

	<p align="center"><b>LINWOOD POLICE DEPARTMENT</b></p> <p align="center"><b>General Order</b></p>	<p><b>Directive Number:</b> 2016-37</p> <hr/> <p><b>Effective Date:</b> 11/09/21</p> <hr/> <p><b>Issued By:</b> Chief Jason Weber</p> <hr/> <p><b>Distribution:</b> ALL PERSONNEL</p> <hr/> <p><b>Number of Pages:</b> 21</p>
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<p><b>DISCLAIMER</b> - The Written Directives developed by the Linwood Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Directives can only be a basis of a complaint by this Department, and only then in an Administrative disciplinary setting.</p>		

## I. PURPOSE

The Linwood Police Department has not only a legal responsibility but also a management obligation to ensure a safe work environment along with a paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their assigned duties. A requirement for employment must be an employee who is free from drug dependence, illegal drug use, or prescription or illicit drug abuse.

Drug dependence and drug abuse seriously impairs an employee's performance and general physical and mental health, and may also pose a danger not only the abuser but those they encounter. The Linwood Police Department has adopted the following policy to ensure an employee's fitness for duty by being drug-free as a continuing condition of employment.

## II. POLICY

**It will be the policy of the Linwood Police Department to follow the Atlantic County Prosecutor's Office Directive #PD-00102-00 "Atlantic County Random Drug Testing Policy" and New Jersey Attorney General Directive #2018-02 "Statewide Mandatory Random Drug Testing".**

### III. OVERVIEW

- A. Applicants for the position of sworn police officer will be routinely tested for drug or narcotic usage as part of their pre-employment medical examination. The testing procedures and safeguards set forth in this order will be followed by the examining physician and others involved in the testing procedure.
- B. Refusal to take the test or test results reporting a presence of illegal drugs or narcotics, or the use or misuse of prescription drugs without a valid prescription from a licensed practitioner, will be the basis of discontinuing an applicant in the selection process, and bar him or her from re-applying for a period of two years. Any use or possession that constitutes a crime will preclude any further consideration for employment.
- C. Applicants found to be involved in the illegal sale, manufacture or distribution of any narcotics/drugs will be permanently rejected.
- D. Any improper use of any narcotics/drugs by an applicant after application will be grounds for permanent rejection.
- E. The results of drug test on applicants for the position of sworn police officer will be kept confidential.
- F. Drug testing may be categorized by the employment status of the individual being tested and the method by which the individual was selected for testing. These methods include applicant testing, trainee testing, and officer testing. Testing is required of all police applicants and trainees. Pursuant to AG Directive 2018-2 "Statewide Mandatory Random Drug Testing", law enforcement agencies are required to implement a random drug testing program for all sworn officers within their departments. Further, law enforcement agencies have an independent obligation to undertake drug testing of individual officers and trainees when there is reasonable suspicion to believe that the officer or trainee is illegally using drugs.

### IV. DEFINITIONS

- A. Employee: All personnel employed by the Linwood Police Department, both civilian and sworn.
- B. Sworn Law Enforcement Officers: All sworn officers, including ranking officers.
- C. Supervisor: Both sworn and civilian employees assigned to a position having day to day responsibility for commanding a work element.
- D. Drug Test: A urinalysis test administered under approved conditions and conducted for the purpose of detecting drug use by the subject being tested.

## V. SELECTION OF PERSONNEL FOR TESTING PROCEDURE

### A. Law Enforcement Trainees

1. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. All drug testing conducted during mandatory basic training will comply with the rules and regulations established by the New Jersey Police Training Commission ("NJPTC")
2. Individual trainees may also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee (only upon the approval of the Atlantic County Prosecutor, the Chief of Police, or Academy Director) may be using or abusing controlled dangerous substances, whether prescription or illicit.

