure that all affected police personnel under their command are in compliance with the Drug Urinalysis Screening Program.
2. Promptly report all instances of non-compliance to the Personnel Officer and the Internal Affairs Unit.

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3. Initiate an investigation for violation of directives if an employee refuses to take or appear for a urinalysis test and forward the completed report to the Internal Affairs Unit for review.
4. Upon notification of a confirmed positive complaint:
  - a. Notify the affected police personnel of their confirmed positive results.
  - b. Place the affected police personnel on leave in accordance with current Civil Service Rules.

VI. DRUG URINALYSIS TEST GROUPS

All officers and helicopter pilots and observers shall be divided into three levels for the purpose of the Drug Urinalysis Screening Program.

A. Mandatory Test Level A

The following officers shall be required to submit to a drug urinalysis test on a regular basis:

1. Officers assigned to the Internal Affairs Unit.
2. Personnel Officer and the Assistant Personnel Officer.

B. Mandatory Test Level B

The following police personnel shall be required to frequently submit to a drug urinalysis test:

1. Officers performing duties directly involving the investigation or authorized handling of illegal drugs.
2. Regular officers who refuse to submit to a drug urinalysis test administered to their group assignment test level.
3. Regular officers with a first confirmed positive result.

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4. Police personnel who are helicopter pilots and/or observers.
5. Officers who are canine handlers, Improvised Explosive Devices (IED) team members, and Special Weapons and Tactics (SWAT) team members.
6. Officers on initial probationary status.

C. Group Assignment Test Level

All regular officers who are not in the mandatory test levels shall be grouped according to assignment and shall be required to submit to a drug urinalysis test on a regular basis.

VII. PROCEDURES

- A. All officers shall submit two specimen samples. One sample shall be retained by the department. The other sample shall be submitted to a laboratory for drug urinalysis testing.
- B. Scheduling And Testing Procedures For Officers In The Group Assignment Test Level
  1. The Personnel Officer shall:
    - a. Determine the test dates.
    - b. Determine the order of testing of the groups by using a table of random numbers.
    - c. Coordinate the drug urinalysis test with the element commander of the group to be tested within 48 hours of the test date.
    - d. Notify the Internal Affairs Unit to report to the group's divisional work site on the selected day and time.
    - e. Notify the drug testing laboratory to conduct the specimen collection and drug urinalysis.

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2. The element commander shall:
  - a. Appoint a divisional coordinator to assist the Personnel Officer and the Internal Affairs Unit.
  - b. Secure restrooms for the officers in the test group.
  - c. Ensure that the officers in the test group, who are on duty, report for the drug urinalysis specimen collection.
  - d. Initiate an investigation if any officer from the selected group refuses to submit a specimen or fails to appear after being notified.
  
3. Internal Affairs Unit shall:
  - a. Monitor the urinalysis collection site.
  - b. Control the master log and control numbers at the collection site.
  - c. Maintain the supplies and materials (control logs, personnel identification numbers, specimen labels, and personnel duty rosters).
  - d. Review completed reports on those who have refused to submit a specimen or failed to appear for testing.
  - e. Forward the completed investigation reports to the Disciplinary Review Board via the Deputy Chief of Police.
  
4. Group Assignment Test Level Personnel
  - a. All officers in the group assignment test level who are on duty at the time of the announcement for the group's drug urinalysis test shall report to the test site and submit a urine specimen within the scheduled four-hour time period.

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- b. Any on-duty officer in the group assignment test level who does not submit a specimen within the four-hour period shall notify the Internal Affairs Unit officer at the site or the element commander as to the reason or reasons for the non-compliance.

C. Mandatory Testing

1. Mandatory Test Level A

The Assistant Chief of Police of the Administrative Bureau shall coordinate drug urinalysis testing with the Deputy Chief of Police for officers in the Mandatory Test Level A group by notifying the Personnel Officer and the Inspector of the Internal Affairs Unit to conduct a test within 48 hours.

2. Mandatory Test Level B

The Personnel Officer shall:

- a. Coordinate the testing of all police personnel in the Mandatory Test Level B group.
- b. Determine the test dates.
- c. Notify the Internal Affairs Unit to report to the designated testing site on the selected day and time.
- d. Notify the affected police personnel via the element commander(s) to report to the designated testing site on the selected day and time.

D. Refusal to Submit to Drug Urinalysis Test

- 1. The following shall apply to regular police personnel who refuse to submit to the drug urinalysis test:
  - a. The Internal Affairs Unit shall immediately notify the regular employee's element commander.

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- b. The element commander shall:
  - 1) Place the regular employee on leave in accordance with Civil Service Rules and notify the Personnel Officer of this action.
  - 2) Initiate an investigation for violation of directives and forward the completed report to the Disciplinary Review Board via the Internal Affairs Unit and the Deputy Chief.
- c. The Personnel Officer shall give a written reminder to the regular employee stating that refusing to submit to the drug urinalysis test is a violation of directives and will bring the regular employee under the purview of extended action (General Order 86-7, Standards of Conduct).
- d. The regular employee shall be assigned to the Mandatory Test Level B group for a period not to exceed 12 months.
- e. The Personnel Officer shall arrange for a test of the regular employee within 5 days of the refusal or non-compliance to the first test and shall notify the regular employee to report for the scheduled test.
- f. Internal Affairs shall notify the regular employee's element commander if the regular employee refuses to take or appear for the second test.
- g. The regular employee's element commander shall initiate an investigation for violation of directives and forward the completed report to the Disciplinary Review Board via the Internal Affairs Unit and the Deputy Chief.

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- h. The Personnel Officer shall arrange for a test of the regular employee within 5 days of the refusal or non-compliance to the second test and shall notify the regular employee to report for the scheduled test.
  - i. Internal Affairs Unit shall notify the regular employee's element commander if the regular employee refuses to take or appear for the third test.
  - j. The regular employee's element commander shall initiate an investigation for violation of directives and forward the completed report to the Disciplinary Review Board via the Internal Affairs Unit and the Deputy Chief.
  - k. When warranted, the Disciplinary Review Board shall consider the extended action provision (General Order 86-7, Standards of Conduct).
2. The following shall apply to a probationary officer who refuses to submit to the drug urinalysis test:
- a. The Internal Affairs Unit shall notify the probationary officer's element commander.
  - b. The element commander shall place the probationary officer on leave in accordance with Civil Service Rules.
  - c. The probationary officer's element commander shall initiate an investigation for violation of directives and forward the completed report to the Disciplinary Review Board via the Internal Affairs Unit and the Deputy Chief.

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- d. Upon conclusion of the investigation and after a finding of a violation by the Disciplinary Review Board by a preponderance of evidence, the Chief of Police shall consider termination of any probationary officer who refuses to submit to a drug urinalysis test.

E. First Confirmed Positive Result For Regular Police Personnel

The following shall apply if a positive result is confirmed for the first time for regular police personnel.

1. The Personnel Officer shall notify the Chief of Police, the Inspector of the Internal Affairs Unit, and the regular employee's element commander on all confirmed positive results. Information on any positive result shall be restricted and confidential.
2. The element commander shall notify the regular employee and place the regular employee on leave in accordance with Civil Service Rules.
3. The Internal Affairs Unit shall initiate an investigation of a confirmed positive result and forward the completed investigation to the Disciplinary Review Board via the Deputy Chief of Police
4. Upon conclusion of the investigation, the disciplinary review process, and with the concurrence of the Chief of Police, the regular employee with a first confirmed positive result shall be instructed by the Personnel Officer to enter a department-approved drug/substance abuse treatment program immediately. The expenses for the program shall be the responsibility of the regular employee.

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5. The regular employee may not return to full duty until the drug/substance abuse treatment program has been completed satisfactorily and the regular employee has gained clearance from the City and County Physician. The regular employee may take an appropriate authorized leave while undergoing treatment.
6. While undergoing treatment, the regular employee may return to limited duty in an assignment that does not require being equipped with a firearm or the operation of a police vehicle provided that such assignments are available and the regular employee obtains a negative drug urinalysis test. The regular employee's element commander shall coordinate any request for limited duty status.
7. The regular employee must receive a negative drug urinalysis test and be cleared by the City and County Physician before being allowed to return to full duty.
8. If the regular employee is returned to full duty status, the regular employee shall be placed in the Mandatory Test Level B group for a period not to exceed 12 months.

F. First Confirmed Positive Result For Probationary Officers

The following shall apply if a positive result is confirmed for the first time for a probationary officer.

1. The Personnel Officer shall notify the Chief of Police, the Inspector of the Internal Affairs Unit, and the probationary officer's element commander on all confirmed positive results. Information on any positive result shall be restricted and confidential.
2. The element commander shall notify the probationary officer and place the probationary officer on leave in accordance with Civil Service Rules.


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3. The Internal Affairs Unit shall initiate an investigation for a confirmed positive result and forward the completed investigation to the Disciplinary Review Board via the Deputy Chief of Police.
4. Upon conclusion of the investigation and after a finding of a violation by the Disciplinary Review Board by a preponderance of evidence, the Chief of Police shall consider termination of any probationary employee with a first confirmed positive result.

