

OFFICE OF ADMINISTRATIVE SERVICES

**NOTICE**  
12.3.1

January 16, 2018

**TO:** All Department Personnel

**FROM:** Director, Office of Administrative Services

**SUBJECT:** DRUG-FREE WORKPLACE – REMINDER

This Notice serves to remind all personnel that the Los Angeles Police Department (Department) Policy regarding a drug-free Department remains in effect for all personnel.

Existing Department and City policy is based on the Federal Controlled Substances Act which prohibits the use of Schedule I controlled substances, including marijuana. On June 22, 1987, the Office of the Chief of Police published Administrative Order No. 5, *A Drug Free Los Angeles Police Department*, which codified the Department's long-standing drug use policy. On February 21, 1992, the Office of the Chief of Police published Administrative Order No. 2, which states in part that every member of the Los Angeles Police Department has been vested with a position of inviolable trust and has an obligation to remain drug-free. Most recently, an Office of Administrative Services Notice, dated November 9, 2016, *Drug Free workplace-Reminder*, reiterated Department policy.

Although recreational use of marijuana for adults became legal in California on January 1, 2018, Department policy as well as City of Los Angeles policies, require that our employees and workplace remain drug-free. Consequently, Department policy is unaffected by the legalization of adult-use marijuana. The use of marijuana or cannabis products for any reason, regardless of duty status, is prohibited.

Any questions regarding this Notice may be directed to Lieutenant Laurel Friedlander, Office of Administrative Services, at (213) 486-8410.

APPROVED:



JORGE A. VILLEGAS, Assistant Chief  
Director, Office of Administrative Services



SEAN W. MALINOWSKI, Deputy Chief  
Chief of Staff  
Office of Chief of Police

Attachments

OFFICE OF ADMINISTRATIVE SERVICES

**NOTICE**  
1.3

November 9, 2016

**TO:** All Department Personnel

**FROM:** Director, Office of Administrative Services

**SUBJECT:** DRUG FREE WORKPLACE – REMINDER


The purpose of this notice is to remind all personnel that the Los Angeles Police Department (Department) Policy regulating a drug free Department remains in effect for all personnel.

On June 22, 1987, the Office of the Chief of Police published the attached Administrative Order No. 5, which codified the long standing policy of the Department on drug use entitled, *A Drug Free Los Angeles Police Department*. On February 21, 1992, the Office of the Chief of Police published the attached Administrative Order No. 2, which states in part that every member of the Los Angeles Police Department has been vested with a position of inviolable trust and has an obligation to remain drug-free. This policy is based on the Federal Controlled Substances Act which prohibits the use of Schedule I, controlled substances including marijuana. As such, Department policy prohibits the use of marijuana or cannabis products for any reason in both on-duty or off-duty environments.

Although California voters passed Proposition 64 on November 8, 2016, regarding the use of marijuana for adults for recreational purposes, the law, Department policy and the City of Los Angeles policies require that our employees and workplace remain drug free. As such, our policy is unaffected by Proposition 64 and remains in force.

The penalty for using illegal controlled substances including marijuana or cannabis products by a Department employee, sworn or civilian, may very likely be termination.

Any questions regarding this Notice may be directed to Lieutenant Paul M. Weber, Office of Administrative Services, at (213) 486-8410.

  
JORGE A. VILLEGAS, Assistant Chief  
Director, Office of Administrative Services

Attachments

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 5

JUNE 22, 1987

SUBJECT: A DRUG-FREE LOS ANGELES POLICE DEPARTMENT

Department employees are the most prominent representatives of government and as such *must* remain above reproach at all times. Every member of the Los Angeles Police Department has been vested with a position of inviolable trust and has an obligation to remain drug-free and set the example for the public we serve. An abuse of drugs by a single employee portends a cancer which must be effectively dealt with and resolved to the benefit of the employee and the Department.

Commanding officers shall ensure that each sworn employee, line and technical reserve police officer, and civilian employee in their command receives a copy of the attached Chief's Bulletin entitled, "A Drug-Free Los Angeles Police Department." Commanding officers shall cause each employee to complete the below acknowledgment. All employees are required to sign the acknowledgment.