### B. Sworn Law Enforcement Officers

1. Urine specimens will be ordered from a sworn law enforcement officer when there exists reasonable suspicion to believe that the officer is illegally using drugs. Urine specimens will not be ordered from an officer without approval of the County Prosecutor or the Chief of Police.
2. Urine specimens may be ordered from sworn law enforcement officers who have been randomly selected to submit to a drug test which will be conducted at least semi-annually. Random selection will be defined as a method of selection in which each and every sworn member of the department, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted. An example of random selection would be drawing a ping-pong ball from a bucket with an officer's badge number on it, with all officers having an equal number of ping-pong balls in the bucket.
3. Urine specimens may be collected from law enforcement officers during a regularly scheduled and announced medical examination or a fitness for duty examination. However, the collection and analysis of the specimens is not governed by this policy.

### C. Other Employees

1. Police Department employees other than sworn law enforcement officers may be ordered to submit a urine specimen for analysis when there exists reasonable suspicion to believe that the employee is illegally using drugs. Urine specimens will not be ordered from this employee without the approval of the County Prosecutor or the Chief of Police and will follow the procedure outlined in this policy.

## VI. DRUG TESTING PROCEDURE

### A. Drug Testing for Applicants

1. The Linwood Police Department will notify all applicants that the pre-employment application process will include mandatory drug testing. The notification will also inform the applicant that a negative result is a condition of employment and that a positive will result in:
  - (a) the applicant being dropped from consideration for employment; AND
  - (b) the applicant's name being reported to the Central Drug Registry maintained by the Division of State Police; AND
  - (c) the applicant being precluded from consideration for future law enforcement employment for a period of two years.
2. If the applicant is currently employed by another law agency as a sworn officer and the officer produces a positive drug test for illegal drug abuse, the officer's employing agency will be notified of the test results and the officer will be terminated from employment by his employer and will be permanently barred from future law enforcement employment in the State of New Jersey.

### B. Drug Testing for Trainees

1. Newly appointed law enforcement officers will be informed that drug testing is mandatory during basic training. Newly appointed officers will also be informed a negative result is a condition of employment and a positive result will result in:
  - (a) the officer's termination from employment; AND
  - (b) inclusion of the officer's name in the Central Drug Registry maintained by the Division of State Police; AND
  - (c) the officer being permanently barred from future law enforcement employment in the State of New Jersey.
2. Newly appointed officers will be further informed that the refusal to submit to a drug test will result in the dismissal from employment and a permanent ban from future law enforcement employment in New Jersey.

### C. Drug Testing for Sworn Law Enforcement Officers (Reasonable Suspicion)

1. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, the department will prepare a written report which documents the basis for the reasonable suspicion. The report will be reviewed by the Atlantic County Prosecutor and/ or the Chief of Police before a reasonable suspicion test may be ordered. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.

2. The officer tested will be informed a negative result is a condition of employment as a sworn officer and that a positive result will result in:
  - (a) the officer's termination from employment; AND
  - (b) inclusion of the officer's name in the Central Drug Registry maintained by the Division of State Police; AND
  - (c) the officer being permanently barred from future law enforcement employment in the State of New Jersey.
3. The officer will also be advised that refusal to submit to a drug test based on reasonable suspicion, after being lawfully ordered to do so, will subject him or her to the same penalties as those officers who test positive for illegal use of drugs.