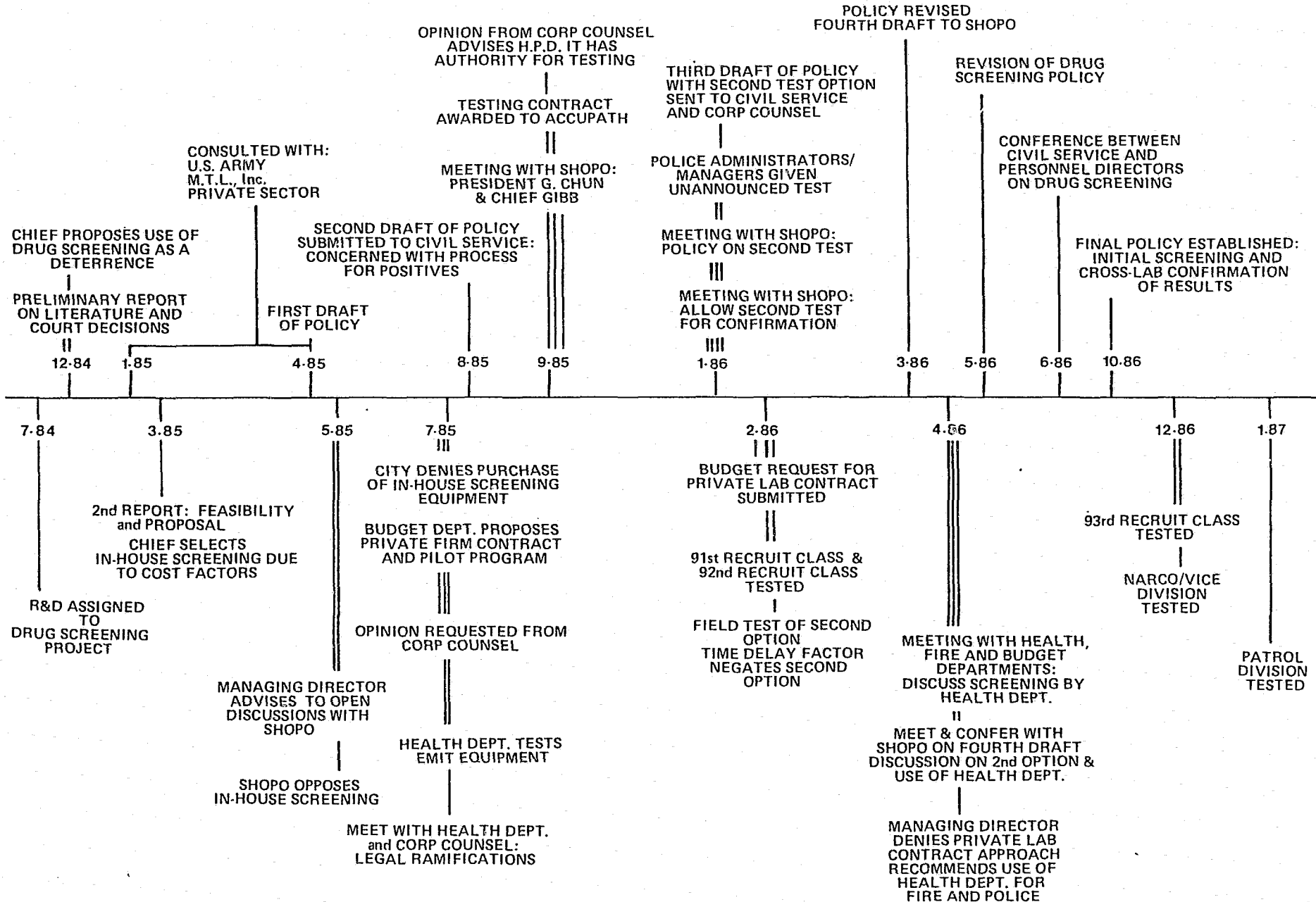
G. Second Confirmed Positive Result For Regular Police Personnel

The following shall apply if a positive result is confirmed for the second time for regular police personnel who have been processed for a confirmed first positive result.

1. The Personnel Officer shall notify the Chief of Police, the Inspector of Internal Affairs, and the regular employee's element commander on all confirmed positive results. Information on any positive result shall be restricted and confidential.
2. The element commander shall notify the regular employee and place the regular employee on leave in accordance with Civil Service Rules.
3. The Internal Affairs Unit shall initiate an investigation of a confirmed positive result and forward the completed investigation to the Disciplinary Review Board via the Deputy Chief of Police.
4. Upon conclusion of the investigation and after a finding of a violation by the Disciplinary Review Board by a preponderance of evidence, the Chief of Police shall consider termination of any regular employee with a second confirmed positive result.

  
DOUGLAS G. GIBB  
Chief of Police

# H. P. D. DRUG URINALYSIS PROGRAM



## DRUG URINALYSIS TEST GROUPS

### MANDATORY TEST LEVEL 'A'

FREQUENT TESTING

PERSONNEL OFFICER  
(PROGRAM ADMINISTRATOR)

