

	<b>BUTLER POLICE DEPARTMENT STANDARD OPERATING PROCEDURES</b>		<b>Vol. 3 Ch. 7</b>
	<b>LAW ENFORCEMENT DRUG TESTING</b>		
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<b>Approved by: Chief Ciro Chimento</b>		<b>Accreditation Standard(s)</b>  <b>26.1.1</b>	

**PURPOSE**

The purpose of this directive is to outline procedures to be followed by this Department in administering drug testing to Butler Police Officers and Dispatchers. For purposes of clarification, the term Dispatcher will also mean Telecommunicator.

**POLICY**

It is the policy of the Butler Police Department that the critical mission of law enforcement justifies maintenance of a drug free work environment through the use of a reasonable employee drug-testing program.

Therefore, in order to ensure the integrity of the department, and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this department shall implement a drug-testing program to detect prohibited drug use by all sworn officers and civilian dispatchers.

This Directive shall be in compliance with the New Jersey Attorney General's Law Enforcement Mandatory Drug Testing Policy, Revised March 2018.

**PROCEDURE**

**A. Prohibited Activity**

1. No employee shall illegally possess any controlled substance.
2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
  - a. Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication, and the prescribed period of use.

- b. Supervisors shall document this information through the use of an internal memorandum forwarded to the Internal Affairs Supervisor.
  - c. The employee may be temporarily reassigned to other duties where appropriate and if possible.
3. No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.
4. Any employee who unintentionally ingests, or is made to ingest a controlled substance shall immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
5. Any employee, having a reasonable basis to believe that another employee is illegally using or in possession of any controlled substance, shall immediately report the facts and circumstances to their supervisor.

## **B. Applicability**

1. This policy applies to:
  - A. Applicants for a position as a law enforcement officer who, if appointed, will be responsible for the enforcement of the criminal laws of the State and will be authorized to carry a firearm under NJSA 2C:39-6.
  - B. Law enforcement officer trainees subject to the Police Training Act while they attend a mandatory basic training course.
  - C. Sworn law enforcement officers who are responsible for the enforcement of the criminal laws of this State; come under the jurisdiction of the Police Training Act; and are authorized to carry a firearm under N.J.S.A. 2C: 39-6.
  - D. Civilian dispatchers, both full and part-time, along with applicants for this non-sworn position.

## **B. Types of Drug Testing**

1. Police Officer and Dispatcher Applicants
  - A. Applicants for the position of a sworn law enforcement officer or civilian dispatcher will be required to submit a urine specimen at any time prior to appointment.
2. Law Enforcement Trainees

- A. 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 rules and regulations established by the Police Training Commission.
- B. Individual trainees may also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs. A trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the County Prosecutor and/or the Academy Director.

### 3. Sworn Law Enforcement Officers and Civilian Dispatchers

- A. Urine specimens shall be ordered from sworn law enforcement officers or civilian dispatchers when there exists a reasonable suspicion to believe that the officer or dispatcher is illegally using drugs. Urine specimens shall not be ordered from an officer or dispatcher without the approval of the County Prosecutor or the Chief of Police.
- B. Urine specimens may be ordered from law enforcement officers or dispatchers who have been randomly selected to submit to a drug test. Random selection shall be defined as a method of selection in which each and every sworn member and civilian dispatcher, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.
- C. Urine specimens may be collected from law enforcement officers and/or dispatchers during a regularly scheduled and announced medical examination or a fitness for duty examination. However, analysis of these specimens is not governed by this policy.

## **C. Notification of Drug Testing**

### 1. Applicants

- A. The Butler Police Department shall test applicants for law enforcement and dispatcher positions and must notify those applicants that the pre-employment process will include drug testing. The notification will also indicate that a negative result is a condition of employment and that a positive result will:
  - Result in the applicant being dropped from consideration for employment
  - Cause the applicant's name to be reported to preclude the applicant from being considered for future law enforcement for a period of two years from the date of the drug test (Law Enforcement Officer Employment Only).

- B. In addition, the notification will indicate that if the applicant is currently employed by another agency as a sworn law enforcement officer and the officer tests positive for illegal drug use, the officer's employing agency will be notified of the test results and the officer will be terminated from employment and permanently barred from future law enforcement employment in New Jersey.

## 2. Law Enforcement Trainees

- A. All newly appointed law enforcement officers shall be informed that drug testing is mandatory during basic training. Newly appointed officers shall also be informed that a negative result is a condition of employment and that a positive result will result in:
- The officer's termination from employment
  - Inclusion of the officer's name in the central drug registry maintained by the Division of State Police
  - The officer being permanently barred from future law enforcement employment in New Jersey.
- B. Newly appointed officers shall be further informed that the refusal to submit to a drug test shall result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey.
- C. Each police academy shall include in its rules and regulations a provision implementing drug testing during basic training.