Commanding officers shall forward completed acknowledgments along with a divisional roster indicating those persons who have received their copy, and an anticipated date of service for each person who has not received a copy, to Personnel and Training Bureau no later than July 15, 1987. Commanding officers shall make monthly updates until all personnel in their command have received a copy of the statement.

  
DARYL F. GATES  
Chief of Police

STATEMENT OF ACKNOWLEDGMENT

I acknowledge that I have received and read the Chief's Bulletin "A Drug-Free Los Angeles Police Department", dated June 22, 1987. I understand that the penalty for abusing drugs can be and very likely will be termination of employment with the Los Angeles Police Department for all employees, sworn and civilian.

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NAME (PRINTED)

\_\_\_\_\_  
SERIAL NUMBER

\_\_\_\_\_  
DIVISION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

DISTRIBUTION "A"

JUNE 22, 1987

**CHIEF'S BULLETIN**  
**A DRUG-FREE LOS ANGELES POLICE DEPARTMENT**

Few of us in the LAPD family and our extended family of loved ones have been untouched by the tragedy of drug abuse. Substance abuse has destroyed careers, broken up homes and caused distrust in the public's confidence in Law Enforcement to effectively do its job.

Because of our concerns spanning the full spectrum of this gigantic problem, I believe we are united in our solemn resolve to attack it on every identifiable front, including prevention, detection and treatment where needed, and enforcement, prosecution and discipline, where necessary. To do otherwise is to ignore our responsibilities as individuals, as citizens, as parents, as spouses, and as Los Angeles Police Officers, to name just a few of the important obligatory roles with which most of us are endowed.

Your Department will be launching new programs to combat the drug abuse problem on two important fronts very soon.

One of the programs, the Los Angeles Police Department Drug Abuse Prevention Program (DAPP), is being developed to the benefit of the entire LAPD family, with special emphasis on the extended family, which includes the immediate family of every officer and civilian employee.

DAPP will be presented in three major parts; roll call training videos, a Department-wide newsletter and an eight-hour training session for every sworn and civilian employee. It will be presented in a positive manner with sharp focus on drug abuse education and awareness. It is believed that most employees will be able to put the training information to good use in on-duty and off-duty environments.

The other program soon to be implemented is random drug testing for all probationary police officers. I have discussed this program with you in a prior Chief's Bulletin. In this program the high priority emphasis is singular: **Rid the Los Angeles Police Department of those who abuse drugs.** In our profession, especially in the LAPD, no alternative is acceptable. The public we serve must be confident that any LAPD officer responding to its problems, many of which relate to drugs, is not himself or herself an abuser.

Each of you must have the assurance that when your life depends upon the judgement or actions of your partner, you are not placing your life in the hands of a drug abuser. As your Chief, I unequivocally pledge to use my wisdom, my devotion to you and all of my lawful authority to give you such assurance.

In varying degrees such logic extends to every member of this Department. Accordingly, it must be unmistakably clear: **The penalty for drug abuse by any LAPD employee, sworn or civilian, can be and very likely will be termination; and where a criminal act is provable, prosecution.**

To make certain this firm Department policy and commitment to your safety is understood by everyone, I have directed that every sworn and civilian member of the Department be provided a copy of this bulletin, read it, and acknowledge having done so by signing a document that will be provided by your commanding officer.

You will be hearing more about both of the programs I have discussed very soon. Both were developed with your well-being and the well-being of your loved ones in mind.



**DARYL F. GATES**  
Chief of Police

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 2

FEBRUARY 21, 1992

SUBJECT: A DRUG-FREE LOS ANGELES POLICE DEPARTMENT

Department employees are the most prominent representatives of City government, and as such must remain above reproach at all times. Every member of the Los Angeles Police Department has been vested with a position of inviolable trust and has an obligation to remain drug-free and an example for the public we serve. The abuse of drugs by even a single employee gives evidence of a cancer which must be effectively dealt with and resolved to the benefit of the employee and the Department. Drug abuse is the wrong or improper use of chemical substances. It includes the use of any illegal drug or controlled substance, along with the misuse of other chemical substances such as alcohol, anabolic steroids, and prescription or over-the-counter medications.

