2.05.01 PURPOSE

The purpose of this General Order is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any City employee or member of the public. New Haven Department of Police Service discourages alcohol and drug abuse and strives to achieve a work force free from the influence of drugs and alcohol. *(Refer to City of New Haven Administrative Policy – Drug-free Workplace Policy*, a copy of which is attached hereto in Appendix 1, and to the applicable sections of the Collective Bargaining Agreement).

2.05.02 GENERAL GUIDELINES

Employees of the Department shall not drink intoxicating beverages or use intoxicants in any manner while on duty or in uniform. When off duty, employees of the Department shall not drink intoxicating beverages to an extent that it render one unfit when reporting to duty.

Employees of the Department shall not use or render himself or herself unfit for duty through the use of narcotics, exhilarants, hypnotics, hallucinogens, or other toxic drugs unlawfully administered.
2.05.03 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON-DUTY

Department employees shall not purchase or possess alcohol or other controlled substances on City property, at work, or while on duty except in the performance of a special assignment. Department employees shall not illegally manufacture any alcohol or drugs while on duty, on City property, or at any other time.

2.05.04 USE OF PRESCRIBED MEDICATIONS

Police officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. Where the employee has been informed that the use of a prescribed drug may pose a risk to the employee or others, the employee shall so advise the shift supervisor.

2.05.05 PROCEDURE

- Whenever a Supervisor has cause to suspect an employee is unfit for duty due to alcohol or chemical consumption, said employee shall be immediately relieved of duty.

- Immediately upon being relieved of duty, the employee shall be ordered to submit to the Standardized Field Sobriety Tests, and provide a breath or urine sample for analysis. Should the employee refuse, said refusal shall be documented and no further effort made at obtaining either sample.

- Refusal on the part of the employee to cooperate fully with the content of this Order shall constitute insubordination, with the employee subject to disciplinary action.

- During normal business hours, specimen samples shall be collected at Yale New Haven Hospital/St. Raphael's Campus Occupational Health. Outside of normal business hours, the specimen will be collected in the presence of a Supervisor, in a private location, affording the employee proper dignity. If a sample is required from a female employee; a female Supervisor will be present.

- Specimen samples obtained outside of normal business hours shall be sealed and placed into the refrigerator in the Property Room Annex to be brought to Yale New Haven Hospital/St. Raphael's Campus Occupational Health by the Officer in Charge of Internal Affairs.

- It shall be the obligation of the Department to arrange transportation for the employee to either the employee's home or a medical facility. In no event shall the employee be permitted to operate a motor vehicle or leave headquarters unassisted.
• At any time during the course of the inquiry, the employee shall enjoy the right to notify his/her union and have a representative present. Testing shall not await the arrival of a union official, and the status of said union official shall be only as an observer.

NOTIFICATION

Notification shall proceed via the normal chain of command, and in any event shall include the Shift Commander and the employee’s unit Commander.

DOCUMENTATION

A memoranda outlining the Supervisor's actions will be filed by the Supervisor before the end of his/her tour of duty.

This supersedes General Order 87-1.

[Signature]
Dean Esserman
Chief of Police

[Signature]

Date 12/22/65