

PERSONNEL AND PUBLIC EMPLOYEES COMMITTEE AGENDA

January 30, 1990

4:00 p.m.

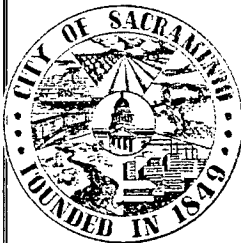
City Council Chambers  
915 I Street  
Sacramento, CA

1. Report regarding Police Officer Candidate Drug Standards.  
(D-All)

RECOMMENDATION OF STAFF: FOR COMMITTEE INFORMATION

\*\*\*\*\*

COMMITTEE MEMBERS: Ferris (Chair), Kastanis, Mueller, Fargo



1

DEPARTMENT OF  
PERSONNEL

PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

January 25, 1990

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

916-449-5726

DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

Personnel and Public Employees Committee  
City Council  
Sacramento, California

Honorable Members in Session

SUBJECT: POLICE OFFICER CANDIDATE DRUG STANDARDS

SUMMARY

This report is prepared for the Personnel And Public Employees Committee concerning Police Officer candidate drug standards.

BACKGROUND AND ANALYSIS

In 1987, the Personnel and Police Departments decided to state publicly standards regarding drug use for Police Officer candidates. Before then, the City, like other law enforcement agencies, had used but not publicized standards. The standards which were adopted provided that no "hard" drugs such as heroin or PCP could have been used by candidates as an adult (age 18 and over); marijuana could not be used after the filing date for the exam; and, cocaine and amphetamines could not have been used on more than an experimental basis. Under these standards, candidates could be placed on an eligible list, but were not necessarily hired. The recency and frequency of cocaine and amphetamine use were reviewed so that a candidate who, for example, might have used one once during college but had not done so since then could be considered for hire. These standards have been used in three examinations. No candidate who has used any hard drugs, marijuana after the filing date, or cocaine or amphetamines on more than an experimental basis has been hired.

In preparation for the 1990 examination, the same standards were announced. Unfortunately, some individuals perceived the standard regarding cocaine and amphetamine use to be an encouragement of drug use. In response, the staff decided to change that standard to prohibit any felony drug use, including cocaine and amphetamines as an adult (age 18 or

over). This is a very strict standard. It is a stronger policy than such law enforcement agencies as Sacramento County, Stockton, Santa Ana, San Francisco, Long Beach, San Diego, Fresno, and San Jose.

This more restrictive policy was shared with the opponents of the previous policy. One opponent has now called for an even more restrictive policy: use of a felony drug at any age and use of a misdemeanor drug such as marijuana as an adult (age 18 and over) would be prohibited. The opponent would also have use of misdemeanor drugs as a minor reviewed on an individual basis.

The staff's view is that the revised policy - prohibiting use of all felony drugs including cocaine and amphetamines as an adult - accomplishes our goals. To prohibit absolutely any use of any misdemeanor drug including marijuana as an adult would pose an artificial barrier to employment.

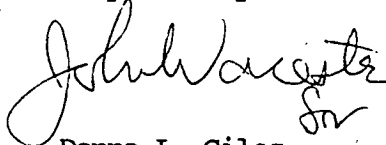
The staff believes a more sensible approach is to prohibit substance abuse. "Substance" includes, for example, alcohol, prescription drugs, and marijuana. Candidates' use of these substances would be reviewed for abuse and violators would not be hired. Thus, the standards which would be stated on the job announcements would be:

1. No felony drug use as an adult.
2. No abuse of any substance.

RECOMMENDATION

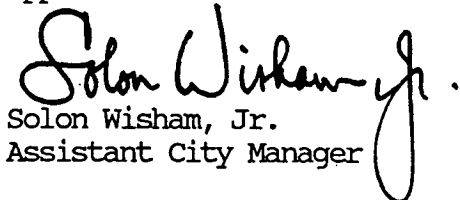
This report is provided for the information of the Personnel and Public Employees Committee. No action is necessary because the Civil Service Board sets the standards for City personnel.

Respectfully Submitted,



Donna L. Giles  
Director of Personnel

Approved for Transmittal:



Solon Wisham, Jr.  
Assistant City Manager



DEPARTMENT OF  
PERSONNEL

DONNA L. GILES  
DIRECTOR

CITY OF SACRAMENTO  
CALIFORNIA

January 19, 1990

921 TENTH STREET  
ROOM 301  
SACRAMENTO, CA  
95814-2713

916-449-5270

DIVISION:  
ADMINISTRATION  
PERSONNEL SERVICES  
OCCUPATIONAL HEALTH  
& RETIREMENT

Ms. Carla Lowe  
P. O. Box 60962  
Sacramento, CA 95860

Dear Ms. Lowe:

This letter is written in response to your concerns about the City's pre-employment drug standards for police personnel. We agree that our advertisement could easily create the wrong perception of the City's final selection standards. Therefore, we have restated the drug policy as follows:

1. No use of any felony drugs as an adult (age 18 and over).
2. No illegal use of any drug, including marijuana, after (the exam final filing date).

