

ILLINOIS STATE POLICE DIRECTIVE PER-057, DRUG TESTING AND AWARENESS

RESCINDS: PER-057, 2021-017, revised 08-10-2021.	REVISED: 09-29-2022 2022-197
RELATED DOCUMENTS: PER-008, PER-030, PER-038, PER-051, applicable bargaining unit contracts	RELATED CALEA STANDARDS (6th Edition): 26.3.6

I. POLICY

- I.A. The Illinois State Police (ISP) will ensure its employees are physically and mentally fit to serve and protect the public.
- I.B. Consistent with State Law, the ISP will enforce a zero-tolerance drug policy.
- I.C. The ISP may seek discharge for any person employed by the ISP who tests positive in accordance with established department drug testing procedures for the metabolite tetrahydrocannabinol (THC).
- I.D. The ISP will seek discharge for any person employed by the ISP who tests positive in accordance with established department drug testing procedures for any substance prohibited by the Methamphetamine Control and Community Protection Act, the Use of Intoxicating Compounds Act, or the Illinois Controlled Substance Act.

II. AUTHORITY

- II.A. 20 ILCS 2605/2605-10, "Illinois State Police Law, Powers and Duties, generally"
- II.B. 20 ILCS 2610/12.5, "Illinois State Police Act", Zero tolerance drug policy"
- II.C. 720 ILCS 550/11, "Cannabis Control Act", Section 11
- II.D. 720 ILCS 570 et seq., "Illinois Controlled Substances Act"
- II.E. 720 ILCS 646/1 et seq., "Methamphetamine Control and Community Protection Act"
- II.F. Title 41 U.S.C. 701, et. seq. "Drug-Free Work Place Act of 1988"
- II.G. 410 ILCS 130/30(a)(9), "Compassionate Use of Medical Cannabis Pilot Program Act", Limitations and Penalties.
- II.H. 720 ILCS 690/0.01 et seq., "Use of Intoxicating Compounds Act"

III. DEFINITIONS

- III.A. Collector - a medically trained technician knowledgeable in all steps necessary to correctly and properly complete a collection of urine and/or hair and the custody and control form process.
- III.B. Confirmatory test - test of urine and/or hair specimen for the presence of drugs or classes of drugs using gas chromatography/mass spectrometry (GC/MS) or a more sensitive methodology by the U.S. Department of Health and Human Services. A "confirmed positive" test result means that concentrations of drugs exceed the cutoff levels for both the initial screening and confirmatory test.
- III.C. Covered Employees - those employees designated by the Director in compliance with bargaining unit agreements and/or applicable law as being in safety sensitive positions. Covered employees include:
 - III.C.1. All sworn employees including Inspectors and non-ISP law enforcement officers appointed as ISP Inspectors and assigned to an ISP administered drug enforcement unit.
 - III.C.2. All civilian employees (subject to applicable collective bargaining agreement provisions), contractual/temporary employees, and interns if requested by the appropriate Deputy Director. The Department Drug Program Coordinator will provide confirmation in writing to

permanent employees on a yearly basis of their inclusion in the Random Drug Testing Program.

NOTE: The term "safety sensitive" includes those positions involving access to sensitive or confidential information related to a law enforcement function, or duties performed that could result in a safety risk to the employee, other ISP personnel, other law enforcement personnel, and/or the public. These include positions requiring a high degree of trust or confidence.