#### D. Sworn Law Enforcement Officers (Random Drug Testing)

1. The Linwood Police Department will conduct random drug testing at least twice a year upon all sworn officers, regardless of rank or assignment.
2. The selection will be made by agency's Internal Affairs Commander utilizing the Info-share drug screen randomizer made available to this agency by the Atlantic County Prosecutor's Office. At least ten percent of the total number of sworn officers within the agency shall be randomly tested each time. The shop steward or, in his or her absence, the assistant shop steward shall witness the selection process. If there are one or more shop stewards representing different agency personnel, they shall also be present at the time of the selection process. The officer(s) selected will then be tested. If the officer(s) is/are unavailable, another number will be drawn and this process will be repeated until an available officer has been selected.
3. An officer selected for testing will be deemed unavailable should he or she be on a vacation of lasting five or more days, attending a training seminar lasting five or more days, or out on sick or injury leave for more than five days. Otherwise, selected officer(s) will be deemed to be available.
4. The lottery drawing will consist of the Info-share drug screen randomizer.
5. Any member of the Linwood Police Department who discloses the identity of an individual selected for random testing, or that a random selection is scheduled to take place, prior to the collection of urine specimens will be subject to severe disciplinary action.
6. All officers present during the drawing will sign a copy of selected officer(s) list. This form will include the names of all selected officer(s) along with the date and time the selection process was completed. If more than one number has to be drawn due to the officer being unavailable, this will also appear on the form. This form will serve as a permanent record of the individual(s) selected.

7. Any member of the Linwood Police Department who refuses to submit to drug testing when randomly selected will be subject to the following sanctions:
  - (a) the officer will be immediately suspended from all duties; AND
  - (b) the officer will be terminated from employment as a law enforcement officer, upon final disciplinary action; AND
  - (c) the officer will be reported to the Central Drug Registry maintained by the Division of State Police; AND
  - (d) the officer will be permanently barred from future law enforcement employment in the State of New Jersey.

## VII. SPECIMEN ACQUISITION PROCEDURES

### A. Preliminary Acquisition Procedures

1. The Internal Affairs Officer will act as a monitor of the specimen acquisition process. If the Internal Affairs Officer is not the same gender as the individual being tested, an officer of that gender will be selected by the Internal Affairs Officer to act as monitor.
2. Monitors of the specimen acquisition process will be responsible for:
  - (a) Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen;
  - (b) Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen;
  - (c) Complying with chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice for analysis.
3. The law enforcement agency shall designate a member of its staff to serve as a monitor of the specimen acquisition process. The monitor shall always be of the same gender as the individual being tested (the donor). In the event there is no member of the same gender available from the agency collecting the specimen(s), the agency may request that a member of the same gender from another law enforcement agency serve as monitor of the process.
4. Prior to the submission of a specimen, an applicant for a law enforcement position shall execute a form consenting to the collection and analysis of their urine for illegal drugs (Attachment A). The form shall also advise the applicant that a negative result is a condition of employment and that a positive result will result in the consequences outlined in this policy. Applicants are not required to complete a Drug Testing Medication Information Form at this time.

5. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course shall execute a form (Attachment B) advising the trainee that a negative result is a condition of employment and that a positive result will result in the consequences outlined in this policy. The form shall also advise the trainee that the refusal to participate in the test process carries the same penalties as testing positive. Trainees shall complete a Drug Testing Medication Information form (New Jersey Attorney General's Drug Testing Policy, Attachment D) listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements and nutritional supplements that were ingested by the officer during the past 14 days. The Drug Testing Medication Information form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal and write their unique identifier (Donor ID) on the envelope.
6. Prior to the submission of a urine specimen, a sworn law enforcement officer shall execute a form (Attachment C) advising the officer that a negative result is a condition of employment and that a positive result will result in the consequences outlined in this policy. The form shall also advise the officer that the refusal to participate in the test process carries the same penalties as testing positive. Sworn officers shall complete the Drug Testing Medication Information form (New Jersey Attorney General's Drug Testing Policy, Attachment D) listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements and nutritional supplements that were ingested by the officer during the past 14 days. The Drug Testing Medication Information form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal and write their unique identifier (Donor ID) on the envelope.