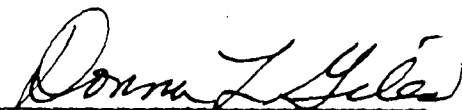
During the oral interview, candidates are asked to complete a form indicating their usage of drugs. As part of the background process, candidates are administered a polygraph to verify statements that were previously included on the form.

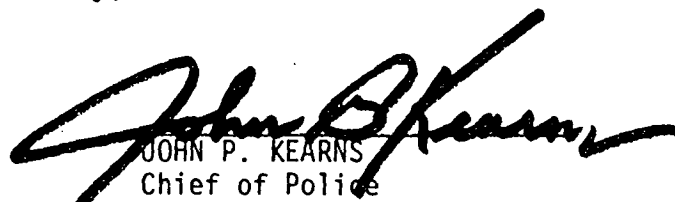
For the purpose of this policy, the use at any age of alcohol, prescription drugs, or marijuana is reviewed as part of the background investigation and applicant's can be disqualified if abuse is discovered.

The City is concerned that the Police Department has the ability to select personnel that are drug free. We are now studying the feasibility and applicability of using drug screening procedures for all police positions.

Today's society views drug usage as a more serious issue than in the immediate past. Recent court decisions reflect that change and we believe that tougher screening measures will continue to prevail against legal challenges.

Sincerely,

  
DONNA L. GILES  
Director of Personnel

  
JOHN P. KEARNS  
Chief of Police

## REQUIREMENTS

- Education:** High school diploma or G.E.D. equivalent and completion of sixty (60) semester units, or ninety (90) quarter units, from an accredited college or university by September 1, 1990.
- Age:** Applicants must be at least 21 years of age by September 1, 1990.
- Driver License:** Possession of a valid California Class C Driver License at the time of appointment. Loss of the license is cause for discipline. (Department of Motor Vehicle records will be checked. Those considered a NEGLIGENT OPERATOR under the DMV "Point Count" will not be considered for appointment.)
- Respiratory Protective Equipment:** Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.
- Felony Convictions:** Free of felony convictions under California Government Code Section 1029.
- Citizenship:** Citizen of the United States by September 1, 1990.
- Residency Requirement:** An employee must reside within 35 air miles from the freeway interchange at W-X Streets, 29th-30th Streets within one year following appointment.
- Physical Performance Requirement:** Officers hired as a result of this examination process shall be required to pass an annual physical performance test. Refusal to take the required testing or failure to pass the physical performance test shall subject such officer to disciplinary action, up to and including termination.

## EXAMINATION PROCESS

The examination will consist of three parts. Candidates will receive a position on an eligible list. Hiring is done according to position on the list.

- Written Test:** February 28, 1990  
Multiple choice and essay tests to be weighted 50%
- Oral Interview Test:** Weighted 50%  
Tentatively scheduled for March 26 - April 6, 1990.
- Physical Agility Test:** Pass/Fail - Candidates placing on the eligible list will be periodically tested as needed.

**SPECIAL NOTES:** Applicants who have more than a three hour drive should call (916) 449-8725 between February 5 - 23, 1990 to determine possible oral test administration at the written test. Candidates will undergo a background investigation, which includes drug usage history and fingerprinting. (See drug usage standards.) Prior to appointment candidates will be required to successfully complete a medical examination and psychological tests.

## APPLICATION PROCESS

Applications will be available ONLY at the written test site during the written test. No written test scheduling notices will be mailed. Please appear for the test as follows with a valid driver license or photo ID:

- Date:** Wednesday, February 28, 1990
- Location:** Sacramento Community Convention Center  
Exhibit Halls (J Street-between 13th and 14th Street)  
Parking available City parking garage (13th Street-between I and J)
- Time:** 10:00 a.m. - Last names A - L  
4:00 p.m. - Last names M - Z

## CITY OF SACRAMENTO POLICE DEPARTMENT STANDARDS FOR DRUG USAGE

1. No use of any felony drug as an adult (age 18 and over).
2. No use of any illegal drug, including marijuana, after February 28, 1990.

At the oral interview test, candidates will be asked to complete a form indicating their usage of drugs. As part of the background process, candidates will be administered a polygraph to verify statements that were indicated on the form.