Commanding officers shall ensure that each sworn employee, line and technical reserve police officer, and civilian employee in their command receives a copy of the attached Chief's Bulletin entitled, "A Drug-Free Los Angeles Police Department." Commanding officers shall cause each employee to complete the acknowledgement. All employees are required to sign the acknowledgement.

Commanding officers shall forward completed acknowledgements, along with a divisional roster indicating those persons who have received their copy and an anticipated date of service for each person who has not received a copy, to Personnel and Training Bureau no later than March 20, 1992. Commanding officers shall make monthly updates until all personnel in their command have received and signed the statement of acknowledgement.



DARYL F. GATES  
Chief of Police

Attachments

DISTRIBUTION "A"

FEBRUARY 21, 1992

CHIEF'S BULLETIN  
A DRUG-FREE LOS ANGELES POLICE DEPARTMENT

Since the last bulletin on a drug-free Los Angeles Police Department was published in June 1987, the City of Los Angeles and employee bargaining representatives, both jointly and individually, have launched several employee assistance programs. The Department remains committed to providing assistance to employees who develop personal problems wherever and whenever possible. To this end, the Department has established the Employee Assistance Unit which is responsible for employee assistance and wellness programs, exclusive of any programs administered through Behavioral Science Services Section. The Employee Assistance Unit provides referral services to civilian and sworn employees who are faced with personal problems concerning substance abuse, family problems, financial problems, or medical problems.

The Behavioral Science Services Section is available for individual or group counseling and therapy for all Department employees and their families concerning personal, marital, family, or job-related problems.

Department sworn and civilian employees and their families may also seek assistance with their personal problems by choosing to use the counseling services provided by the City or by their union in the form of an "Employee Assistance Program" (EAP). Effective July 1, 1991, civilian employees, except those represented by Local 347, can seek assistance through the City's civilian EAP. Civilian employees represented by Local 347 must use the EAP provided for in their Memorandum of Understanding. Information on the City's civilian EAP will be distributed to civilian employees in the very near future.

I encourage all of you to use any of the counseling services described above for the problems for which they were designed. However, as you are all aware, on June 22, 1987, I issued Administrative Order No. 5 entitled A DRUG FREE LOS ANGELES POLICE DEPARTMENT, along with a bulletin explaining the Order. The purpose of that order was to codify the long standing policy of the Department on drug abuse. Each of you signed a statement which acknowledged that you understood the penalty for drug abuse:

"The penalty for drug abuse by any LAPD employee, sworn or civilian, can be and very likely will be termination; and where a criminal act is provable, prosecution."

Chief's Bulletin  
February 21, 1992  
Page Two

All employees hired since the publication of Administrative Order No. 5, dated June 22, 1987, have been required to read and sign a copy of the order during the employment process.

At this time, I wish to advise you that participation in an EAP or in Department provided counseling services will neither prevent a personnel investigation for drug abuse, nor alter or mitigate the penalty for abusing drugs.

To make certain that this firm Department policy and commitment to your safety is understood by everyone, I have directed that every sworn and civilian member of the Department be provided a copy of this bulletin. Read it, and acknowledge having done so by signing a document that will be provided by your commanding officer.

You will be hearing more about the programs I have discussed very soon. They were developed with your well-being and the well-being of your loved ones in mind.



DARYL F. GATES  
Chief of Police

**STATEMENT OF ACKNOWLEDGEMENT**

I acknowledge that I have received and read the Chief's Bulletin "A Drug-Free Los Angeles Police Department", dated February 21, 1992. I understand that the penalty for abusing drugs can include the entire range of Department sanctions up to and including termination of employment with the Los Angeles Police Department, along with criminal prosecution, for all employees, sworn and civilian.

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NAME (PRINTED)

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SERIAL NUMBER

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DIVISION

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DATE

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SIGNATURE