- III.D. Drug Program Coordinator (DPC) - an employee with primary administrative responsibility for coordination of all drug testing and awareness program activities for the ISP.
- III.E. Employee - all persons with permanent or temporary employment status.
- III.F. Facility Commander - an operational commander of any ISP facility designated by the DPC as a collection site.
- III.G. Initial screening - immunoassay test of urine and/or hair specimens to detect the presence of drugs or classes of drugs.
- III.H. Medical Review Officer (MRO) - a certified physician with knowledge of substance abuse testing and addictions with contractual responsibility for interpreting and verifying drug testing results.
- III.I. Prescription Drug Abuse - includes, but is not limited to, prescribed medication or over-the-counter medication intentionally ingested in amounts beyond the prescribed or recommended dosage (misuse) or non-compliance with recommended dosages (not taking what a physician has prescribed).
- III.J. Site Coordinator (SC) - a permanent employee designated by the Division to assist the DPC with random drug testing on the actual day of testing. If the SC is not available, an alternate SC will be chosen to assist.
- III.K. Split Sample - the separation of the urine specimen into two containers at the time of collection for making a primary testing sample and a secondary storage sample. The secondary storage can be used for independent testing (see Section V.J. of this directive.)
- III.L. Substance Abuse and Mental Health Services Administration (SAMHSA) - a unit within the United States (U.S.) Department of Health and Human Services that oversees the federal drug testing program and certifies laboratories for testing of urine specimens for the presence of drugs.
- III.M. Verified Positive Test - certification by an MRO that the specimen tested positive for the presence of one or more of the targeted drugs for which there was no valid medical explanation provided.

IV. RESPONSIBILITIES

- IV.A. The Director will designate the DPC and an alternate DPC who will be fully trained and ready to assume all the responsibilities and duties of the DPC in his/her absence.
- IV.B. The MRO will:
 - IV.B.1. Receive, review, and interpret laboratory test results and determine if positive test results are consistent with illegal drug use.
 - IV.B.2. Evaluate alternative medical and clinical information for explanation of a confirmed positive test result.
 - IV.B.3. Recommend additional testing if the results to the initial test are inconclusive.
 - IV.B.4. Maintain related medical records.
 - IV.B.5. Notify the DPC of all final drug test results.

IV.B.6. Maintain records of specimen collections and drug testing results; conduct administrative reviews of those results; and notify the DPC of any irregularities, discrepancies, or omissions.

IV.C. The DPC will:

IV.C.1. Administer the ISP random drug testing program.

IV.C.2. Maintain contact with the contract vendor, facility commanders, and SCs, and MROs.

IV.C.3. Generate and maintain the random drug test list. (No test lists will be maintained other than by the DPC.)

IV.C.4. Ensure notification has been made to employees and Inspectors who are selected for random drug testing.

IV.C.5. Inform the Director and the Deputy Director of the employee's division of assignment, through the DPC's chain-of-command, within one workday of any verified positive test result.

IV.C.6. Provide written notification to employees of final test results.

IV.C.7. Coordinate reasonable suspicion testing when directed.

IV.C.8. Coordinate prescription drug testing when directed.

IV.C.9. Monitor testing procedures.

IV.C.10. Maintain statistical records, including numbers of employees tested and test results (personal identifying information in these statistical records is strictly prohibited).

IV.C.11. Conduct an annual review and submit the review to the Director by September 1 each year.

IV.D. The SC will:

IV.D.1. Coordinate scheduling and notification of all employees selected for random drug testing.

IV.D.2. Work closely with the collector to ensure all random drug testing is completed in accordance with established procedures.

IV.D.3. Assist the collector with logistical arrangements and with direct observation testing when deemed necessary.

IV.E. Collectors will:

IV.E.1. Ensure the collection facility is properly prepared and maintained during testing.

IV.E.2. Provide instruction to the employees to be tested and monitor compliance with collection procedures.

IV.E.3. Ensure the chain-of-custody form is completed and the specimen is properly forwarded.

IV.E.4. Ensure maximum individual dignity and privacy is maintained during the collection process.

V. PROCEDURES

V.A. The Division of Internal Investigation (DII) will notify the DPC when DII requests drug testing for those officers who become involved in an on duty incident where deadly force was used.

V.B. General Drug Testing Requirements

V.B.1. Drug testing is a mandatory five-step process: selection, collection of specimen, laboratory analysis, MRO review, and reporting.