ASSISTANT PERSONNEL  
OFFICER

OFFICERS ASSIGNED TO  
INTERNAL AFFAIRS

### MANDATORY TEST LEVEL 'B'

FREQUENT TESTING

INVESTIGATION OR AUTHORIZED  
HANDLING OF ILLEGAL DRUGS

HELICOPTER PILOTS AND/OR  
OBSERVERS

IMPROVISED EXPLOSIVE DEVICES  
TEAM MEMBERS

SPECIAL WEAPONS AND TACTICS  
TEAM MEMBERS

INITIAL PROBATIONARY STATUS

REFUSE TO SUBMIT TO TEST  
ADMINISTERED TO THEIR  
REGULAR GROUP ASSIGNMENT

OFFICERS WITH A FIRST  
CONFIRMED POSITIVE RESULT

### GROUP ASSIGNMENT TEST LEVEL

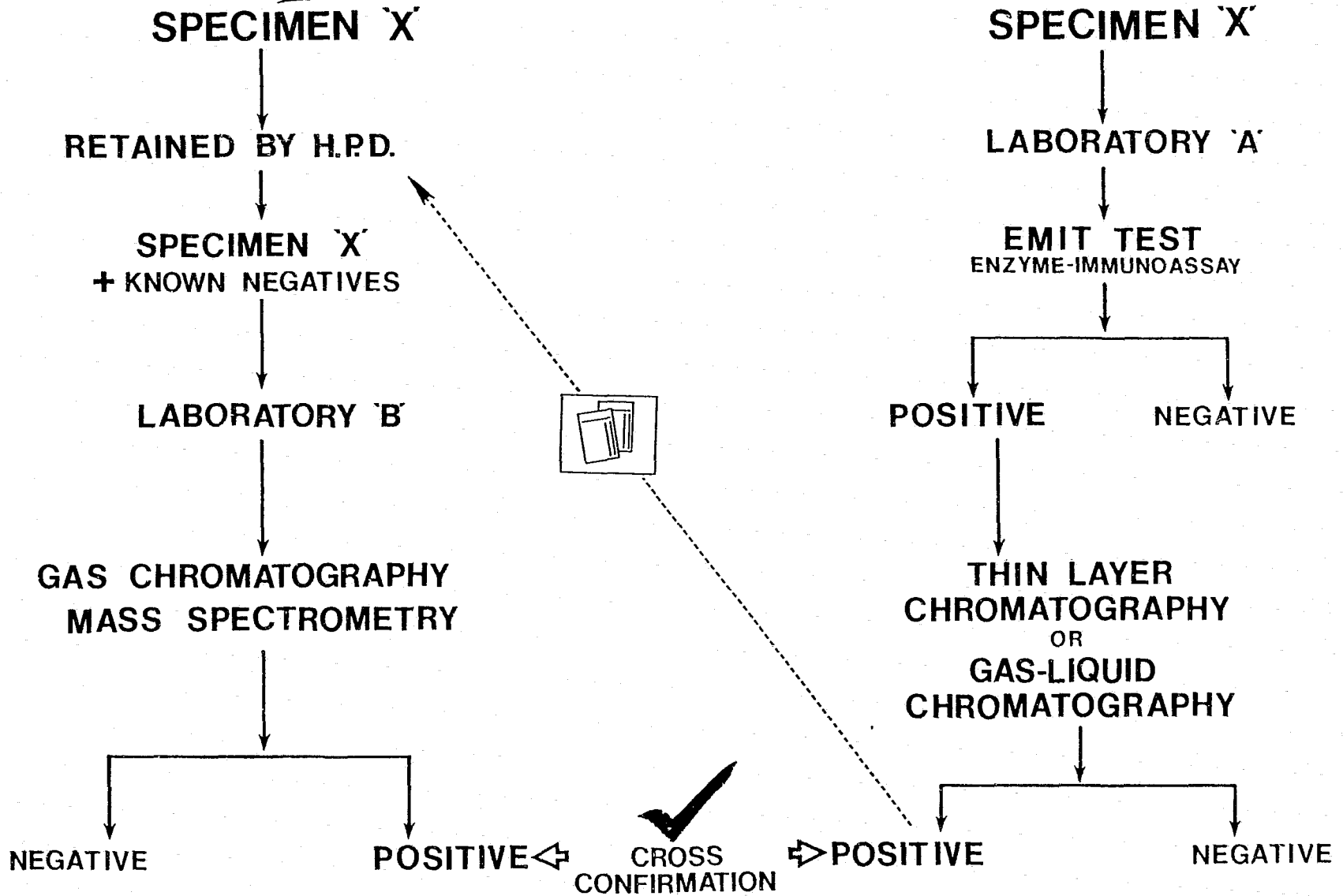
RANDOM SELECTION

ALL REGULAR OFFICERS NOT  
IN A MANDATORY TEST GROUP

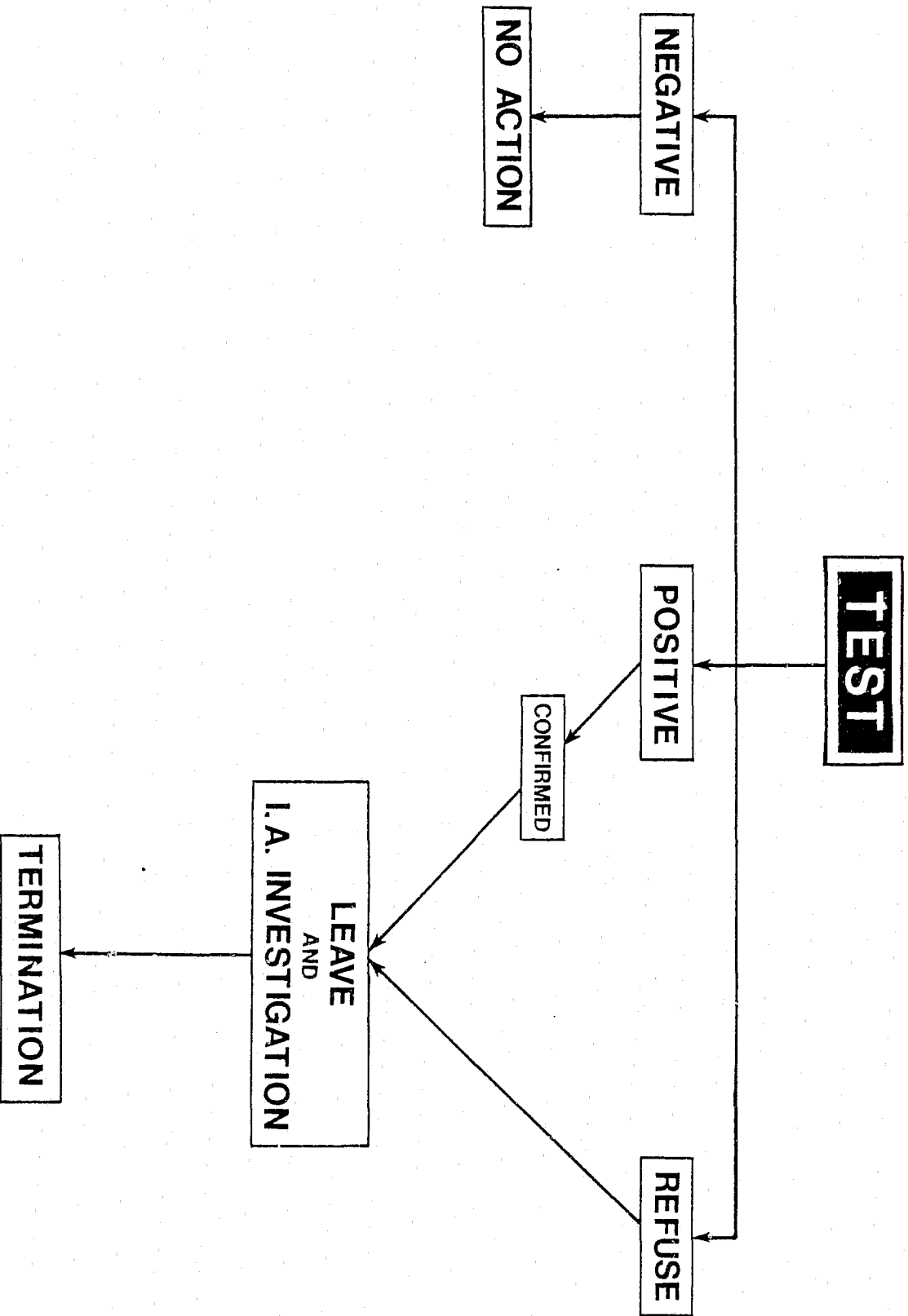


# TEST

SPLIT SPECIMEN

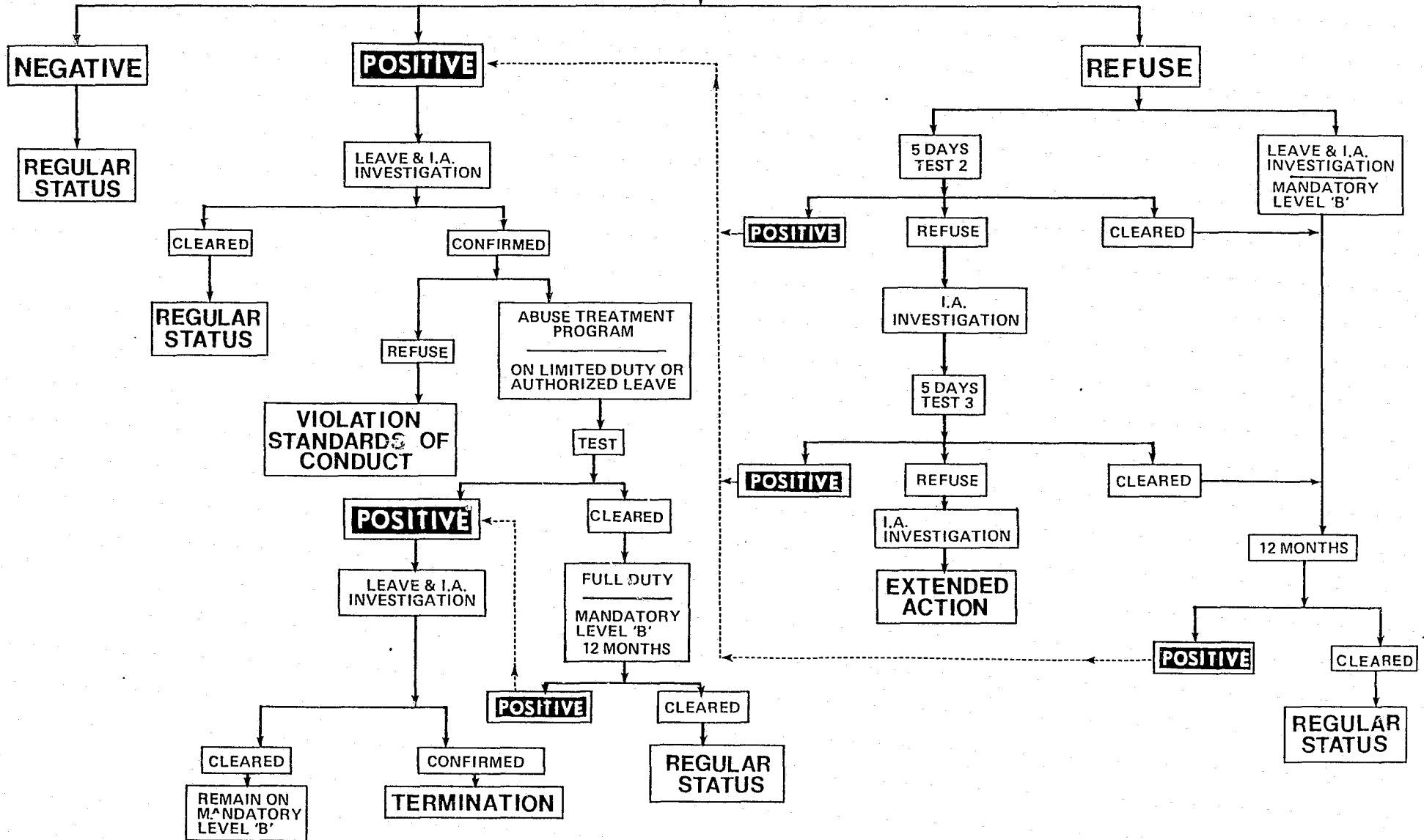


# PROBATIONARY EMPLOYEE



# REGULAR EMPLOYEE

## TEST



## EMPLOYEE PROCEDURES

**STEP 1:** NOTIFICATION and INSTRUCTIONS.

**STEP 2:** REPORT TO TEST SITE.

**STEP 3:** SIGN-IN. ISSUED BADGE, CONTROL NUMBER and TAGS.

**STEP 4:** OBTAIN SPECIMEN CUPS.

**STEP 5:** RENDER TWO SPECIMENS UNDER OBSERVATION.

**STEP 6:** SURRENDER SPECIMENS TO SPECIMEN CUP OFFICER.

**STEP 7:** REPORT BACK TO SIGN-IN TABLE and RETURN TO DUTY.

## **STEP ONE**

1. Notification that the urinalysis testing will commence.
2. Distribution of the procedures sheet and the release/medication form.
3. Review of the test procedures.
4. Review of the security procedures.
5. First 30 minutes of testing is set aside for female officers or 5 volunteers.
6. The officers are dismissed to their normal assigned duties.

## **STEP TWO**

1. The officer is called off the road and instructed to report to the test site.
2. The officer must check-in with his/her division coordinator.
3. If the officer is able to void, he/she is instructed to sign-in with the specimen log officer.
4. If the officer is unable to void, he/she is reminded that he/she has no more than 4 hours to return and render a specimen. The officer is dismissed and instructed to return to his/her normal assigned duties.

## STEP THREE

1. The officer is instructed to complete the release/medication form.
2. The officer gives the release/medication form to the specimen log officer.
3. The officer is asked to sign-in on the specimen log and is issued a control number.
4. The officer is issued a white badge with a control number.
5. The officer is asked to verify the control number on the white badge with his/her assigned control number.
6. The officer is issued two specimen cup evidence tags with control numbers.
7. The officer is asked to verify the control numbers on the evidence tags with his/her assigned control number.
8. The officer is instructed to report to the specimen cup table.

## **STEP FOUR**

1. The specimen cup officer shall ask the officer to sign-in for his/her specimen cups.
2. The officer is issued two bagged specimen cups and caps.
3. The officer is asked to remove the cups from the bags and to tightly cap each cup.
4. The officer is asked to surrender the specimen cups and the issued evidence tags.
5. The specimen cup officer shall secure the evidence tags to the cups and return the cups to the officer.
6. The officer is instructed to report to the laboratory observer.
7. If the cups are contaminated or defective, the specimen cup officer shall accompany the officer back to the sign-in table. The officer shall mark and bag all issued material so that they may be deleted from the test inventory. The specimen log officer shall issue the officer a new control number, badge and evidence tags.



## STEP FIVE

1. The laboratory observer shall remind the officer that he/she must deposit 30cc of urine in each specimen cup.
2. The laboratory observer shall accompany the officer into the restroom facility.
3. The laboratory observer shall instruct the officer not to flush the toilet before, during or after the specimen collection process unless instructed to do so.
4. The laboratory observer shall instruct the officer to uncap the specimen cups.
5. The officer shall void under the observation of the laboratory observer.
6. The officer shall be instructed to tightly cap and wipe dry each specimen cup.
7. The laboratory observer shall initial each specimen cup and accompany the officer out of the restroom facility.
8. The officer shall be instructed to report back to the specimen cup table.
9. If the officer is unable to render the required amount of specimen, the laboratory observer shall instruct the officer to deposit the specimen into the toilet, flush the toilet, rinse and wipe dry all used specimen cups. The laboratory observer shall accompany the officer out of the restroom facility and inform the specimen control officer that the testee must return to render another sample.