#### B. Monitor's Responsibility

1. The monitor of the specimen acquisition process shall be responsible for the following:
  - (a) Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen (the donor).
  - (b) Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen. Individual specimens and forms shall be identified throughout the process by the use of donor identification numbers (Donor ID). At no time shall a name appear on any form or specimen container sent to the Laboratory.
  - (c) Complying with chain of custody procedures established by the Laboratory for the collection and submission for analysis of urine specimens.
  - (d) Specimens shall be collected utilizing split collection kits supplied by the Laboratory. Under no circumstances shall a specimen be collected and submitted for analysis in a specimen container that has not been approved by the NJ State

Medical Examiner Toxicology Laboratory. It is the responsibility of each agency to contact the Laboratory to obtain the Split Specimen Kits and Forensic Urine Drug Testing Custody and Submission Form (CSF).

- (e) Collecting and submitting urine specimens in accordance with procedures established by the laboratory.
2. In order to ensure the accuracy and integrity of the collection process a monitor may:
    - (a) Direct an individual officer who has been selected for drug testing to remove outer clothing (jackets, sweaters etc.), empty their pockets, and wash their hands under running water, before they produce a specimen.
    - (b) Add tinting agents to toilet water and secure the area where the specimens are to be collected prior to specimen collection.
    - (c) If the monitor has reason to believe that an individual officer will attempt to adulterate or contaminate a specimen, substitute another substance or liquid for their specimen, or compromise the integrity of the test process, the monitor may conduct a direct observation of the individual officer.
  3. If a monitor concludes that direct observation is necessary, he or she must document the facts supporting the belief that the officer will attempt to compromise the integrity of the testing process before there can be direct observation.

#### C. Urine Specimen Collection Procedure

1. Unless otherwise noted, all steps must be completed by the donor in the presence of the monitor.
2. The monitor completes the agency information, donor identification, and test information sections of the Custody and Submission Form (CSF).
3. The monitor allows the donor to select one New Jersey Medical Examiner State Toxicology Laboratory issued sealed split specimen collection kit.
4. The donor unseals the split specimen collection kit, removes the specimen bag and specimen containers from the specimen collection container, and places all items on a clean surface.
  - (a) The specimen containers shall be kept closed/unsealed at this time.
  - (b) The specimen collection container and specimen containers should be kept within view of both the donor and the monitor.

5. The monitor instructs the donor to procedure a specimen of at least 45 mL into the specimen collection container, to not flush the toilet, and return with the specimen container immediately after the specimen is produced.
6. The monitor checks the specimen for adequate volume and the temperature indicator strip on the specimen container within 4 minutes.
  - (a) A color change between 90° and 100°F indicates an acceptable specimen temperature. The monitor indicates if the temperature is acceptable by marking either the “Yes” or “No” box in the specimen collection section of the CSF. If a temperature strip does not indicate the acceptable temperature, the monitor must consider the possibility that the officer attempted to tamper with the collection.
  - (b) The monitor must follow the “shy bladder” procedure for donors that initially are unable to produce an adequate amount of urine (See Section on “Shy Bladder” procedures).
7. The monitor instructs the donor to split the collected specimen into the specimen containers.
  - (a) The donor opens both specimen containers and pours at least 30 mL of urine from the collection container in the primary specimen container and at least 15 mL of urine from the collection container in the secondary specimen container.
  - (b) The donor secures both specimen containers by placing and securing the lids/caps on the specimen containers.
8. The monitor instructs the donor to seal the specimen containers with tamper-evidence seals from the CSF.
  - (a) The donor carefully removes the Bottle A Specimen Container Security Seal from the CSF and places it over the lid/cap and down the sides of the primary specimen container with the greater volume of urine (30 mL).
  - (b) The donor carefully removes the Bottle B (SPLIT) Specimen Container Security Seal from the CSF and places it over the lid/cap and down the sides of the secondary specimen container with the lesser volume of urine (15 mL).
  - (c) After the seals are placed on the specimen containers, the donor writes the collection date and his or her initials in the space provided on the security seals to certify that the specimen containers contain the specimen that he or she provided.
9. The monitor prints his or her name, and signs and dates the monitor/ agency acknowledgement section of the CSF.
10. The monitor instructs the donor to place both specimens in the front pouch of the specimen bag containing the absorbent pad.