- V.B.2. In the absence of procedures addressing these five steps, the procedures outlined by the U.S. Department of Health and Human Services and 49 CFR Part 40 will be followed.
- V.B.3. Chain-of-custody requirements will prevail during the handling and processing of specimens and the reporting of drug test results.
- V.B.4. The program will provide for the maximum protection of the employee's right to privacy during collection of specimens and communications about drug test results and medical evaluations.
- V.C. Drug Testing Conducted by the Department – Pursuant to the procedures set forth herein, the DPC will coordinate the following drug testing on behalf of the Department.
 - V.C.1. Cadet testing - drug testing will be completed prior to a Cadet beginning his/her initial training at the ISP Academy and periodically until the completion of Academy training.
 - V.C.2. Change-in-status testing - drug testing conducted because of a proposed change in personnel status or a permanent change in assignment, at the Director's discretion.
 - V.C.3. Consensual drug testing - any employee may volunteer or consent to drug testing at any time regardless of the presence or absence of otherwise required justification.
 - V.C.3.a. If an employee volunteers or consents to drug testing, the ISP is not obligated to conduct a test.
 - V.C.3.b. However, the ISP may proceed with drug testing based on an employee's volunteering or consenting, and the ISP may conduct any of the tests described in this directive.
 - V.C.3.c. Before the test is conducted, the employee must sign a voluntary consent form.
 - V.C.3.d. The processing of the test or tests will be consistent with the procedures of this directive.
 - V.C.3.e. Any verified positive test resulting from an employee volunteering or consenting to be tested will be considered a positive test in accordance with established department drug testing procedures.
 - V.C.4. Monitoring - periodic drug testing of an individual employee pursuant to an agreement of the parties or ordered by the ISP Merit Board or Medical Review Board (MRB).
 - V.C.5. Pre-employment testing - drug testing (both urine and hair) of applicants seeking permanent and contractual/temporary positions via personal services or vendor contracts within the ISP. Applicants must complete a drug testing consent form and pass the drug test prior to their effective date of appointment.
 - V.C.5.a. All arrangements for a pre-employment drug test will be coordinated through each division's personnel liaison or the Office of Human Resources (OHR) and the Department DPC.
 - V.C.5.b. Applicants must be given no more than 24 hours' notice of their drug test time.
 - V.C.5.c. Leaving the facility prior to providing a complete sample will result in the termination of the conditional offer of employment.
 - V.C.5.d. A positive pre-employment drug test result will exclude the applicant from employment consideration with the ISP for one year.
 - V.C.6. Random testing - urine drug testing that can occur on any scheduled workday and where covered employees have an equal statistical chance of being selected for testing.
 - V.C.7. Reasonable suspicion testing - drug testing that can be ordered by the Department for an employee when there is reasonable suspicion to believe the employee may be affected by the use/misuse of any controlled substance or cannabis either on- or off-duty or is non-compliant with recommended dosages of legally prescribed medications. When a drug test is required outside normal business hours, command should contact the Springfield Communications Center and ask them to contact the DPC. (See Addendum 1, "Criteria for Reasonable Suspicion Testing.")

V.C.8. Special testing for officers and Inspectors assigned to an ISP drug enforcement unit

- V.C.8.a. Officers (both ISP and non-ISP) assigned to an ISP administered drug enforcement unit are subject to drug testing upon assignment to that unit and upon termination of the assignment, as permissible under applicable collective bargaining agreements.
- V.C.8.b. Officers (both ISP and non-ISP) assigned to a drug enforcement unit will remain participants in the random drug testing included in this directive, as permissible under applicable collective bargaining agreements.
- V.C.8.c. Administrative civilian staff assigned to an ISP administered drug enforcement unit may be subjected to random drug testing when collective bargaining provisions allow or when the staff is not represented by a union.
- V.C.8.d. All drug testing performed for ISP drug enforcement units will be administered through the ISP Drug Testing Program to ensure consistency of testing procedures.