The specimen control officer shall accompany the officer back to the sign-in table. The officer shall mark and bag all issued material so that they may be deleted from the test inventory. The specimen log officer shall line-out the officer's name and inform the officer that he/she has no more than 4 hours to return and submit another specimen. The log officer shall instruct the officer to report back to his/her division coordinator.

The division coordinator shall note the time the officer was dismissed to return to duty. The division coordinator shall dismiss the officer back to his/her assigned duties.

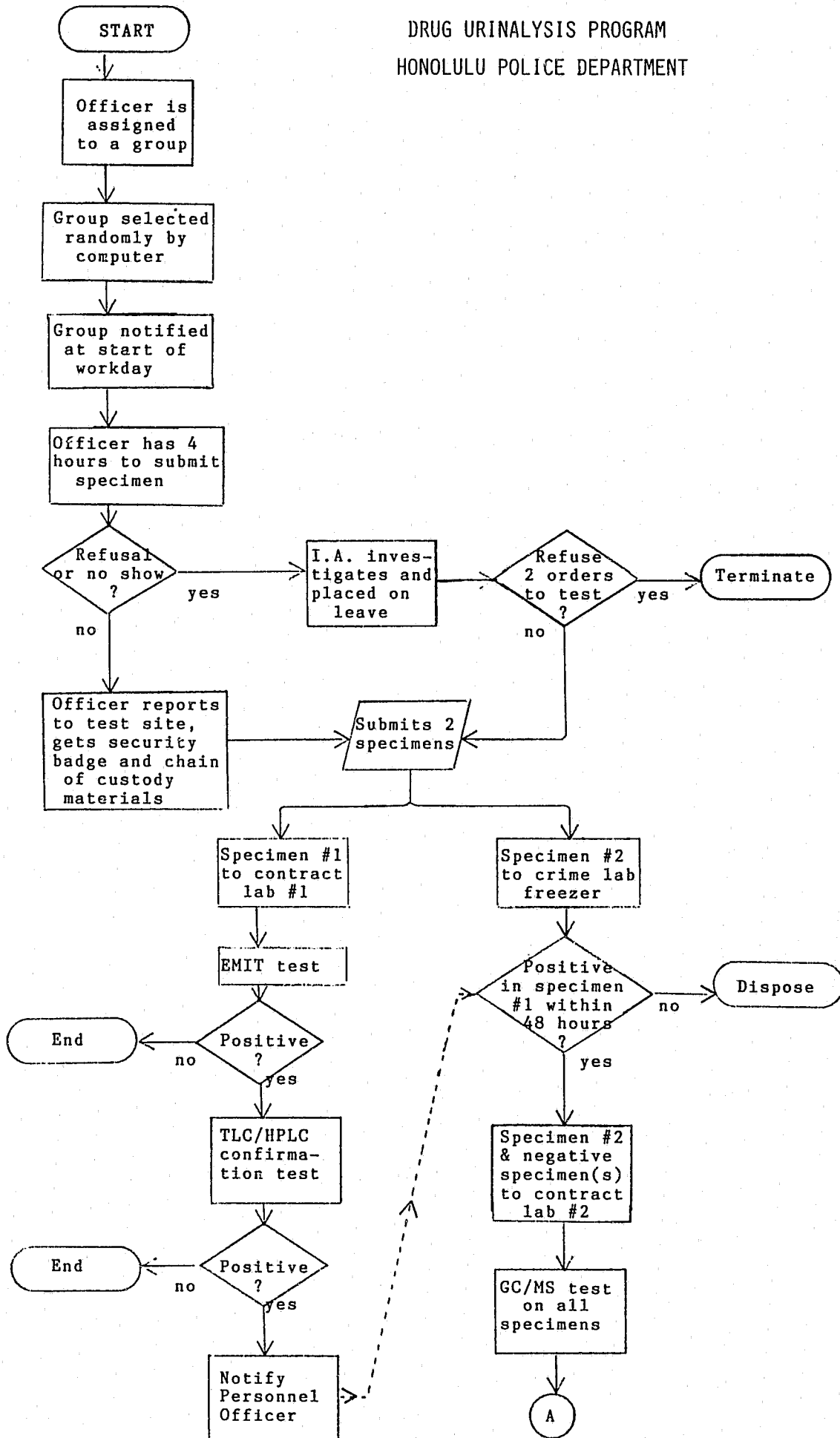
## **STEP SIX**

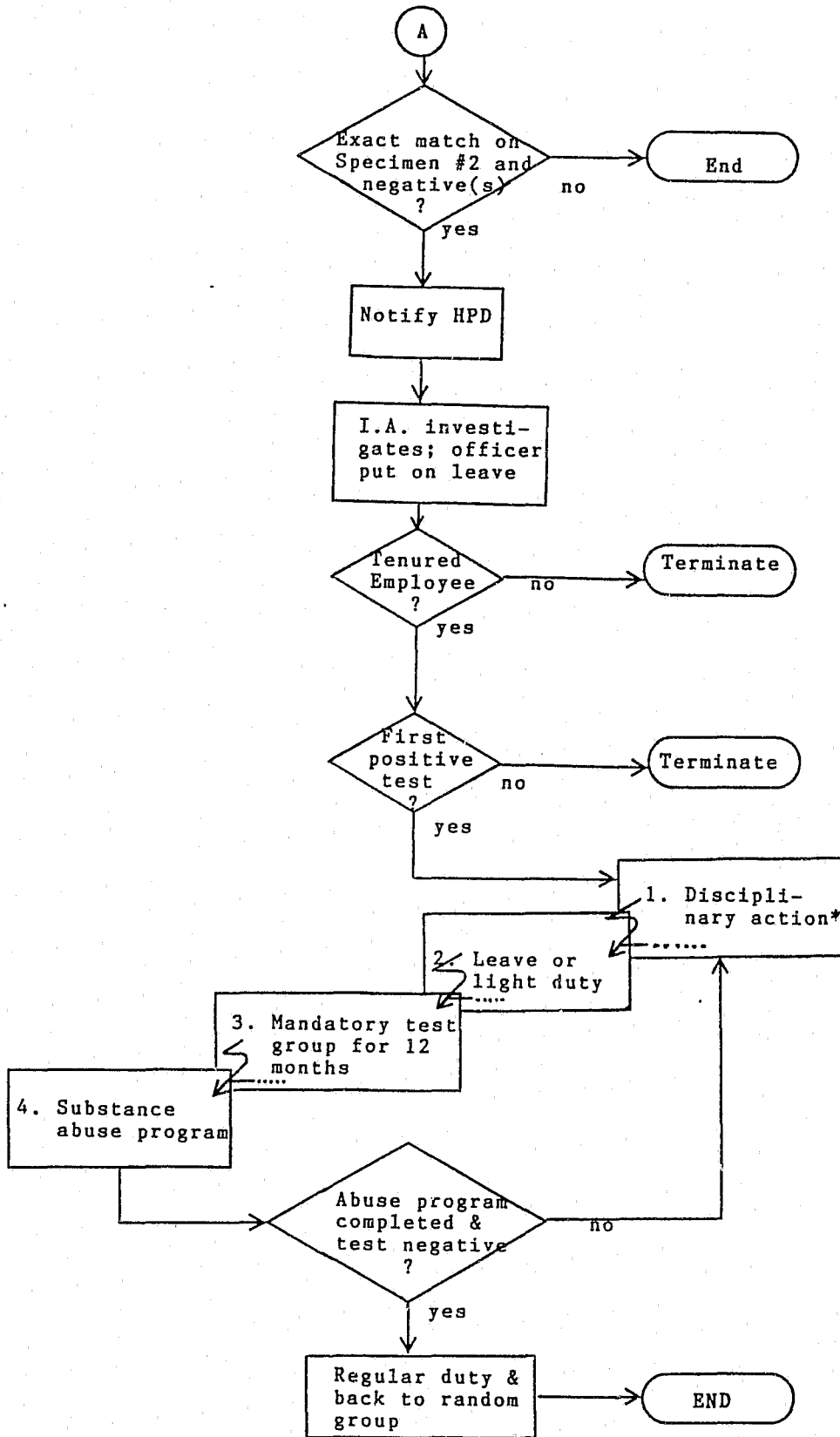
1. The specimen cup officer shall ask the officer to surrender his/her specimens.
2. The specimen cup officer shall note that the proper amount of specimen has been rendered in each cup.
3. The specimen cup officer shall initial the specimen cups.
4. The specimen cup officer shall attach a tamper-proof tape over the cup and cap of each specimen cup.
5. The specimen cup officer shall place one specimen in the laboratory transport carrier and one specimen in the H.P.D. transport carrier.
6. The officer shall be instructed to report back to the specimen log officer.

## **STEP SEVEN**

1. The specimen log officer shall ask the officer to surrender the issued white badge.
2. The specimen log officer shall void the badge.
3. The specimen log officer shall notify the division coordinator that the officer has completed the test.
4. The officer shall be instructed to report back to his/her normal assigned duties.

DRUG URINALYSIS PROGRAM  
HONOLULU POLICE DEPARTMENT





\*Grievance process can be initiated.

## DRUG URINALYSIS SCREENING PROGRAM PROCEDURES

After the test group and site have been selected, the program administrator shall notify all affected program personnel.