11. The monitor separates the white laboratory copy of the CSF, folds it, and places it in the rear pouch of the specimen bag along with the sealed medication information sheet, if provided.
12. The monitor seals the specimen bag by removing the release liner from the flap and folding the blue adhesive flap to cover the cross hatch slit opening.
13. Any remaining urine along with the specimen collection container may be discarded.
14. The monitor will take possession of the sealed specimen bag and ensure that it is delivered to the NJ State Medical Examiner Toxicology Laboratory in a timely manner.

#### D. "Shy Bladder" Procedure

1. When a donor initially produces an inadequate amount of urine, the monitor must take the following steps:
  - (a) Advise the donor to remain on the premises and under the supervision of the test monitor until the monitor is satisfied that the donor cannot produce a specimen.
  - (b) While the donor is under supervision, allow the donor to drink up to 40 ounces of fluids distributed reasonably over a period of up to three hours in an attempt to induce the production of a specimen.
  - (c) Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
2. If the donor remains unable to provide a specimen after a reasonable period of time, the monitor may have the donor examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.

#### E. Split Specimen

1. A donor whose specimen tested positive may only challenge the positive test result by having the split specimen independently tested by an accredited laboratory. The first specimen will not be retested.
2. The split specimen will be maintained at the Laboratory for a minimum of one year following the receipt of a positive drug test result from the Laboratory by the submitting agency.
3. The split specimen will be released by the Laboratory under the following circumstances:

- (a) The agency is notified by the Laboratory that the first specimen tested positive for a controlled substance;
  - (b) The agency notifies the donor that the first specimen tested positive for a controlled substance; and
  - (c) The agency is informed by the donor whose specimen tested positive that he/ she wishes to challenge the positive test result.
- 4. A representative of the second test laboratory may, in person, take possession of the second sample in accordance with accepted chain of custody procedures or the sample may be sent to the second test laboratory by commercial courier also following accepted chain of custody procedures.
  - 5. Following testing of the split specimen, the independent laboratory will report the result of the split specimen drug test to the donor, to the submitting agency, and to the NJ State Medical Examiner Toxicology Laboratory medical review officer.

#### F. Submissions of Specimens and Analysis

- 1. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice or a lab designated by State Laboratory will constitute the sole facility for the analysis of law enforcement drug test. No other facility or laboratory will be utilized for purposes of analyzing urine specimens.
- 2. Urine specimens should be submitted to the State Toxicology Laboratory within one working day of their collection.
- 3. In the event a specimen cannot be submitted to the laboratory within one working day of its collection, the law enforcement agency will store the specimen in a controlled access refrigerated area until submission to the State Toxicology Laboratory.
- 4. Submissions of specimens to the State Toxicology Laboratory may be accomplished by personnel from the department or commercial carrier.
- 5. Should the department choose to have specimens delivered to the State Toxicology Laboratory by commercial carrier, the following procedural safeguards must be taken:
  - (a) All submissions must be made by next day delivery;
  - (b) In addition to the sealed container, all submissions must be packaged in a manner that includes two additional seals to provide for the integrity of the test specimens;
  - (c) The State Toxicology Laboratory must reject specimens that it has reason to believe have been subject to tampering.