V.D. Test Types

V.D.1. Urine testing

The test for drugs will consist of an initial screening of the split sample urine specimen to detect the presence of drugs and a confirmatory test when an initial screening result is positive. The established cutoff levels are subject to change as advances in technology or other considerations warrant identification of these substances at other concentrations.

- V.D.1.a. Initial screening - based on an immunoassay test, the following initial cutoff levels will be used to determine whether the urine specimens are negative for these five drugs or classes of drugs.

Type	Initial Screening Cutoff Levels (ng/ml)
Cannabis metabolites	50
Cocaine metabolites	300
Opioids	2000
Phencyclidine	25
Amphetamines	1000

- V.D.1.b. Confirmatory test - urine specimens identified as positive on the initial screening will be confirmed using (GC/MS) techniques at the following cutoff levels:

Type	Confirmatory Test Cutoff Levels - Urine (ng/ml)
Cannabis metabolite (*1)	15
Cocaine metabolite (*2)	150
Opioids:	
Morphine	2000
Codeine	2000
6-acetylmorphine (6-AM) (*4)	10
Hydrocodone	2000
Hydromorphone	2000
Oxycodone	2000
Oxymorphone	2000
Phencyclidine	25
Amphetamines:	
Amphetamine	500

Methamphetamine (*3) 500

(*1) 11-NOR-delta 9-tetrahydrocannabinol-9-carboxylic acid

(*2) Benzoyllecgonine

(*3) Specimen must also contain amphetamine at a concentration \geq 200 ng/ml

(*4) Test for 6-AM when morphine concentration exceeds 2000 ng/ml

V.D.1.b.1) Confirmatory tests will be by quantitative analysis. Concentrations exceeding the linear region of the standard curve will be documented in the laboratory record as "greater than highest standard curve value."

V.D.1.b.2) All confirmatory tests with positive results must be verified by the MRO.

V.D.2. Hair testing

The established cutoff levels are subject to change as advances in technology or other considerations warrant identification of these substances at other concentrations.

V.D.2.a. Initial screening - based on an immunoassay test, the following initial cutoff levels will be used to determine whether the hair specimens are negative for these five drugs or classes of drugs.

Type	Initial Screening Cutoff Levels - Hair (pg/mg)
THC - Cannabis	
THC – COOH	1.0
Cocaine metabolites	300
Opioids	500
Phencyclidine	300
Methamphetamine/Amphetamine/MDMA	300

V.D.2.b. Confirmatory test - hair specimens identified as positive on the initial screening will be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the following cutoff levels:

Type	Confirmatory Test Cutoff Levels - Hair (pg/mg)
THC - Cannabis	5
THC – COOH	0.1
Cocaine Metabolites	300
Opioids	500
Phencyclidine	300
Methamphetamine/Amphetamine/MDMA	300

V.D.2.c. All confirmatory tests with positive results must be verified by the MRO.

V.D.3. In the absence of an adequate amount of hair, finger or toenails will be collected.

V.E. Selecting Participants

V.E.1. The DPC will generate the random test list. Information relating to the identity of employees will be held strictly confidential.

V.E.2. On the day prior to the scheduled collection, the DPC will notify the facility commander or the SC(s).

- V.E.3. Using the test list, the SC will request the work schedules of all employees through the appropriate chain-of-command (when possible). The SC will then contact the DPC to determine a start time for the test.
- V.E.4. The facility commander or employee's commander may request, through his/her Deputy Director, that collection be postponed for all employees due to operational need. The Deputy Director and DPC will review the relevant facts and render a decision.
- V.E.5. Failure to report, refusal to provide a complete sample, tampering, or attempting to substitute a urine specimen and/or hair sample at the test site by any person employed by the Department will be construed as a positive test and will subject the employee to discipline up to, and including, discharge and revocation of a conditional offer of employment.
- V.E.6. Testing day

The employee's supervisor or the SC will inform the selected employee when the employee is to appear at the collection site. After notification, the employee will report immediately to the test site location. If unable to report immediately, the employee will notify their immediate supervisor or a supervisor in their chain-of-command to explain their delay. This information will be documented on the random drug test list. Any problems in notifying the employee will be reported to the DPC.