Please note that ONLY PERSONNEL (PROGRAM PERSONNEL AND TESTEES) WEARING BADGES WILL BE ALLOWED IN THE TESTING AREA ONCE THE TEST BEGINS. Only ONE TESTEE AT A TIME will be allowed in the testing area. This precaution should:

1. Eliminate any confusion as to who is being tested.
2. Ensure the security of each sample as it is submitted.
3. Offer as much privacy as is practical to each testee.
4. Allow coordinators to answer questions and give proper attention to each testee and especially those who have difficulty voiding.

### BLUE DYE

Assistant Chief Heaukulani has asked that a blue chemical dye for the water in the toilets be added to the procedures. Personnel Division will make the necessary recommendations on the type of dye that will be used.

Since the toilets at the test sites do not have accessible water tank, the blue dye must be added to the toilet water before each testee is admitted to the restroom. This function will be performed by the laboratory observer as part of the inspection process.

### SIGNS

To avoid confusion in directing testees, large signs will be made to identify the following:

- Intake Point and Sign-in table
- Specimen Cup table
- Specimen Collection table
- Female Restroom
- Male Restroom
- Do Not Enter, Secured Test Area

COLOR CODING

To ensure that white testee badges are not reused, testee badges will be numbered using a different colored marker during each test session.

BADGES

All personnel participating in the program will be issued a badge. Each badge will be color coded as follows:

1. RED: Personnel who are allowed to handle specimens. Red badges will be issued to:
  - a) Program Administrator (Personnel Officer)
  - b) Test Site Commander (IA Inspector)
  - c) Specimen Cup Control Officer (IA Detective)
  - d) Specimen Control Officer (Personnel Detective)
  - e) Laboratory Observer
  
2. YELLOW: Personnel who will be observing or coordinating the test sessions. Program personnel who have been issued yellow badges will not handle specimens. Yellow badges will be issued to:
  - a) Quartermaster (Finance Executive Officer)
  - b) Intake Point Officer (Training Executive Officer)
  - c) Specimen Checkpoint Log Officer (IA Detective)
  - d) Exit Point and Perimeter Security Officer (CR Executive Officer)
  - e) Female Coordinator (Female Personnel Detective)
  - f) Authorized Observers (Staff and SHOPO)
  - g) Procedures Officer (R&D Research Analyst)
  - h) Division Coordinator
  
3. WHITE: Testees. Testees will not be allowed to retain their badges. If a testee is unable to void after being issued a badge, the badge shall be returned to the specimen checkpoint log officer for disposal.

STEP I: Securing Testing Area

Internal Affairs shall be responsible for securing the test site area. This includes:

1. Checking all restroom facilities to verify that they are free of any contraband and non-program personnel.
  
2. Depositing a blue chemical dye into each toilet that will be used for the first testee. Thereafter, the dye will be added to the toilet water by the laboratory observer.

3. Overseeing the positioning of equipment and supplies that will be used during the test period.

The test site commander and the quartermaster shall develop an equipment and supplies checklist for the testing program. This list shall include the following:

- a) Stanchions, "DO NOT ENTER, SECURED TEST AREA" signs, and cords required for all exit/entry points for each site.
  - b) Large signs, tables and chairs for "INTAKE & SIGN-IN" point, "SPECIMEN CUP" point, "SPECIMEN COLLECTION" point, "FEMALE" restroom, and "MALE" restroom, etc.
  - c) Blue dye.
  - d) Colored markers to enter control numbers on the white badges (different colored markers will be used for each test session to eliminate any discrepancies on re-using white badges).
  - e) Pens, labels, cups, tamper-proof tape, specimen control sheet, etc.
  - f) Screens or mirrors for female and male restrooms.
  - g) Pre-numbered sign-in sheets. The sign-in sheets shall be pre-numbered with the control numbers typed in.
  - h) Notifying the division coordinator and requesting that he/she present a personnel roster for use during the testing period.
  - i) Other equipment and supplies as required.
4. Cording-off the test site and posting signs at every possible exit/entry point which warn personnel not to enter the test site area. Since there are nuances associated with each test site, IA and the exit point and perimeter security officer must develop security plans for each area. In developing these plans, it is essential that the following be consider:
    - a) All possible exit/entry points are corded-off and signs posted;
    - b) There are separate facilities for male and female testees; and
    - c) Maximum consideration is given to maintain privacy for the testee.

Once the test area is secured and all necessary equipment and supplies have been positioned, the exit point and perimeter security officer shall ensure that the boundaries of the area are not violated. Under no circumstances shall the exit point and perimeter security officer allow personnel into the secured test area. If approached by personnel wearing program badges, the exit point and perimeter security officer shall direct them to the specimen checkpoint log officer or the intake point officer.



STEP II: BRIEFING THE DIVISION COORDINATOR AND SHOPO OBSERVER

The specimen checkpoint log officer shall issue a yellow badge to the division coordinator. After issuing a yellow badge to the division coordinator. The specimen checkpoint log officer or the specimen control officer shall "walk through" the testing procedures with the division coordinator. The division coordinator shall verify that the test area has been secured and that the restrooms have been cleared of all contraband.

If an authorized observer from SHOPO is present, the specimen checkpoint log officer shall issue the observer a yellow badge. The authorized observer from SHOPO shall be briefed on procedures and asked to verify the secured restrooms and perimeters.

During the test period, the division coordinator and the SHOPO authorized observer shall not be allowed to pass beyond the intake point and sign-in table without first gaining permission from the specimen checkpoint log officer.

When the division coordinator or the SHOPO authorized observer enter the test site, they shall be accompanied by the specimen checkpoint log officer. The intake point officer shall secure the intake point and sign-in table. At this time, testing procedures shall be temporarily suspended. No new testee shall be allowed to sign-in until the division coordinator or the SHOPO authorized observer have returned to the intake point and sign-in table.

STEP III: Test Announcements

The divisional urinalysis coordinator shall:

1. Announce the beginning of the urinalysis test program.
2. Distribute the testee procedures sheet to all officers.
3. Announce that the first 30 minutes of the test period will be set aside for female officers. Thereafter, all officers will be called off the road.
4. If there are no females in the test group, the divisional urinalysis coordinator shall set aside the first 30 minutes of the test period for 5 volunteers.

Before the officers are dismissed or allowed to report to the test site, the specimen control officer and female coordinator shall:

1. Review the test procedures with the officers. This review shall highlight:
  - a) Security procedures that shall be enforced during the test period (i.e., no one will be allowed into the test area without a badge, only one testee at a time will be allowed in the test area, etc.).

- b) If a testee is unable to void, he/she will be allowed 4 hours to return and render a specimen. The 4-hour return time begins when the testee is first called off the road to render a specimen. It does not apply to the 30 minutes allowed at the beginning of the test period which has been set aside for the female officers.
  - c) Procedures that shall be followed when a testee is unable to void before he/she enters the test area, after he/she enters the test area, the amount of specimen required, if less than the required specimen is rendered, contamination of specimen cups, voiding control numbers/white tags/cups, etc.
2. Assure the officers that every attempt has been made to maximize their privacy while maintaining the integrity of the samples submitted.
  3. Instruct the officers not to flush the toilets before, during, or after the test unless instructed to do so.
  4. Call for questions.

The divisional urinalysis coordinator shall dismiss his/her officers. Female officers shall be allowed to report to the test area to render specimens. If they are not able to submit their samples at that time, they shall be directed to report to their normal assignments and called-off the road with their fellow officers.

After 30 minutes, the divisional coordinator shall begin to call officers off the road. No more than 5 officers shall be called off the road at any one time. Officers shall be directed to report to the test area.

STEP III: Testing Procedure Rules

- Rule #1: Only one testee at a time will be allowed in the test area.
- Rule #2: Only personnel wearing badges will be allowed in the test area.
- Rule #3: Once the test area is secured, all personnel are to enter and exit through the Intake Point and Sign-in Security point.
- Rule #4: Only program personnel wearing red badges will be allowed to handle specimens.
- Rule #5: Every effort shall be made by program personnel to minimize the anxieties of the testees. This shall include reassuring testees that every effort has been made to maximize their comfort and privacy while maintaining the integrity of the specimen.

- Rule #6: If there are any questions or the expression of undue stress or anxiety on the part of the testee, the testee shall be directed to the specimen control officer or the female coordinator.
- Rule #7: Off-colored remarks or any indication of sexual harassment/non-professional behavior will not be tolerated in or near the test area. Please refer to Special Order 87-7, Sexual Harassment.
- Rule #8: Unless instructed to do otherwise, program personnel shall remain at their assigned posts.

STEP V: Testing Procedures

1. When the testee is called off the road, he/she shall be instructed to report to the test area and the division coordinator.
2. The division coordinator shall record the time at which the testee reports to the test area.
3. The division coordinator shall ask the officer if he/she is able to void.
  - a) If the officer is unable to void at that time, the officer will be:
    - 1) Informed that he/she has no more than 4 hours to return to be tested.
    - 2) Directed to report back to his/her regular assignment.
  - b) If the officer is able to void, he/she will be directed to the specimen checkpoint log office.
4. The specimen checkpoint log officer shall ask the testee to complete the release form which is attached at the end of the testee information sheet. The release form shall include ample space for the testee to record all medication that he/she is taking.
5. The specimen checkpoint log officer shall:
  - a) Ask the testee to sign-in.
  - b) Issued a white badge with a control number to the testee.
  - c) Ask the testee to verify the control on the badge with his/her control number on the sign-in sheet.
  - d) Issue two specimen cup tags (one red evidence tag and one black evidence tag) with the required information completed by the specimen checkpoint officer.
  - e) Ask the testee to verify the control number on the specimen cup evidence tags with his/her control number on the sign-in sheet.

