



**Maryland-National Capital Park Police  
Prince George's County Division**



**DIVISION DIRECTIVE**

TITLE <b>ALCOHOL TESTING FOR PARK POLICE OFFICERS</b>		PROCEDURE NUMBER <b>PG744.1</b>	
SECTION <b>Administrative Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>05/01/17</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG744.1 "Alcohol Testing for Park Police Officers", issued 06/01/04</b>			
RELATED DIRECTIVES <b>PG744.0, PG1500.0</b>	REFERENCES <b>CALEA 31</b>	AUTHORITY  <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

This Directive establishes operational and procedural guidelines pertaining to the alcohol-testing program set out in The Maryland-National Capital Park and Planning Commission - FOP Collective Bargaining Agreement. The Collective Bargaining Agreement, effective February 01, 2002, includes a provision for controlling the testing of all officers within the Division for the improper use of alcohol. The intent of this directive is to clarify and insure the consistent application of Section 10.8 of the Collective Bargaining Agreement, in both Divisions.

**II. POLICY**

Section 10.8 of the Collective Bargaining Agreement governs the alcohol testing of Park Police Officers who are covered by the Agreement, and all officers covered by this Agreement will comply with this Directive. The random drug testing provisions of this directive and the FOP Collective Bargaining Agreement will be extended to all Command Staff Personnel.

**III. GENERAL PROVISIONS**

Effective February 01, 2002, all Park Police Officers covered by the provisions of the Collective Bargaining Agreement in both Divisions shall be subject to Reasonable Suspicion, Post Accident, Return-to-Work, Follow-up, and Random alcohol testing as defined in section 10.8 of the Collective Bargaining Agreement. The Post Accident provisions are clarified as follows:

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Section 10.8(B) requires the testing of any officer who has been involved “in any accident or incident which resulted in damage to Commission property, damage to the property of third persons, or personal injury”. This requirement is qualified by language clarifying that testing is not required when “there is no dispute that the officer was not at fault and management concludes that the damage to all vehicles involved in the accident will not come to more than Two Thousand Dollars (\$2,000.00)” When future application of Section 10.8(B) involves either an accident that does not involve vehicles, or an incident resulting in property damage, management will apply the same qualification. Specifically, managers will not be required to send the officer for testing when there is no dispute that the officer was not at fault and management concludes that the damage will not come to more than Two Thousand Dollars (\$2,000.00).

The fact that the manager is not required to test in every post-accident case does not mean that the manager is prevented from testing the officer when reasonable suspicion exists.

## **IV. PROCEDURES**

### **A. General Procedures for Alcohol Testing**

1. Testing for alcohol is done using breath specimens. Testing will be performed by a certified Breath Alcohol Technician (BAT) using an evidential breath testing (EBT) device.
2. The first test is an initial screening test. If the initial test shows a reading less than 0.04 (four one-hundredths of a gram of alcohol per 210 liters of breath), the test is recorded as negative. If the initial test is 0.04 or greater, a confirmation test must be conducted. (See attachment “A”)
3. If a confirmation test is necessary, a 15-minute waiting period will be observed before this second test is conducted. If the confirmation test result is different from the initial test, the lower of the two test results will be used to determine the outcome.
4. A positive confirmation test for alcohol will result in the immediate notification of the officer’s supervisor, who will respond to the testing site and may suspend the officer in accordance with the Directive, “Law Enforcement Officer’s Bill of Rights”.
5. Testing site personnel will immediately notify a Park Police supervisor (sergeant or above) and the DHRM, Safety Office staff accompanying the officer to be screened, of any attempt at or indications of subterfuge intended to delay, avoid, or adulterate the giving of a breath specimen.

### **B. Personnel Procedures for Alcohol Testing**

1. Prior to obtaining a specimen, the testing site staff will positively identify the officer being tested. In testing involving reasonable suspicion, the officer’s supervisor or designee will accompany the officer to the testing site. If necessary, a supervisor or designee should also accompany officers involved in post-accident testing.

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2. If the results of the confirmation test are positive, the Park Police Division Chief of the officer's Park Police Division shall provide the following information and documentation to the officer in writing:
  - a. A copy of the laboratory's test indicating the test results;
  - b. A copy of this Directive;
  - c. Notice that the Division will investigate the matter and, if appropriate, charge the officer under the Law Enforcement Officers' Bill of Rights.
  - d. This information will be provided to the officer either in person or by means of certified mail, within thirty (30) days of the date the test was performed.
3. Any and all disciplinary actions arising from positive test results, or failure to comply with this Directive, or the provisions of the Collective Bargaining Agreement, will be handled in accordance with the Directive, 'Law Enforcement Officer's Bill of Rights', which may result in action up to and including termination. Officers who test positive for alcohol, refuse to participate in required testing, or do not comply fully with the testing process, may also be required to:
  - Report to the Commission's Employee Assistance Program (EAP) for evaluation by a Substance Abuse Professional. Officers must report to the EAP no later than 10 workdays after notification of such requirement. The officer will be required to work with and follow all recommendations made by the Substance Abuse Professional for necessary treatment. Treatment must be completed no later than 120 days from the date of enrollment in a recommended program.
  - After completion of the EAP recommended treatment program, participate in an unannounced Return to Duty test for alcohol. Failure to comply with EAP recommendations will result in immediate Return to Duty testing.
  - Return to Duty testing will be handled in accordance with Article 10.8 (C) of M-NCPPC and Park Police Collective Bargaining Agreement, "Return to Work". Officers must receive a negative test result before being permitted to return to full duty status.
  - Once an officer is permitted to resume full duties following evaluation by the EAP's Substance Abuse Professional, the officer must participate in no less than 6 unannounced tests for a period of not less than 12 months and no greater than 60 months. Follow-up testing will be handled in accordance with Article 10.8 (D) of the Collective Bargaining Agreement.

**End of Document**

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