- V.E.6.a. Automatic excuse from testing - an employee who is unavailable for either of the following reasons will automatically be excused from testing by the SC:
 - V.E.6.a.1) Any scheduled vacation, day off, compensatory, personal, or sick time approved prior to the time notification is made to the site.
 - V.E.6.a.2) Service-connected injury leave, authorized leave of absence, suspension from duty, military leave, or weekend drills.
- V.E.6.b. Authorized excuses from testing - authorized excuses are limited to the following reasons:
 - V.E.6.b.1) Travel outside the test region (where the site is located), providing the travel is regularly scheduled and approved prior to the time notification is made to the employee's commander, and the employee will not return before testing is concluded on that day.
 - V.E.6.b.2) Time off/leaves granted after the employee's commander has been notified that would preclude being tested, provided the commander verifies that the leave is unavoidable and necessary. Any leave request submitted by an employee after site notification should be carefully scrutinized and only granted in a verified emergency.

V.F. Collection of Specimens for Random Testing

- V.F.1. The collector will prepare the private collection enclosure or room.
 - V.F.1.a. Only persons authorized by the DPC will be permitted in any part of a collection site where urine specimens are being collected and stored.
 - V.F.1.b. The collector or designee may observe the employee directly when there is reason to believe the employee will substitute or alter the specimen. The collector or designee must be the same gender as the employee they are observing.
- V.F.2. The employee will report to the collection site and present his/her ISP photo identification or driver's license to the collector who will confirm the employee's identification.
- V.F.3. The collector will give the employee written and verbal instructions regarding collection procedures.

- V.F.3.a. The employee is required to follow collection procedures exactly and to participate fully in the chain-of-custody procedures. The collector will note refusal to participate, or any other unusual circumstances or behavior on the chain-of-custody form.
- V.F.3.b. If the employee is unable to provide a 45-milliliter specimen, the employee will remain at the collection site until a sufficient specimen is provided or until a minimum of three hours have elapsed. If the employee still cannot provide a complete specimen, he/she may be required to undergo a medical evaluation. The employee has up to five days to obtain a medical reason from a licensed physician for their failure to provide a urine sample. The MRO will determine whether the test is cancelled or considered refusal.

V.G. Laboratory Analysis

- V.G.1. Laboratory analysis of urine drug testing specimens will be performed only by the SAMHSA certified laboratories.
- V.G.2. The Department will rely on urine results for disciplinary action only when a specimen has been obtained and processed in accordance with this directive and the SAMHSA guidelines.
- V.G.3. The laboratory will follow established chain-of-custody procedures during all phases of processing, including receipt of urine specimens, testing, reporting, and storage.
- V.G.4. The laboratory will perform an initial screening for every specimen received and a confirmatory test for any specimen that tested positive during the initial screening.
- V.G.5. The laboratory will discard negative specimens. The laboratory must retain confirmed positive specimens in a frozen state for at least 365 days, or longer as requested by the DPC.
- V.G.6. The laboratory must report test results to the MRO electronically or in writing within five working-days of receipt of specimens at the laboratory.
 - V.G.6.a. All electronic reports must be followed up in writing.
 - V.G.6.b. Test results will not be communicated to the MRO orally.
 - V.G.6.c. The report routinely includes only the specimen identifier and the test result - either positive or negative for each class of drugs tested. The laboratory will report as negative all specimens tested as negative on initial screening or negative on the confirmatory test.
 - V.G.6.d. A certified copy of the original chain-of-custody form(s) signed by the certifying laboratory official must be included with the report.
 - V.G.6.e. When requested in writing by the MRO, the laboratory will provide quantitative analytical results to the MRO.
- V.G.7. The laboratory will disclose random test results to someone other than the MRO only with written consent and direction of the tested employee or by order of a court or tribunal of competent jurisdiction in response to any relevant legal claim.