## G. Analysis of Specimens

1. The State Toxicology Laboratory will utilize the following test procedures to analyze urine specimens for law enforcement agencies:
  - (a) All specimens will be subject to an initial test utilizing fluorescence polarization immunoassay analysis.
  - (b) Those specimens that tested positive for a controlled substance following the fluorescence polarization immunoassay will be subject to a gas chromatography/mass spectrophotometry analysis to confirm the presence of the controlled substance.
  - (c) In the event a specimen is confirmed to be positive for a controlled substance following the gas chromatography/mass spectrophotometry, a medical review officer at the laboratory will compare the test results with the medical questionnaire submitted with the specimen to determine whether any substance listed on the questionnaire would explain the test result. The medical review officer may direct the agency that collected the specimen to obtain further information from the individual being tested concerning the medications listed on the questionnaire. In the event the questionnaire does not explain the test result, the medical review officer will issue a report indicating that the specimen tested positive
2. The State Toxicology Laboratory will analyze each specimen for the presence of the following substances or their metabolites:
  - (a) amphetamine/methamphetamine;
  - (b) barbiturates;
  - (c) benzodiazepine;
  - (d) cannabinoids;
  - (e) cocaine;
  - (f) methadone;
  - (g) phencyclidine;
  - (h) opiates;
  - (i) steroids (at the discretion of the Law Enforcement Executive).
3. The analysis of the first specimen shall be done in accordance with currently accepted procedures adopted by the Laboratory. These procedures shall include, but not be limited to, security of the test specimens, chain of custody, initial screening and confirmation testing, parent drug and metabolite cut-off levels, and the issuance of final reports. In addition to the controlled substances listed below, every Law Enforcement Executive may request that specimens be analyzed for the presence of steroids.

#### H. Drug Test Results:

1. The State Toxicology Laboratory will notify the department of any positive test results from the specimens submitted for analysis. All reports of positive tests will be in writing and sent to the department within 15 working days of submission. The State Toxicology Laboratory will, upon request, provide the department with written documentation that one or more specimens submitted for analysis tested negative.
2. The State Toxicology Laboratory will not report a specimen as having tested positive for a controlled substance until the specimen has undergone a confirmatory test and the medical review officer has reviewed the results of that test with the medical questionnaire pertinent to that specimen.
3. The department will notify the applicant, trainee, or sworn officer of the results of a positive test as soon as possible after receipt of the report from the State Toxicology Laboratory. Upon request, the individual may receive a copy of the laboratory report.
4. Under no circumstances may the department or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be retested.

#### I. Consequences of Positive Test Results:

1. When an applicant tests positive for illegal drug use he or she will be removed from consideration for employment by the department.
  - (a) The applicant will be reported to the Central Drug Registry maintained by the Division of State Police; AND
  - (b) The applicant will be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two years; AND
  - (c) Where an applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer will be notified of the positive test result. Under the circumstances, the officer's current employer is required to dismiss the officer from employment and also report his or her name to the Central Drug Registry maintained by the Division of State Police.
2. When a trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission:
  - (a) The trainee will be immediately dismissed from basic training and suspended from employment; AND
  - (b) The trainee will be reported to the Central Drug Registry maintained by the Division of State Police; AND
  - (c) The trainee will be permanently barred from future law enforcement employment in the State of New Jersey.

3. When a sworn law enforcement officer tests positive for illegal drug use:
  - (a) The officer will be immediately suspended from all duties; AND
  - (b) The officer will be terminated from employment as a law enforcement officer, upon final disciplinary action; AND
  - (c) The officer will be reported to the Central Drug Registry maintained by the Division of State Police; AND
  - (d) The officer will be permanently barred from future law enforcement employment in the State of New Jersey.

J. Consequences of Refusal to Submit to Drug Test

1. Applicants who refuse to submit to a drug test during the pre-employment process will be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for a period of two years. In addition, the department will forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to the drug test.
2. Trainees who refuse to submit to a drug test during basic training will be immediately removed from the academy and immediately suspended from employment. Upon the finding that the trainee did in fact refuse to submit a sample, he or she will be terminated from law enforcement employment and permanently barred from future law enforcement employment in the State of New Jersey. In addition, the department will forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
3. Sworn law enforcement officers who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection will be immediately suspended from employment. Upon the finding that the officer did in fact refuse to submit a sample, the officer will be terminated from law enforcement employment and permanently barred from future law enforcement in the State of New Jersey. In addition, the department will forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test.