## BENEFIT INFORMATION

The City has available group medical and dental insurance, Workers' Compensation coverage, a retirement system, vacation, sick leave, and holidays.

## POLICE DEPARTMENT INFORMATION

The Chief of Police is John P. Kearns. There are approximately 591 sworn positions serving the City's population of 340,000. The Department has an Office of the Chief, Office of Administrative Services, Office of Investigations, and Office of Operations. Approximately 70% of the sworn personnel are assigned to the Office of Operations, which includes patrol, traffic, and special enforcement functions.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY

**THE CITY OF  
SACRAMENTO**

*JOB ANNOUNCEMENT FOR*



**POLICE CADET/  
POLICE OFFICER**

**MONTHLY SALARY**

Police Cadet: \$1,684.11

Police Officer: \$2,372.41 - \$3,499.08

**FINAL POSTING DATE:**

*February 27, 1990*

**JOB DESCRIPTION**

**Police Cadet:**

Under close supervision, attends and participates in the 18-week live-in Sacramento Police Academy in order to receive basic law enforcement training in various laws, police procedures, law enforcement techniques, first aid, and physical fitness.

**Police Officer:**

After successful completion of the Academy, a Police Cadet is upgraded to the sworn position of Police Officer.

Examination 3370  
TV/cs

2/12/90

City of Sacramento  
Department of Personnel  
Personnel Services  
921 10th Street, First Floor  
Sacramento, CA 95814  
(916) 449-8725

## REQUIREMENTS

- Education:** High school diploma or G.E.D. equivalent by September 1, 1990. Applicants must be eligible to enroll in an accredited college or university.
- Age:** Applicants must be at least 18 years of age by September 1, 1990.
- Driver License:** Possession of a valid California Class C Driver License at the time of appointment. Loss of the license is cause for discipline. (Department of Motor Vehicle records will be checked. Those considered a NEGLIGENT OPERATOR under the DMV "Point Count" will not be considered for appointment.)
- Respiratory Protective Equipment:** Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.
- Felony Convictions:** Free of felony convictions under California Government Code Section 1029.
- Training Requirement:** Incumbents must carry a minimum of six (6) units of college work per semester.

## EXAMINATION PROCESS

The examination will consist of three parts. Candidates will not receive a score or position on a list. This is an exempt, non-Civil Service position; anyone successful in the examination process may be hired.

- Written Test:** February 28, 1990  
Multiple choice and essay tests to be graded pass/fail
- Oral Interview Test:** Pass/Fail  
Tentatively scheduled for March 26 - April 6, 1990.
- Physical Agility Test:** Pass/Fail - Candidates placing on the eligible list will be periodically tested as needed.

**SPECIAL NOTES:** Applicants who have more than a three hour drive should call (916) 449-8725 between February 5 - 23, 1990 to determine possible oral test administration at the written test. Candidates will undergo a background investigation, which includes drug usage history and fingerprinting. (See drug usage standards.) Prior to appointment candidates will be required to successfully complete a medical examination and psychological tests.

## APPLICATION PROCESS

Applications will be available ONLY at the written test site during the written test. No written test scheduling notices will be mailed. Please appear for the test as follows with a valid driver license or photo ID:

**Date:** Wednesday, February 28, 1990

**Location:** Sacramento Community Convention Center  
Exhibit Halls (J Street-between 13th and 14th Street)  
Parking available City parking garage (13th Street-between I and J)

**Time:** 10:00 a.m. - Last names A - L  
4:00 p.m. - Last names M - Z

Testing will take approximately 4 hours.

## CITY OF SACRAMENTO POLICE DEPARTMENT STANDARDS FOR DRUG USAGE

1. No use of any felony drug as an adult (age 18 and over).
2. No use of any illegal drug, including marijuana, after February 28, 1990.

At the oral interview test, candidates will be asked to complete a form indicating their usage of drugs. As part of the background process, candidates will be administered a polygraph to verify statements that were indicated on the form.

## BENEFIT INFORMATION

The City has available group medical and dental insurance, Workers' Compensation coverage, a retirement system, vacation, sick leave, and holidays.