V.H. MRO Review

The MRO will expeditiously perform the review prior to the transmission of any final verified test results to the DPC.

- V.H.1. Negative initial screening results
 - V.H.1.a. The MRO will report as negative those results reported as negative by the laboratory.
 - V.H.1.b. The MRO will conduct administrative reviews of negative reports for gaps in chain-of-custody, testing error, or clerical error. The MRO will notify the DPC of any deficiencies or omissions.

- V.H.2. Positive confirmatory test results
 - V.H.2.a. The MRO will evaluate alternative medical explanations for a positive test result, including information obtained from employee medical interviews, review of other relevant biomedical factors, and medical records made available by the tested employee or clinical examination.
 - V.H.2.b. The MRO or his/her staff will contact the employee on a confidential basis to determine whether the employee wishes to discuss the laboratory test result.
 - V.H.2.b.1) If the MRO is unable to reach the individual directly, the MRO will contact the DPC who will direct the employee to contact the MRO as soon as possible.
 - V.H.2.b.2) The MRO may verify the test as positive without having communicated directly with the employee when:
 - V.H.2.b.2)a) The employee refuses to discuss the laboratory test results with the MRO.
 - V.H.2.b.2)b) The employee has been notified to contact and cooperate with the MRO and fails to satisfactorily do so within five days of the notification.
 - V.H.2.c. The employee may request to submit additional information to the MRO, who will accept only information pertinent to a medical review.

V.H.3. The MRO may delegate any clinical examinations or face-to-face consultations to another qualified physician.

V.I. Reporting of Final Test Results

- V.I.1. The MRO will:
 - V.I.1.a. Report the final verified test results to the DPC in writing.
 - V.I.1.a.1) If the MRO determines there is legitimate medical explanation for the positive confirmatory test result, the MRO will report the final result as negative.
 - V.I.1.a.2) If the MRO determines there is no legitimate explanation for the confirmatory positive results, the MRO will report the final decision as a verified positive test.
 - V.I.1.b. Only disclose the final result to the DPC.

V.I.2. Verified Positive Test

- V.I.2.a. The DPC will inform the Director and the Deputy Director of the employee's division of assignment, through the DPC's chain-of-command, within one workday of any verified positive test result.
- V.I.2.b. The Deputy Director of the employee's division will ensure the Deputy Director of the DII, the Office of Labor Relations, the Department's Legal Office, and the employee are notified of the verified positive test result.
 - V.I.2.b.1) The Deputy Director of the Division of Criminal Investigations will notify the chief of police, sheriff, or federal Special Agent in Charge regarding a positive test involving a non-ISP law enforcement officer appointed as an Inspector and assigned to an ISP administered drug enforcement unit, as permissible under applicable collective bargaining agreements.
 - V.I.2.b.2) The Deputy Director will notify the employee in writing that he/she may request a second test of the specimen at an independent SAMHSA certified laboratory. (See Section V.I. of this directive.)

V.I.2.c. Following notification, the DPC will mail the verified positive test results to the employee at his/her home address by certified mail in an envelope clearly labeled "CONFIDENTIAL."

V.I.3. Negative Test Result

The DPC will mail negative test results to the employee at his/her home address in an envelope clearly labeled "CONFIDENTIAL."

V.J. Independent Testing

An employee with a verified positive random test result may request, through the DPC, a second analysis of the original specimen at an independent laboratory within 30 days of receipt of his/her test result.

V.J.1. In such instances, the DPC will direct the laboratory used by the Department to send the secondary storage sample (split sample) to another SAMHSA certified laboratory.

V.J.2. The Department will pay the cost of this test.

V.J.3. The second laboratory will be required to:

V.J.3.a. Process the specimen in accordance with SAMHSA guidelines for independent testing.

V.J.3.b. Complete the chain-of-custody forms.

V.J.3.c. Report the results to the MRO.