- f) Ask the testee to initial each specimen cup evidence tag to indicate that the control numbers have been verified.
  - g) Instruct the testee to report to the specimen cup table.
6. Only one testee at a time will be allowed beyond the intake point.
7. While at the specimen cup table, the specimen cup control officer will issue the testee two bagged, sealed specimen cups.
- a) The testee shall be asked to sign for the acceptance of the bagged specimen cups.
  - b) The testee will be instructed to remove the specimen cups from the sealed bags and tightly cap each specimen cup.
  - c) The specimen cup control officer shall ask the testee to surrender the cups and specimen cup evidence tags.
  - d) The specimen cup control officer shall attach a specimen cup evidence tag to each specimen cup.
  - e) The specimen cup control officer shall return both cups to the testee.
  - f) The specimen cup control officer shall instruct the testee to place the cups into the plastic bags.
  - g) The specimen cup control officer shall remind the testee that he/she must deposit 30cc urine in each specimen cup.
  - h) The specimen cup control officer shall direct the testee to report to the female laboratory observer (female testees) or the male laboratory observer (male testees).

Note: If for some reason, there is a problem with affixing a specimen cup evidence tag to a specimen cup or if the cups should be contaminated in any way (i.e., falling on the floor):

- a) The specimen cup control officer will accompany the testee back to the intake point table.
- c) The specimen cup control officer shall inform the specimen checkpoint log officer that the issued specimen cup evidence tags and cups must be deleted from the inventory.
- d) The specimen checkpoint log officer shall ask the testee to mark both cups with a permanent marker to indicate that they are voided from the inventory. The testee shall then deposit the voided items (badge, cups, caps and evidence tags) in a bag and seal the bag.
- e) The specimen checkpoint log officer shall line out the testee's name from the sign-in sheet and ask the testee to initial the line-out.

- f) The specimen checkpoint log officer shall ask the testee to sign-in again.
- g) The specimen checkpoint log officer shall issue the testee a new white badge, control number and completed specimen cup evidence tags.
- h) The specimen cup control officer shall accompany the testee back to the specimen cup sign-in table.

8. The observers shall:

- a) Accompany the testees into the restroom facility.
- b) Instruct the testee to deposit no less than 30cc of urine in each cup.
- c) Inform the testee that he/she may either void in both cups or use one cup. If one cup is used, the testee will be instructed to divide his/her specimen between the cups.
- d) Instruct the testee not to flush the toilet before, after or during the specimen collection process.
- e) Ensure that there is at least 30cc of urine in each cup.
- f) Ensure that the specimen provided is not contaminated or altered in any way by observing the testee during the entire voiding process.
- g) Instruct the testee to tightly cap each sample.
- h) Instruct the testee to wipe the outside of each cup.
- i) Initial each specimen cup label in the appropriate block.
- j) Check the toilet area to ensure that it is free of any contraband or contaminants.
- k) Flush the toilet.
- l) Replenish the blue dye.
- m) Accompany the testee out of the restroom facility.
- n) Instruct the testee to report to the specimen control officer.

Note: If an insufficient amount of urine is collected:

- a) The laboratory observer shall ask the testee to pour the specimen into the toilet and to flush the toilet.
- b) The laboratory observer shall ask the testee to rinse out each used cup.
- c) The laboratory observer shall ask the testee to wipe each cup.
- d) The laboratory observer shall accompany the testee out of the restroom.
- e) The laboratory observer shall inform the female coordinator or the specimen control officer that the testee was unable to render the proper amount of specimen.

- f) The female coordinator or the specimen control officer shall accompany the testee back to the intake point table.
  - g) The female coordinator or the specimen control officer shall inform the specimen checkpoint log officer that the testee was unable to render the proper amount of specimen.
  - h) The specimen checkpoint log officer shall ask the testee to mark all issued cups, specimen cup evidence tags and badges to indicate that they are void and deleted from the test.
  - i) The testee shall then deposit the voided items into a bag and seal the bag.
  - j) The specimen checkpoint log officer shall line out the testee's name from the sign-in sheet.
  - k) The specimen checkpoint log officer shall ask the testee to initial the line-out.
  - l) The specimen checkpoint log officer shall inform the testee that he/she has 4 hours to return and render another specimen.
  - m) The specimen checkpoint log officer shall inform the division coordinator that the testee was unable to furnish the required specimen.
  - n) The division coordinator shall instruct the testee to return to his/her assigned duties.
  - o) The division coordinator shall note the discrepancy in the roster.
9. The specimen control officer shall accompany the testee to specimen collection table.
10. The specimen cup control officer shall:
- a) Ask the testee to surrender both specimens.
  - b) Insure that all specimens are securely capped.
  - d) Attach the tamper-proof tapes to each cup.
  - e) Deposit one specimen cup in the laboratory transport container.
  - e) Deposit one specimen cup in the HPD transport container.
  - f) Instruct the testee to sign the specimen return form.
  - g) Instruct the testee to report back to the specimen checkpoint log officer.
11. The specimen checkpoint log officer shall retrieve and destroy the testee's white badge.
12. TESTEES UNABLE TO VOID

Once a testee is admitted to the test area and is unable to void he/she should be instructed to report back to the specimen checkpoint log officer. The specimen checkpoint log officer shall:

- a) Instruct the testee to mark with a permanent marker all issued material. This includes the white badge, specimen evidence tags, and specimen cups. NO MATERIAL ISSUED TO A TESTEE SHALL BE REUSED OR "SAVED" FOR LATER USE.
- b) Instruct the testee to deposit all used material into a bag and to seal the bag. This will allow an audit trail for all items issued and voided.
- c) Line out the testees name from the sign-in sheet.
- d) Ask the testee to initial the line-out.
- e) Inform the testee that he/she has no more than 4 hours to return to be tested.
- f) Inform the testee that he/she must sign-in again and that he/she will be issued a new badge and control number.
- g) Inform the division coordinator that the testee was unable to complete the test procedures and therefore must be recalled.

13. CULMINATION OF TESTING

- a) During the test period the specimen cup control officer will keep in his/her custody all specimen cups.
- b) As each pair of specimens is submitted, the specimen cup control officer shall segregate the specimens.
- c) At the end of the test period the specimen cup control officer shall prepare the proper chain of evidence forms, turning over the specimens marked with the red evidence tags to specimen control officer. The specimens marked with the black evidence tags shall be turned over to the testing laboratory supervisor.

14. PERIODIC INSPECTION OF RESTROOM FACILITIES

- a) The male restroom facility shall be periodically inspected by the specimen control officer.
- b) The female restroom facility shall be periodically inspected by the female coordinator.
- c) Restrooms shall be inspected to ensure that the blue dye has been deposited in the toilet, the restroom facility is tidy and there is no contraband in the restroom.

DRUG URINALYSIS SCREENING PROGRAM  
PROCEDURES FOR TESTEES

Your cooperation will be required throughout the collection to ensure a smooth and expeditious processing of all employees. Refrain from unnecessary talking and off-color remarks; non-professional behavior will not be tolerated. Do not leave the testing area without proper clearance from the division coordinator.

Please review the following procedures. Should you have any questions, feel free to ask any of the program personnel for clarification:

1. You will be called off the road and informed to report to the test site.
2. Only one testee at a time will be allowed in the testing area to ensure security and afford as much privacy as is practical.
3. Pay attention to all instructions and posted signs to minimize confusion and mistakes.
4. Do not approach the specimen checkpoint desk until instructed to do so by your division coordinator.
5. When instructed, present your police identification card to the coordinator.
6. If you are able to void, you will be instructed to sign in with the specimen checkpoint log officer.  
  
If you are unable to void, you will be instructed to return to your normal assigned duty, and must return to the test site within four hours to render a specimen.
7. You will be instructed to complete the release/medication form and turn it in to the specimen checkpoint log officer.
8. You will be instructed to sign in on the specimen log and be issued a control number, white badge, and two evidence tags. You will be asked to verify the information on the log and tags, and required to initial the tags and sign the log. You will then be instructed to go to the specimen cup table.
9. The specimen cup officer will issue you two bagged specimen cups and caps. You must sign for them.
10. You will be instructed to remove the cups from the bags and to tightly cap each cup.



11. The specimen cup officer shall secure the evidence tags to the cups for you and return them to you.

If at any time, the cup(s) is contaminated or defective, the specimen cup officer shall accompany you back to the sign-in table. You will be instructed to mark and bag all issued material so they may be deleted from the test inventory. The specimen checkpoint log officer shall issue you a new control number, badge, and evidence tags.

12. When instructed by the laboratory observer, proceed to the designated restroom to deposit your urine sample in the specimen cups.
13. You are not to flush the toilet before, during, or after the specimen collection process unless instructed by the observer to do so.
14. The laboratory observer will ensure the specimen provided by you is not contaminated or altered in any way by observing you urinate into the specimen cups.
15. You will be required to deposit 30cc of urine in each specimen cup.

If you are unable to render the required amount of specimen, the laboratory observer will instruct you to deposit the specimen into the toilet, rinse, and wipe dry all specimen cups.

The specimen control officer shall accompany you back to the sign-in table, to delete all issued material from the test inventory.

The specimen checkpoint log officer will inform you that you have no more than four hours to return and submit another specimen.

The division coordinator shall note the time you were dismissed to return to duty.

16. After depositing the required amount of urine, you will be instructed to tightly cap and wipe dry each specimen cup.
17. The laboratory observer shall initial each specimen cup and accompany you out of the restroom to the specimen control officer. The specimen control officer shall accompany you back to the specimen cup table.
18. The specimen cup officer shall note the amount of specimen rendered in each cup, initial the cups, and apply a tamper-resistant tape over the cap and cup of each specimen cup.
19. You will be required to initial the specimen return form, after observing the above procedures.

