

## DEFINITIONS

**“Use”** is defined as trying, testing, experimenting, which includes but is not limited to, tasting, smoking, injecting, absorbing, sniffing, or inhaling.

**“Possession”** is defined as having actual physical control of any illegal (non-prescribed) drug for personal use or otherwise.

The following examples of illegal drug use or possession will be considered automatic disqualifiers in the pre-employment selection process for all applicants, with no exceptions.

1. Any illegal use or possession of a drug identified as automatically disqualifying in the Santa Rosa Police Department Drug Matrix.
2. The applicant’s alcoholic beverage consumption is shown to impair his/her ability to satisfactorily perform in a work environment.
3. Any illegal use or possession of a drug while employed in a criminal justice and/or law enforcement capacity.
4. Any manufacturing, cultivating, trafficking, selling/offering to sell or transporting for sale of an illegal drug.
5. The applicant has been denied employment or terminated from a position as a result of on-the-job illegal drug use.
6. The applicant has been convicted of a drug offense that is, or would be, a misdemeanor in the State of California. For the purpose of this guideline, drug diversion and/or probation shall constitute proof of an illegal act and similarly disqualify the applicant.
7. Any injection of non-prescribed or unauthorized prescription medications.
8. The applicant willfully or deliberately falsified or provided misleading information regarding his/her prior or current illegal drug use.

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# SANTA ROSA POLICE DEPARTMENT



## Pre-Employment Illegal Drug Use Standards



# Pre-employment Illegal Drug Use Standards

## PURPOSE

The pre-employment illegal drug use standards are established to evaluate and determine an applicant's suitability for employment with the City of Santa Rosa Police Department. The standards have been developed to help determine the eligibility of an applicant for any position, either sworn or civilian, with the Santa Rosa Police Department in a manner that provides fairness, consistency, and equal opportunities for applicants and does not show any partiality or grant any special favors to any applicant.

Each applicant's suitability for employment will be thoroughly examined throughout the selection process and background investigation. Please note that a history of using controlled substances may not result in automatic disqualification from the selection process. Prior to disqualifying any applicant whose profile does not fall within the provisions of the automatic disqualifiers, the applicant will be given the opportunity to present any and all evidence of mitigating facts which the applicant feels should be considered by the hiring authority. All applicants are subject to final approval of the Chief of Police.

## DRUG MATRIX

Crack Cocaine (rock)	AUTOMATICALLY DISQUALIFYING
Heroin/Opium or Derivatives, (See Examples Below)	AUTOMATICALLY DISQUALIFYING
Methadone	AUTOMATICALLY DISQUALIFYING
LSD	AUTOMATICALLY DISQUALIFYING
PCP	AUTOMATICALLY DISQUALIFYING

Opium Derivatives: The following drugs when used outside of prescribed use for legitimate medical reasons - Oxycodone/Oxycontin, Hydrocodone, Codeine, Methadone, Fentanyl, Morphine

Where there is evidence of an applicant's past use of other controlled substances, the following factors may be used to determine an applicant's suitability for employment:

- Patterns of use.
- How the drug was obtained.
- Length of time between use and application of employment including consideration of the intervening behavior of the applicant.
- Kind of drug used.
- Circumstances of the start of the drug use and likelihood of recurrence.
- Circumstances at the time of discontinuance of drug use.
- Social behavior and attitude since discontinuance of drug use.
- Relevance of past behavior to specific job demands and requirements.

Although the above-mentioned factors require a case-by-case analysis of an applicant's suitability for employment, all applicants will be evaluated on:

- Past personnel records.
- Absenteeism.
- Disruptive, abusive, or dangerous behavior.
- Violations of state and/or federal laws.
- Violation of work rules, policies, or procedures.
- Unsatisfactory work performance.

For Police Officer applicants, you will be required to disclose patterns of illegal drug use in a polygraph exam and deception is grounds for immediate disqualification.

