



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-46 SECTION K-7

RANDOM DRUG TESTING Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. General
- IV. Responsibilities
- V. Effective Date

I. DIRECTIVE

Employees of the Baltimore City School Police Force (BCSPF) are subject to the Baltimore City School Board of Commissioners policy regarding Substance Abuse.

This General Order applies to employees in all positions in the BCSPF. As required by the Baltimore City Public Schools Substance Abuse Control Policy, all members of this department are, upon verification of a positive finding, and in compliance with federal and state law, subject to disciplinary action up to, but not limited to termination.

II. PURPOSE

To ensure that all members of the BCSPF are in compliance with the Baltimore City Public Schools Substance Abuse Control Policy and that the BCSPF maintains a drug-free environment unless otherwise permitted by law.

III. GENERAL

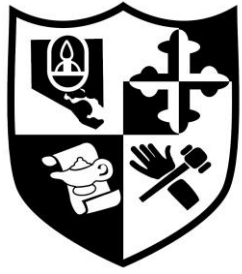
BCSPF has established the Random Drug/Alcohol Testing Program.

IV. RESPONSIBILITIES

All personnel who are authorized to carry firearms and all personnel directly involved are subject to testing.

A. Member

1. Upon notification by assigned supervisor or commanding officer, a member must



BALTIMORE CITY

PUBLIC SCHOOLS

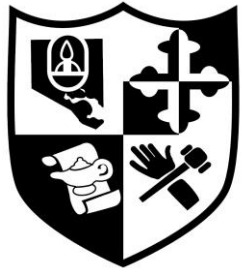
GENERAL ORDER 10-46 SECTION K-7

RANDOM DRUG TESTING Revisions Approved: June 12, 2018

- read, sign, and receive a copy of the “Order to Submit to Urinalysis for Controlled Dangerous Substances” form and respond to the Office of Occupational Medicine for urinalysis.
2. Commanding Officers shall either adjust the shift of the member to accommodate the testing or notify Occupational Medicine to have a technician available at the start of the members shift.
 3. When on leave approved prior to the day of notification a member shall not be required to report, except members required to be tested once a year, who shall report the next working day. When on medical leave before and on the notification date you are under the supervision of the Occupational Medicine physician, who shall determine the need to test on a case by case basis.
 4. A member being tested should present their BCSPF identification card to testing personnel at Occupational Medicine and advise the personnel of current assignment.
 5. Member should sign their name in the log book at the reception desk.
 6. Member must complete and sign the medical information form and seal the envelope and place signature across the seal with member’s home telephone number next to signature.
 7. Member must urinate in the specimen cup provided by testing personnel, and be guided by their instructions.
 8. If member is unable to supply a urine specimen for medical reasons, member may be interviewed by a physician who may issue a waiver.
 9. Failure to respond for testing or failure to supply a urine sample without a medical waiver shall be deemed an insubordinate act and appropriate disciplinary action will be initiated.
 10. When accidentally exposed/contaminated by any CDS or other hazardous substance:
 - a. Promptly seek medical treatment when necessary; and
 - b. Immediately report the incident to your supervisor; and
 - c. Write an administrative report, Form 95, to your commanding officer, detailing the circumstances of the incident.

B. Supervisor/OIC

1. When notified that a subordinate has been exposed/ contaminated by any CDS or other hazardous substance:
 - a. Ensure prompt medical treatment has been obtained when necessary; and
 - b. Investigate the circumstances surrounding the incident, ensuring the proper collection of evidence, and photographs, when appropriate; and