20. You will be instructed to report back to the specimen checkpoint log officer to surrender the issued white badge.

21. The division coordinator shall instruct you to report back to your normal assigned duties.

I have read and fully understand the requirements of the above procedures:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date/Time

I am currently taking the below medication(s):

Medication

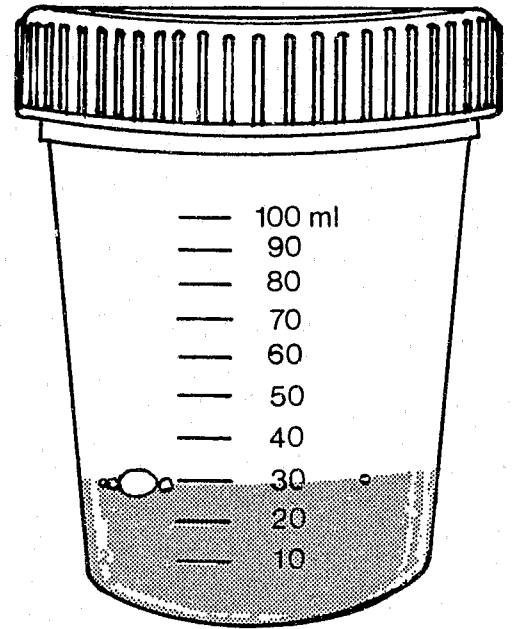
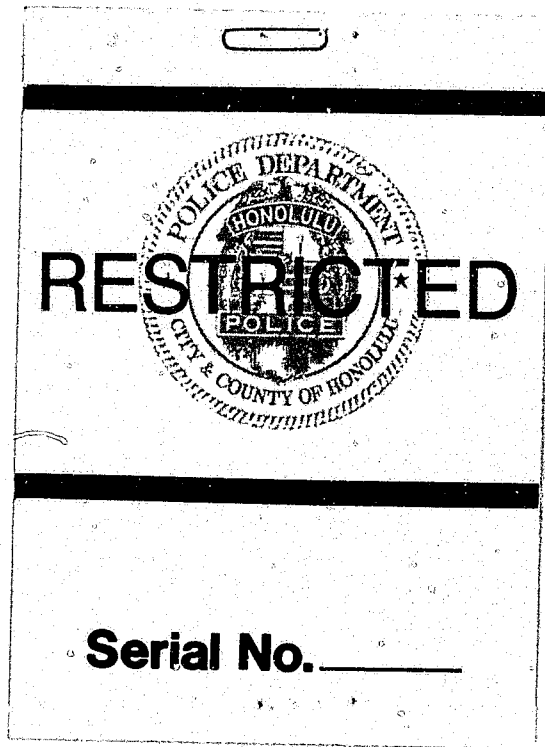
Purpose

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Division

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date/Time

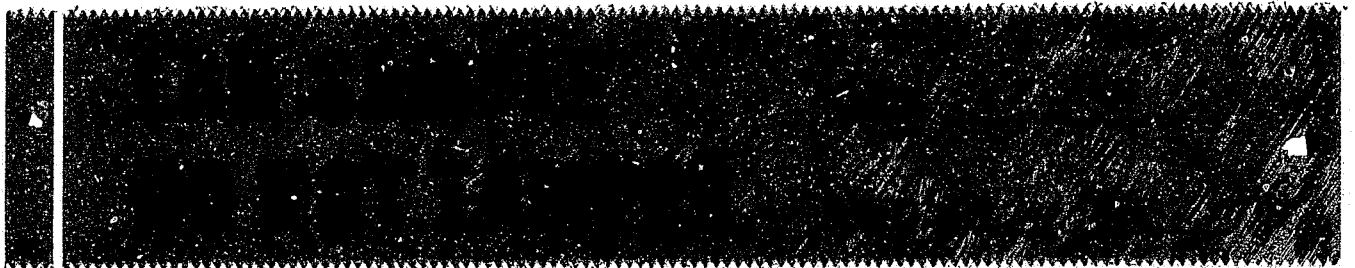


ACTUAL SIZE

DATE		
INITIALS:		
DEPT.	LAB	OFFICER

OFFICER'S I.D. NO.

CONTROL NO.











THE DRUG URINALYSIS PROGRAM OF THE HONOLULU POLICE DEPARTMENT

- Q U E S T I O N S     A N D     A N S W E R S -

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Administrative Bureau, Honolulu Police Department, November 1986

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Q. WHAT IS THE REASON FOR A DRUG TESTING PROGRAM?

A. There are two primary reasons: 1) public expectations regarding professionalism and integrity, and 2) public safety concerns.[1]

Because of unfortunate drug related incidents involving police officers reported in 1984, our credibility to enforce drug laws was in question. Drug testing is seen as a method to restore that credibility.

The public safety concern stems from recent court decisions that hold police departments responsible to ensure that its officers are fit to carry guns. In one particular decision in New York, the court was of the opinion that the city could be found liable in a shooting incident wherein the city "failed to address itself with due diligence to the problem of reasonably ensuring that police officers are fit to carry guns without endangering themselves or the public" Bonsignore v. City of New York, 521 F. Supp. 397, (2nd Cir. 1981).

Q. WILL THE TEST BE COMPULSORY FOR ALL OFFICERS?

A. All sworn personnel will be subject to the drug testing. There will be three test categories--two will be mandatory test categories and consist of officers who will be required to be tested frequently. Officers in these categories include the Personnel Major and Captain; Internal Affairs sworn personnel; officers directly involved in the investigation or authorized handling of illegal drugs; helicopter pilots and observers; bomb technicians; canine handlers; SWAT members; those on initial probationary status; officers who refuse to submit a urine sample, and officers who receive a confirmed positive result for the first time.

The third category will include all other officers who will be tested at random.

Q. HOW DOES ASSIGNMENT TO A RANDOM CATEGORY WORK?

A. Officers in the random category will automatically belong to a random group based on their departmental assignments. These random groups are given reference numbers. For example, Watch B



of District II is assigned Reference Number 21. There are 22 random groups at present which could increase as the department grows in personnel strength.

Q. HOW WILL THE RANDOM SELECTION WORK?

A. The selection of a random group will be by a probability sampling process known as simple random selection with replacement. [2] A computer-generated file of random numbers or a statistical table of random numbers can be used. The purpose is to ensure that each random group has an equal probability of being selected or not selected each time a drug test is initiated.

Q. WILL ALL PERSONNEL IN A RANDOM GROUP BE TESTED?

A. Probably not. Only personnel on duty and who are notified at the time the specimens are to be collected will be subject to testing. You will be notified verbally when you report to work.

Q. HOW MUCH ADVANCE NOTICE WILL BE GIVEN?

A. The division commander will be given less than 48 hours notice.

Q. HOW MUCH TIME WILL BE ALLOWED FOR ME TO GIVE A SPECIMEN?

A. After a verbal notification by a supervisor, you will have 4 hours to submit a urine specimen.

Q. WHAT IF I MISS THE 4-HOUR CUTOFF TIME?

A. An administrative investigation will be initiated on any officer who fails to submit a specimen within 4 hours after being notified.

Q. WHERE WILL WE HAVE TO GO TO GIVE A SPECIMEN?

A. In general, the contract private firm will come to the job site of the random group that is selected to be tested. Under some circumstances, personnel may be referred to the private laboratory.

Q. WHY IS THERE WHOLESALE RANDOM TESTING INSTEAD OF TESTING BASED ON PROBABLE CAUSE?

A. Reasonable belief or suspicion is the language used in urinalysis testing. For example, in Turner v. Fraternal Order of Police, 500 A.2d 1005 (D.C. App. 1985) the court said that suspected drug use "must be construed here as requiring a reasonable objective basis..." and the court upheld the Washington, D.C. police department's urinalysis program.

The I.A.C.P. guidelines uses the reasonable objective basis as a standard to include involvement in traffic accidents and a drop in work production as indicators that may warrant a drug test.[3]

The Boston Police Department uses reasonable suspicion as its standard that includes a "tip" or "informant." [4]

The New York Police Department uses reasonable basis in its procedure based on Amalgamated Transit v. Suscy, 538 F.2nd 1267 (7th Cir. 1976) wherein urine testing was upheld on reasonable grounds--drivers involved in serious accidents was considered reasonable grounds.

It should be noted that the Department of Civil Service, City & County of Honolulu, is proposing a city-wide drug test policy that utilizes reasonable suspicion as its standard.

H.P.D. administrators did consider a reasonable grounds method over random testing. It was not selected as a method because it leaves too much to human judgmental decisions that could be perceived as arbitrary. This position could change if future circumstances should warrant it but, not before it has been discussed with SHOPO.

Q. HOW OFTEN WILL A RANDOM GROUP BE SELECTED?

A. The number of times your random group will be selected is unknown beforehand. A random process is like a lottery--it operates on pure chance instead of human judgmental decision. Your random group could be selected every time or not at all throughout the year. That's the "luck of the draw."

Q. WHAT IF I'M TESTED IN ONE GROUP THEN TRANSFER TO ANOTHER DIVISION THAT IS SELECTED THE NEXT TIME, WILL I HAVE TO BE TESTED AGAIN?

A. Yes. The randomness is by group assignment, not by individual names. You could also transfer out a day before the test each time and never be tested. That is the chance factor of randomness.

Q. WHO WILL BE DOING THE TESTING?

A. The specimen collection and urinalysis tests will be by private firms on contracts with the department. Our standards require three separate tests. Two separate tests will be by the first private laboratory. Another separate test will be by a second private lab that is independent of the first lab. The second lab is a cross check of the first lab's finding of a positive result.

Q. WHAT KINDS OF TESTS WILL THE LABS CONDUCT?

A. The first screening test will use the EMIT process that employs an enzyme-immunoassay technique.[5] Any positive results from the EMIT must be confirmed by a chromatography technique. This will be a Thin Layer Chromatography (TLC) or a Gas-Liquid Chromatography (GLC) which allows for separation and identification of drugs.[6] The third test will confirm the findings of the second test and must be by a Gas Chromatography/Mass Spectrometry (GC/MS). The GC/MS will "determine the molecular weight and confirm the identity of the compound" and "gives excellent accuracy, reliability, and sensitivity." [7]

Q. WHAT ABOUT THE FALSE-POSITIVES OF URINALYSIS THAT HAVE BEEN ARGUED IN THE PRESS?

A. False-positives have been traced to three primary factors: 1) poor quality control in the handling of specimens, 2) a low threshold setting, and 3) the lack of an adequate confirmation test.[8]

To protect against quality control errors, two specimens will be taken from you by an observer (observer will be of the same sex as the officer). You will observe the sealing of both specimens with tamper-proof labels. One specimen goes to the private lab. The police department will retain and freeze the second specimen in a secure location.