K. Record Keeping

1. The Department will maintain all records relating to the drug testing of applicants, trainees, law enforcement officers and other employees in the Internal Affairs File.
2. For all drug testing, the department's testing records will include but not be limited to:
  - (a) The identity of those ordered to submit urine samples.
  - (b) The reason for that order.
  - (c) The date the urine was collected.
  - (d) The monitor of the collection process.

- (e) The chain of custody of the urine sample from the time it was collected until the time it was received by the State Toxicology Laboratory.
  - (f) The results of the testing.
  - (g) Copies of notification to the subject.
  - (h) For a positive result or refusal, appropriate documentation of the disciplinary action.
3. For random drug testing, the records will also include the following information:
- (a) A description of the process used to randomly select officers for the testing.
  - (b) The date the selection was made.
  - (c) A copy of the document listing the identities of those selected for drug testing.
  - (d) A list of those who were actually tested.
  - (e) The date those officers were tested.
4. Drug testing records will be maintained with the level of confidentiality required for internal affairs files pursuant to New Jersey internal affairs policies and procedures.

#### L. Central Drug Registry

1. The department will notify the Central Drug Registry maintained by the Division of State Police of the identity of applicants, trainees, sworn law enforcement officers who test positive for the illegal use of drugs or refuse an order to submit a urine sample.
2. Notification to the Central Drug Registry will include the following information for each individual:
  - (a) Name and address of the submitting agency.
  - (b) Name of the individual who tested positive or refused testing.
  - (c) Last known address of the individual.
  - (d) Date of birth.
  - (e) S.B.I. number if available.
  - (f) Social Security Number.
  - (g) Substance the individual tested positive for, or circumstances of the refusal to submit a urine sample.
  - (h) Date of dismissal from the agency, and whether the individual was an applicant, trainee, or sworn law enforcement officer.
3. Notification to the Central Registry will be sent to:

Records and Identification Section  
Division of State Police  
P.O. Box 7068  
West Trenton, NJ 08628

4. Information contained in the Central Registry may be released by the Division of State Police only under the following circumstances:
  - (a) In response to an inquiry from a law enforcement agency as part of the background investigation process for prospective or newly appointed personnel.
  - (b) In response to a court order.



DRUG TESTING  
APPLICANT NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of the pre-employment process, the Atlantic City Police Department will conduct a comprehensive background investigation to determine my suitability for the position for which I have applied.

I understand that as part of this process, I will undergo drug testing through urinalysis. I understand that a negative drug test result is a condition of employment. I understand that if I refuse to undergo the testing, I will be rejected from employment.

I understand that if I produce a positive test result for illegal drug use, I will be rejected for employment.

I understand that if I produce a positive test result for illegal drug use or refuse to take the test that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use and am not currently employed as a sworn law enforcement officer, I will be barred from future law enforcement employment in New Jersey for two years from the date of the test. After this two-year period, the positive test result may be considered in evaluating my fitness for future criminal justice employment.

I understand that if I am currently employed as a sworn law enforcement officer and I produce a positive test result for illegal drug use, my current law enforcement employer will be notified of the positive test result. In addition, I will be dismissed from my law enforcement position and I will be permanently barred from law enforcement employment.

I have read and understand the information contained on this "Applicant Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the pre-employment process.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



DRUG TESTING  
TRAINEE NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of the program of training at the Atlantic City Police Department, I will undergo unannounced drug testing by urinalysis during the training period.

I understand that a negative drug test result is a condition of my continued attendance at the above listed training program. I understand that if I refuse to undergo the testing, I will be dismissed from the training program and from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use, I will be dismissed from the academy.

I understand that if I produce a positive test result for illegal drug use, the academy will notify my employer of the positive test result. In addition, I will be permanently dismissed from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use or refuse to take the test, that information will be forwarded to the Central Drug Registry maintained by the Division of State Police.

Information from that registry can be made available by court order or as part of a confidential investigation relating to employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use, I will be permanently barred from serving as a law enforcement officer in New Jersey.