V.J.4. The MRO will not consider the results of urine specimens that are not obtained and processed in accordance with this directive and the SAMHSA guidelines for independent tests.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
PER-057, DRUG TESTING AND AWARENESS
ADDENDUM 1, CRITERIA FOR REASONABLE SUSPICION TESTING**

RESCINDS: PER-057, Addendum 1, 2021-017, revised 08-10-2021.	REVISED: 09-29-2022 2022-197
RELATED DOCUMENTS: PER-008, PER-030, PER-038, PER-051, applicable bargaining unit contracts	RELATED CALEA STANDARDS (6th Edition): 26.3.6

- I. Reasonable suspicion testing is based upon a totality of circumstances. A variety of factors can play a role in the decision to test. Factors may include, but are not limited to the following:
 - I.A. A pattern of abnormal conduct or erratic behavior
 - I.B. Information provided by reliable and credible sources which is independently corroborated by supervisory staff or the Division of Internal Investigation (DII)
 - I.C. Difficulty walking, slurred speech, needle marks, glazed stare
 - I.D. Observation, such as the direct observation of use and/or physical symptoms of a person being affected by the use/misuse of any controlled substance or cannabis
- II. When an employee believes there is reasonable suspicion that another employee has been affected by the use/misuse of any controlled substance or cannabis, or that another employee's use or non-compliance with recommended dosage(s) of legally prescribed medication either on- or off-duty has affected the employee's job performance, the employee must immediately document this suspicion and notify his or her immediate supervisor. This documentation will include a detailed description of all factors that form the basis of the employee's reasonable suspicion.
- III. When a supervisor or commander believes there is reasonable suspicion an employee has been affected by the use/misuse of any controlled substance or cannabis, or an employee's use or non-compliance with recommended dosage(s) of legally prescribed medications either on- or off-duty has affected the employee's job performance, he or she must document the incident and notify the DII. This documentation will include a detailed description of all factors that form the basis of the employee's reasonable suspicion.
- IV. The DII Deputy Director, or designee (Commander or above), will immediately notify the Drug Program Coordinator (DPC), who will coordinate approval through the Legal Office, notify the Office of Labor Relations (OLR), and schedule the drug testing.
- V. In the case of suspicion when an employee's use or non-compliance with recommended dosage(s) of legally prescribed medications has affected the employee's job performance, a Deputy Director, upon being notified by his/her chain-of-command, will require a signed Release of Medical Information form, ISP 2-555, from the employee and will provide such information to the DPC, who will coordinate the appropriate drug testing with guidance from the Medical Review Officer (MRO).
- VI. During normal work hours, contact the DPC at the Office of Human Resources (OHR) (217-557-1672).
- VII. On evenings and weekends, request the Springfield Communications Center (SCC) (217-786-6677) to contact the DPC.
- VIII. A supervisor will escort the employee to a designated collection facility for appropriate testing as determined by the Department.
 - VIII.A. For AFSCME employees, he/she is entitled to the presence of a union representative. The AFSCME representative will not act in a manner so as to obstruct the testing process, and the absence of an AFSCME representative will not serve to delay the process as long as he or she has been given a reasonable period of time to arrive at the testing site.
- IX. The employee will complete a chain-of-custody form as instructed by the collector.

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- X. The employee's refusal to complete a chain-of-custody form or refusal to take the test may be treated the same as a verified positive test result.
- XI. The Department will obtain and process the test specimen in accordance with this directive (PER-057) and the United States Department of Health and Human Services guidelines.
- XII. Test results will be reported in accordance with this directive (PER-057), Section V.H.
- XIII. The Illinois State Police encourages employees abusing prescription drugs to voluntarily seek assistance. The Department will not impose discipline based solely upon the identification of prescription drug abuse. However, the Department may impose discipline for violations of directives, rules of conduct, and/or statutes associated with the intentional abuse of prescription drugs.

| Indicates new or revised items.

-End of Addendum-