

JACKSONVILLE POLICE DEPARTMENT

Policy: 7-4

Effective: 01-01-09

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ALCOHOL, PRESCRIPTION, & NON-PRESCRIPTION MEDICATION

PURPOSE: Law Enforcement is expected to be delivered by employees who are physically and mentally prepared for whatever might be required to satisfactorily perform assigned duties. It is essential that all police employees act in a professional and competent manner. It is well known that law enforcement employees may be taking prescription drugs which have been legitimately prescribed to them for medical/psychological needs. This policy is designed to ensure that the employee, the community, and other officers are not impacted by the effects of such medication. The purpose of this policy is to give guidelines for sworn and non-sworn employees on the use of intoxicants and prescription or non-prescription drugs that could affect job performance.

POLICY: It is the policy of this Department to require employees to report the use of prescription medication to their immediate Supervisor when the use of such medication may cause drowsiness or in some other way may cause the employee to be unfit for duty.

DEFINITIONS:

- I. **PRESCRIPTION MEDICATION:** Medication that has been prescribed to the employee by a licensed medical professional, whether a controlled or non-controlled substance, and can only be obtained by prescription.
- II. **NON-PRESCRIBED MEDICATION:** Medication that has not been prescribed to the employee by a licensed medical professional, whether a controlled or non-controlled substance, and can only be obtained by prescription.
- III. **OVER-THE-COUNTER MEDICATION (OTC):** Medication that can be bought in a store or pharmacy that does not require a prescription to obtain.

PROCEDURES:

- I. **PROHIBITED ACTIVITY (2.20)**
The following rules shall apply to all probationary, auxiliary, sworn, and non-sworn employees, while on and off-duty:
 - A. **Controlled Substances**
 1. No employee shall illegally possess any controlled substance.
 2. No employee shall illegally ingest any controlled or other dangerous substance.
 - B. **Non-Prescribed Medication**
 1. No employee shall bring any non-prescribed drug into the Department unless it is evidence, property of a suspect or prisoner, obtained during undercover operations, or found property.
 2. No employee shall ingest any prescribed medication that was prescribed to another person.
 3. No employee shall transport non-prescribed medications in a Department vehicle unless it is evidence, property of a suspect or prisoner, obtained during undercover operations, or found property.

4. The rules of property and evidence as outlined in Policy 14-1: Collection and Preservation of Evidence and Policy 14-2: Property and Evidence Control will be strictly followed.

II. ALCOHOLIC BEVERAGES (2.19)

- A. No employee shall report for duty that has consumed any alcoholic beverage within eight (8) hours prior to reporting for duty.
- B. When on duty or in uniform, no employee shall consume or possess alcoholic beverages, except while engaging in the specific performance of a duty assignment. Officers assigned to the Narcotics Unit will be permitted to possess alcohol containers in their vehicles to assist in the facade that they are not in law enforcement. While working in undercover capacity, a narcotic officer may consume alcohol, but not to the extent of intoxication.
- C. No employee shall bring any personal alcoholic beverages into the Department while on duty.
- D. No employee shall transport alcoholic beverages in a Department vehicle unless it is evidence, property of a suspect or prisoner, obtained during undercover operations, or found property.
- E. No employee shall report to duty with the odor of an alcoholic beverage on their breath.
- F. The rules of property and evidence as outlined in Policy 14-1: Collection and Preservation of Evidence and Policy 14-2: Property and Evidence Control will be strictly followed.

III. OVER-THE-COUNTER (OTC) MEDICATION

- A. No employee shall report for duty that has used OTC medication which could affect his performance.
- B. No employee shall ingest any OTC medication in amounts beyond the recommended dosage.
- C. OTC medication that is being taken by the employee may be carried with the employee in a Department vehicle.

IV. PRESCRIPTION MEDICATION (2.20)

- A. Employees who have been prescribed drugs that indicate that the drug may make them unfit for duty shall report this fact to the immediate supervisor and provide a note indicating whether the employee is fit for duty.
- B. The employee shall provide this notice from the licensed medical professional who prescribed the medication and a copy of the prescription drug label to their immediate supervisor.
- C. The documentation of the "fitness for duty" will be placed in the employee's medical file.
- D. Should the prescribed medication affect the employee's ability to function, the licensed medical professional should recommend that the employee be temporarily placed on sick leave.
- E. The employee shall remain on sick leave until released to duty by the licensed medical professional.
- F. It is the responsibility of the employee to ask the licensed medical professional if the medication will affect the employee's performance

V. REPORTING PROCEDURES:

- A. Any employee, who ingests, unintentionally ingests, or is made to ingest a controlled substance or alcoholic beverage, while on duty, shall immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.

- B. Any employee having a reasonable basis to believe that another employee is illegally using, or in possession of, any controlled substance or non-prescribed medication shall immediately report the facts and circumstances to their supervisor.

ALEAP: 2.19, 2.20

Brett Hibbs

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