I have read and understand the information contained on this "Trainee Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the academy training program.

\_\_\_\_\_  
Signature of Trainee    Date

\_\_\_\_\_  
Signature of Witness                      Date



DRUG TESTING  
OFFICER NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of my employment with the Atlantic City Police Department, I am required to undergo unannounced drug testing by urinalysis either through a random drug testing procedure or where there is reasonable suspicion to believe I am illegally using drugs.

I understand that a negative drug test result is a condition of my continued employment as a sworn officer at the above listed department.

I understand that if I produce a positive test result for illegal drug use, it will result in my termination from employment.

I understand that if I refuse to undergo testing, it will result in the same penalties as a positive test for the illegal use of drugs.

I understand that if I produce a positive test result for illegal drug use or refuse to take the test, the information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to my employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use, I will be permanently barred from future employment as a law enforcement officer in New Jersey.

I understand that if I resign or retire after receiving a lawful order to submit a urine specimen for drug testing and do not provide the specimen, I shall be deemed to have refused to submit to the drug test.

I have read and understand the information contained on this "Officer Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as a condition of my continued employment as required by law.

\_\_\_\_\_  
Signature of Officer                      Date

\_\_\_\_\_  
Signature of Witness                      Date

ATTACHMENT D



DRUG TESTING MEDICATION INFORMATION

As part of the drug testing process, it is essential that you inform us of all medications you have taken in the last fourteen (14) days. Please *carefully* complete the information below.

Check all that apply:

\_\_\_ A. During the past 14 days I have taken the following medication prescribed by a physician:

	Name of Medication	Prescribing Physician	Date Last Taken
1			
2			
3			
4			
5			
6			

\_\_\_ B. During the past 14 days, I have taken the following non-prescription medications (cough medicine, cold tablets, aspirin, diet medication, nutritional supplements, etc.)

	Name of Medication	Date Last Taken
1		
2		
3		
4		
5		
6		

\_\_\_ C. During the past 14 days, I have taken NO prescription or non-prescription medications.

\_\_\_\_\_  
Donor ID and Initials

\_\_\_\_\_  
Date

**ATTACHMENT F****NOTIFICATION TO THE CENTRAL DRUG REGISTRY**

<b>AGENCY SUBMITTING</b>					
AGENCY				PHONE	
ADDRESS		CITY	STATE	ZIP	
CONTACT PERSON		TITLE	PHONE		
<b>PERSON TO BE ENTERED</b>					
LAST NAME	FIRST NAME	INITIAL	GENDER	RACE	EYE COLOR
THIS PERSON WAS: <input type="checkbox"/> APPLICANT <input type="checkbox"/> TRAINEE					
<input type="checkbox"/> SWORN OFFICER-RANDOM <input type="checkbox"/> SWORN OFFICER- REASONABLE SUSPICION					
ADDRESS					
CITY		STATE	ZIP		
DOB	SSN	SBI NUMBER (IF KNOWN)			
<b>REASON FOR NOTIFICATION</b>					
THE PERSON LISTED ABOVE <input type="checkbox"/> TESTED POSITIVE FOR _____ (IDENTIFY SUBSTANCE)					
OR					
<input type="checkbox"/> REFUSED TO SUBMIT A URINE SAMPLE					
DATE OF THE DRUG TEST OR REFUSAL			DATE OF FINAL DISMISSAL OR SEPARATION FROM AGENCY		
<b><u>CERTIFICATION (Must be completed by Chief or Director. Must be notarized with raised seal)</u></b>					
I hereby affirm that the above information is true and correct to the best of my knowledge.					
_____ Print Name		_____ Title		_____ Signature	
Sworn and subscribed before me this _____ day of _____, _____.					
(Seal) _____					

Mail to: Division of State Police  
Records and Identification Section  
P.O. Box 7068  
West Trenton, New Jersey 08628-0068