## POLICE DEPARTMENT INFORMATION

The Chief of Police is John P. Kearns. There are approximately 591 sworn positions serving the City's population of 340,000. The Department has an Office of the Chief, Office of Administrative Services, Office of Investigations, and Office of Operations. Approximately 70% of the sworn personnel are assigned to the Office of Operations, which includes patrol, traffic, and special enforcement functions.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY

**THE CITY OF  
SACRAMENTO**

*JOB ANNOUNCEMENT FOR*



**COMMUNITY SERVICE  
OFFICER**

*(Part-Time)*

Salary: \$9.72 - \$10.71 per hour

**FINAL POSTING DATE:**

*February 27, 1990*

**JOB DESCRIPTION**

The Community Service Officer position, used by the Sacramento Police Department, is an entry-level training position in law enforcement. Assignments in the field vary considerably, but are basically those law enforcement duties which do not require a sworn officer, such as taking burglary, stolen vehicle, missing persons, vandalism, and non-injury traffic accident reports. Community Service Officers attend the 18-week live-in Sacramento Police Academy. Community Service Officers are required to enroll in an accredited college or university and carry a minimum of six units per semester. The normal work week will be 20 hours during school session and 40 hours during school vacations. Work may be scheduled on evenings, weekends, and holidays. The opportunity for promotion to a Police Officer occurs without further testing, after approximately one year of service, providing good evaluations are received and Police Officer qualifications are met.

Examination 1990-1

TV/cs

12/18/89

City of Sacramento  
Department of Personnel  
Personnel Services  
921 10th Street, First Floor  
Sacramento, CA 95814  
(916) 449-8725





1

DEPARTMENT OF  
PERSONNEL

CITY OF SACRAMENTO  
CALIFORNIA

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

PERSONNEL MANAGEMENT  
SERVICES DIVISION

January 25, 1990

916-449-5726

DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

Personnel and Public Employees Committee  
City Council  
Sacramento, California

Honorable Members in Session

SUBJECT: POLICE OFFICER CANDIDATE DRUG STANDARDS

SUMMARY

This report is prepared for the Personnel And Public Employees Committee concerning Police Officer candidate drug standards.

BACKGROUND AND ANALYSIS

In 1987, the Personnel and Police Departments decided to state publicly standards regarding drug use for Police Officer candidates. Before then, the City, like other law enforcement agencies, had used but not publicized standards. The standards which were adopted provided that no "hard" drugs such as heroin or PCP could have been used by candidates as an adult (age 18 and over); marijuana could not be used after the filing date for the exam; and, cocaine and amphetamines could not have been used on more than an experimental basis. Under these standards, candidates could be placed on an eligible list, but were not necessarily hired. The recency and frequency of cocaine and amphetamine use were reviewed so that a candidate who, for example, might have used one once during college but had not done so since then could be considered for hire. These standards have been used in three examinations. No candidate who has used any hard drugs, marijuana after the filing date, or cocaine or amphetamines on more than an experimental basis has been hired.

In preparation for the 1990 examination, the same standards were announced. Unfortunately, some individuals perceived the standard regarding cocaine and amphetamine use to be an encouragement of drug use. In response, the staff decided to change that standard to prohibit any felony drug use, including cocaine and amphetamines as an adult (age 18 or

over). This is a very strict standard. It is a stronger policy than such law enforcement agencies as Sacramento County, Stockton, Santa Ana, San Francisco, Long Beach, San Diego, Fresno, and San Jose.

This more restrictive policy was shared with the opponents of the previous policy. One opponent has now called for an even more restrictive policy: use of a felony drug at any age and use of a misdemeanor drug such as marijuana as an adult (age 18 and over) would be prohibited. The opponent would also have use of misdemeanor drugs as a minor reviewed on an individual basis.

The staff's view is that the revised policy - prohibiting use of all felony drugs including cocaine and amphetamines as an adult - accomplishes our goals. To prohibit absolutely any use of any misdemeanor drug including marijuana as an adult would pose an artificial barrier to employment.

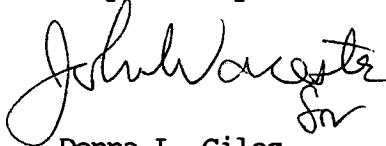
The staff believes a more sensible approach is to prohibit substance abuse. "Substance" includes, for example, alcohol, prescription drugs, and marijuana. Candidates' use of these substances would be reviewed for abuse and violators would not be hired. Thus, the standards which would be stated on the job announcements would be:

1. No felony drug use as an adult.
2. No abuse of any substance.

RECOMMENDATION

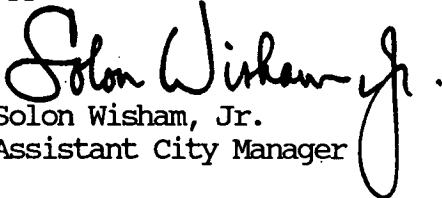
This report is provided for the information of the Personnel and Public Employees Committee. No action is necessary because the Civil Service Board sets the standards for City personnel.

Respectfully Submitted,



Donna L. Giles  
Director of Personnel

Approved for Transmittal:



Solon Wisham, Jr.  
Assistant City Manager