BALTIMORE CITY

PUBLIC SCHOOLS

GENERAL ORDER 10-46 SECTION K-7

RANDOM DRUG TESTING Revisions Approved: June 12, 2018

- c. Prepare an administrative report detailing the results of your investigation.
2. When notified that a subordinate is to respond to Occupational Medicine, personally notify the member to respond for testing promptly in accordance with the prescribed reporting time after witnessing the reading and signing of the “Order to Submit to Urinalysis for Controlled Dangerous Substances” form.
3. If notification cannot be made:
 - a. Promptly notify the Office of Occupational Medicine; and
 - b. Notify your commanding officer as soon as practical; and
 - c. Submit Form 95 explaining attempts to notify the subordinate and reasons why the notification could not be made.
4. Upon notification from a commanding officer or Occupational Medicine personnel that a subordinate failed to respond to Occupational Medicine or was late, or refused to supply a urine specimen:
 - a. Initiate an administrative inquiry of the circumstances in accordance with the General Order re: “Police Force Administrative Disciplinary Process”; and
 - b. Prepare a Form 95 detailing the circumstances surrounding the incident and the action(s) taken; and
 - c. Forward copies of Form 95 to:
 - i. Commanding officer; and
 - ii. Director, Internal Investigation Division

C. Commanding Officer

1. When notified by the Office of Occupational Medicine of those personnel under personal command who are to respond for testing, commanding officer must:
 - a. Verify the members duty status; and
 - b. Notify the appropriate supervisor to have the member respond for testing; and
 - c. Ensure that the “Order to Submit to Urinalysis for Controlled Dangerous Substances” form is properly addressed, signed, and a copy given to the member to be tested.(See #2 under “Member” concerning adjustment of shifts)
 - d. Retain a copy for file.
2. When notified by Occupational Medicine of non-response or refusal by a member of your command, order the member to respond and to supply a urine specimen.
3. Upon notification of a positive finding on the test results of a subordinate personnel, commander must:
 - a. Suspend the members’ police powers and immediately collect the following items



BALTIMORE CITY

PUBLIC SCHOOLS

GENERAL ORDER 10-46 SECTION K-7

RANDOM DRUG TESTING Revisions Approved: June 12, 2018

from the members: Firearm, Badge, I.D. card, and Maryland Police Training Commission Certification card.

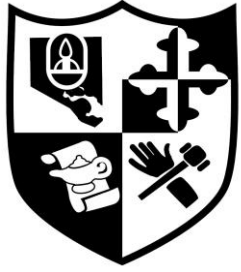
- b. Advise the member to respond to Fingerprinting I.D. to be provided with an “Employer Identification Card”, and
- c. Assign the number to duties that do not entail the carrying of a firearm or involve the handling, testing, and/or storing of Controlled Dangerous Substances, pending the outcome of the BCSPF’s administrative disciplinary process.
- d. Review the circumstances and initiate disciplinary action for violations of this Order in keeping with the procedures contained in the General Order re: “Police Force Administrative Disciplinary Process.”

D. Administrative Sergeant

1. Must advise the commanding officer of the member to be tested to direct the member to respond to Occupational Medicine for testing.
2. Must ensure procedures are performed in accordance with current legal and administrative mandates.
3. Must ensure all reports pertaining to urinalysis are stored in a secure confidential manner and the chain of custody of all samples is maintained.
4. When notified by Occupational Medicine of a positive presence of CDS in a member’s urine specimen, as the result of misuse of CDS, promptly notify:
 - a. The member’s Chief;
 - b. The member’s commanding officer; and
 - c. Supervisor, Internal Investigation Division.
5. Must conduct an annual review of the procedures to ensure compliance with legal and administrative mandates.

E. Supervisor, Internal Investigation Division

1. When appropriate, ensure a “Control Number” is assigned to situations involving lateness, non-response, refusal, contamination of sample, or a positive finding resulting from abuse/misuse of CDS.
2. Must investigate violations in keeping with the procedures in the General Order entitled, “Departmental Administrative Disciplinary Process.”
3. Must ensure that positive test results from random urinalysis testing are not used in any criminal prosecution.



BALTIMORE CITY
PUBLIC SCHOOLS

GENERAL ORDER 10-46
SECTION K-7

RANDOM DRUG TESTING
Revisions Approved: June 12, 2018

V. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.

Signature _____ Date _____