If the private lab reports a positive result, the frozen sample at H.P.D. that matches the control number of the positive result will be sent to a different private lab by the H.P.D. Personnel Officer. In addition, at least 10 percent of frozen specimens that had negative results will be sent along with the other specimens to the second lab. Only personnel in the Personnel Division involved in drug testing will know which samples are positive or negative. The second private lab must report the same result as the first private lab for each positive and negative specimen sent to them.

In the setting of low thresholds, the EMIT is sensitive enough to report a positive of someone who had secondary or passive inhalation which could happen, for example, at a burn site of marijuana in a Green Harvest operation. To avoid this, the threshold or sensitivity level will be set at very high levels which will give positive results that can only be interpreted that the drug has been ingested in the blood.[9] For example, the level for THC (marijuana) content in the H.P.D. program will be set at 100 nanograms for the detection of drug metabolites in the urine sample.[10] A reading of 75-80 nanograms can be interpreted as coming from a user and 20-25 nanograms from passive inhalation. In comparison, the Pentagon will allow 75 nanograms as a threshold.[11]

With regard to the confirmation test, the GC/MS result by a certified operator is the most reliable state of the art and is acceptable in court for the identification of drugs in a urine sample.[12] Other programs that had problems did not use the GC/MS because of its high cost to purchase or contract out and the need for highly trained operators.

Q. WHAT ABOUT THE REPORT OF THE SOLDIER WHO DRANK "INCA" HERBAL TEA AND HAD A POSITIVE READING?

A. The "Inca" brand tea from coca leaf is no longer available for purchase in the United States. Before coca-leaf herbal tea can be sold in the U.S., it must go through a cocaine-derivative extraction process in accordance with Federal Drug Administration regulations.[13] The packaging will generally indicate this. If you have herbal tea that has not gone through this process then you are in violation of federal and state drug laws.

Q. WHAT ABOUT THE POPPY SEED POSITIVE READING CONTROVERSY?

A. It is possible for someone who consumed sufficient quantities of European-type poppy seeds to show a positive urine result for opiate derivatives at trace or low levels. However, U.S. drug testing laboratories have not reported positive readings based on poppy seed consumption tests.[14] In any event, our specifications in the contract with the testing lab will eliminate any possibility for an opiate derivative false-positive.

Q. ARE THERE ANY OTHER FOODS OR MEDICATIONS THAT CAN CAUSE A FALSE POSITIVE RESULT?

A. In general, no. There are some medications with similar chemical structures that could produce positive results in certain types of tests. However, these medications and their interference levels have been tested on the EMIT system. None of the foods and medications tested have been found to produce a false positive in the cannabinoid (marijuana) or cocaine metabolite tests.[15]

Furthermore, this is the reason the EMIT is confirmed with a chromatography method. In addition, we will cross-validate or cross-check the confirmation using the second specimen with the GC/MS. The GC/MS is the most sophisticated scientific instrumentation available for specific and reliable drug identification.

Q. WHAT HAPPENS IF I TEST POSITIVE?

A. For tenured personnel who have a confirmed first-time positive result, an administrative investigation will be conducted and submitted to the Disciplinary Review Board for review. You will be placed on leave in accordance with Civil Service regulations. You will be required to enter a departmental approved substance abuse program. Upon completion

of the program you will be placed in a mandatory test group for 1 year. You may be disciplined for violation of Rule A-4 of the Standards Of Conduct. You can take sick, vacation, or compensatory time off during the substance abuse program.

You may also be placed on light duty during the substance abuse treatment if your division commander can find a temporary position for you that does not require driving or your firearm; for example, Communications Division. The cost for the substance abuse program will have to be absorbed by you or your medical plan.

Personnel on initial probationary status are not covered under this procedure and their dispositions will be determined in accordance with civil service rules.

For a second-time confirmed positive result, an administrative investigation will be conducted. If the investigation and administrative review sustains the use of an illegal drug violation, the Disciplinary Review Board may recommend discipline that may include dismissal. The final decision on discipline will rest with the Chief of Police.

Q. WHAT IF I REFUSE TO SUBMIT A SPECIMEN?

A. An administrative investigation will be conducted for refusing to obey a directive and/or a direct order. Within 5 days, you will be ordered to submit to another test. A second refusal shall count as a second and separate violation. You will be given a third order within 5 days and another refusal will be counted as a third and separate violation. Three disciplinary actions within any 12-month period will bring you into an extended action condition that may result in dismissal.

Personnel on initial probationary status are not covered under this procedure and their dispositions will be determined in accordance with civil service rules.

Q. CAN I GRIEVE ANY DISCIPLINARY ACTION?

A. The collective bargaining agreement and civil service rules provide for a grievance process if you believe you were denied a contractual or civil service right.

Personnel on initial probationary status are not covered under this procedure and their dispositions will be determined in accordance with civil service rules.

Q. WHAT AUTHORITY DOES THE DEPARTMENT HAVE IN DOING THIS?

A. Two court decisions received from the Corporation Counsel and the H.P.D. Standards Of Conduct are used as the basic authority for this program. In Allen v. City of Marietta, 601 F. Supp. 482 (N.D. Ga. 1985), the court determined that the city has a right to conduct warrantless searches including urinalysis tests of its employees for the purpose of determining whether they are using drugs which would affect their ability to perform their work safely with hazardous materials or when their work poses substantial threat to the health and safety of the general public. In The Committee for G.I. Rights v. Callaway, 518 F.2d 466 (D.C. Cir. 1975), it was ruled that compulsory and random urinalysis tests do not violate the expectation of privacy of military personnel due to the nature of their enlistment in the service. The Corporation Counsel is of the opinion that the factors of Callaway can apply to police work. Finally, the use of illegal drugs and narcotics is in violation of Article VIII, Rule A-4 of the H.P.D. Standards of Conduct.

ARE THERE ANY OTHER QUESTIONS? IF SO, PLEASE FEEL FREE TO CALL ANY OF THE FOLLOWING PERSONNEL: MAJOR JERROLD BROWN 943-3336, INSPECTOR ERSEL KILBURN 943-3286, OR ASST. CHIEF DAVID HEAUKULANI 943-3275.

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END NOTES

[1] See Dennis E. Nowicki. Police Officer Drug Abuse: An Issue of Public Safety. IACP 92nd Annual Conference, October 14, 1985.

[2] Cf. Ronald Hy, Douglas Feig, and Robert Regoli. "Simple Random Sampling," Research Methods And Statistics (Cincinnati: Anderson Publishing, 1983), page 93.

[3] IACP News, "IACP Issues Model Drug Testing Policy For Police Agencies," August 13, 1986 and "Memorandum," August 27, 1986.

[4] Proposed Drug Test Regulations, Section 4, Boston Police Department, James F. Hart (legal advisor) Boston Police Department, June 12, 1986.

[5] Immunoassays are drug-specific antibodies to discriminate between positive and negative samples. The antibody is prepared by injecting laboratory animals, often sheep, with a specially modified form of the drug which the antibody will be directed against. The animal's immune system will then respond to this drug by making drug-specific antibodies in the same way that it would make specific antibodies to a foreign bacteria or virus. The antibodies are purified from the animal blood for use in immunoassay kits. These kits are used for the tests on urine samples. From Hugh W. Allen, "Drug Screening Methodologies," PhamChem Newsletter, (Sept.-Oct., 1983) Vol. 12, No. 5, p. 4.

[6] In Thin Layer Chromatography, the separation and identification of drugs usually takes place on a glass plate coated with a very thin layer of silica gel or alumina. The urine sample to be analyzed is purified and concentrated so that it can be applied in a small spot on the bottom of the TLC plate. The plate is positioned in solvent. This interaction creates a capillary action which moves drugs and other compounds along the plate at different characteristic rates. The drugs in the sample will separate according to their different physical properties and distinctive interaction in the mobile and stationary phases of the test. Gas-Liquid Chromatography works on the same principle as Thin Layer. After the sample is purified and concentrated it is injected into the Gas Chromatograph (GC). The GC contains a special column which separates the sample and allows it to flow through a detector at a specific time called the retention time. Each drug has a characteristic retention time. From Hugh W. Allen, Ibid., pp. 1-3.

[7] The Gas Chromatography/Mass Spectrometry allows the analyst to determine the molecular weight of the compound as well as to confirm the identity of the compound by comparing its unique fragmentation spectra to that of an analytical standard. From Hugh W. Allen, Ibid., p. 3.

[8] J. Michael Walsh. Employee Drug Screening, U.S. Department of Health and Human Services, Publication No. (ADM)86-1442, 1986.

[9] Opinion by Dr. Clyde Kaneshiro, Chief Chemist, Accupath Laboratory, Honolulu, September, 1986.

[10] A nanogram is one-billionth of a gram.

[11] "Army Drug Test Made Tougher," ARNEWS, September, 1986.

[12] Dr. Alvin Omori, Medical Examiner, City & County of Honolulu, September, 1986. Cf. also, Robert T. Angarola, "Drug Detection Programs in Industry," PharmChem Newsletter, Vol. 13. No. 4 (July-August 1984), p. 7 and Testing to Detect Drug Use, National Institute of Justice, Technology Assessment Program report, (June 1986), Vol. 1, No. 3.

[13] Donald D. Engen, Drug Testing Program, Federal Aviation Administration memorandum attachment, September 15, 1986, p. 2.

[14] Ibid.

[15] Frequently Asked Questions About Syva and Drug Abuse Testing, Syva company report, undated, p. 5.