## 3. Sworn Law Enforcement Officers: Reasonable Suspicion Testing

- A. As defined in N.J.S.A. 40A:14-118, individual law enforcement officers will be ordered to submit to a drug test when there is a reasonable suspicion to believe that the officer is illegally using drugs.
- B. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, the agency shall prepare a written report which documents the basis for the reasonable suspicion. The report shall be reviewed by the County Prosecutor 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.
- C. A negative result is a condition of employment as a sworn officer and that a positive result will result in the following for a sworn officer:
- The officer's termination from employment
  - Inclusion of the officer's name in the central registry maintained by the Division of State Police

- The officer being permanently barred from future law enforcement employment in New Jersey.
- D. Law enforcement officers who refuse to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so are subject to the same penalties as those officers who test positive for the illegal use of drugs. A sworn law enforcement officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

#### 4. Dispatchers: Reasonable Suspicion Testing

- A. Dispatchers will be ordered to submit to a drug test when there is a reasonable suspicion to believe that the dispatcher is illegally using drugs.
- B. Before a dispatcher may be ordered to submit to a drug test based on Reasonable suspicion, the agency shall prepare a written report which documents the basis for the reasonable suspicion. The report shall be reviewed by the County Prosecutor, Business Administrator, 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.
- C. A negative result is a condition of employment as a civilian dispatcher and that a positive result may result in the following for a dispatcher:
- Retention pending a medical evaluation and drug rehabilitation
  - Termination from employment
  - Transfer of duties to a position not connected with law enforcement

#### 5. Random Drug Testing

- A. All sworn members and civilian dispatchers of the Borough of Butler are eligible for random drug testing, regardless of rank or assignment.
- B. At least 10 percent of the total number of sworn officers shall be randomly tested each time, the same shall apply to civilian dispatchers. At a minimum, random drug testing shall be conducted at least once in the remainder of 2018 and at least twice in every subsequent calendar year.
- C. There shall be no prior notice given of the dates of the selection process or the collection of samples from the selected employees.
- D. Officer's and dispatcher's names and associated (ID) numbers shall be randomly

selected using the computer generated program detailed below with said results documented and verified. This computer program ensures that every sworn member in this agency has an equal chance to be selected for testing each and every time a selection takes place.

- (1) This department shall use a computer driven random selection method using data management software produced by RandomWare. The software used shall be RandomWare Simple Version 4.
  - (2) A demonstration of the RandomWare software shall be made available to a representative of the collective bargaining units of both police and dispatchers if requested by said bargaining unit. The demonstration may be conducted by a representative of the department administration at a mutually agreeable date and time in the Internal Affairs Office.
- E. In the event that an individual randomly selected for drug testing is not available, (vacation, sick, or other short term excused absence), they will provide a specimen to be tested to the monitor on their next working day. If the individual who has been randomly selected is on extended sick or medical leave then an alternate individual will be randomly selected in their place.
- F. The selection process shall be monitored and witnessed by the following:
- BPA Representative
  - Blue Collar Workers Representative
  - Chief of Police or designee
  - Internal Affairs representative
- G. The selection process and the names of the officers selected will be documented in a written report prepared by the Internal Affairs Officer or his designee. The report will be stored in the Internal Affairs Files.
- H. Any member of this agency who discloses the identity of an officer or dispatcher selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to discipline.
- I. Officers and/or dispatchers selected for random drug testing will be notified while on duty by the Internal Affairs Officer and required to submit a urine specimen at that time. The specimen acquisition process will be kept confidential.
- J. Officers or dispatchers who refuse to submit to a random drug test when randomly selected are subject to the same penalties as those officers or dispatchers who test positive for the illegal use of drugs.

- K. An officer or dispatcher who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.
- L. As defined in N.J.S.A. 40A:14-118, random drug testing cannot be implemented until rules and regulations establishing such a procedure have been in effect for a minimum of 60 days.

#### **D. Specimen Acquisition Procedures**

##### **1. Preliminary Acquisition Procedure**

- A. The Police Chief shall designate a member of his/her staff to serve as monitor of the specimen acquisition process. The monitor shall always be of the same sex as the individual being tested. In the event there is no member of the same sex available from this agency, this agency may request that a member of the same sex from another law enforcement agency serve as monitor of the process.
  - 1. Should the Chief of Police be selected at random, the Operations Officer shall monitor the taking of samples.
- B. The monitor of the specimen acquisition process shall be responsible for:
  - 1. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.
  - 2. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen.
  - 3. 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.
- C. Prior to the submission of a specimen, an applicant for a law enforcement position or dispatcher shall execute a form consenting to the collection and analysis of their urine for illegal drugs (**Attachment A**). This form shall advise the applicant that a negative result is a condition of employment and that a positive result will:
  - 1. Result in the applicant being dropped from consideration for employment.
  - 2. Cause the applicant's name to be reported to the central drug registry maintained by the Division of State Police.
  - 3. Preclude the applicant from being considered for future law enforcement

employment for a period of two years.

- D. Applicants shall not complete a medical questionnaire (**Attachment B**) prior to the submission of a specimen unless they have already received a conditional offer of employment. However, applicants who have not received a conditional offer of employment can be required to complete a medical questionnaire if, following submission of their specimen to the State Toxicology Laboratory for analysis, the law enforcement agency receives a report indicating that the specimen is positive for a controlled substance.
- E. Prior to submission of a urine specimen, a trainee enrolled in a basic training course shall execute a form (**Attachment C**) advising the trainee that a negative result is a condition of employment and that a positive result will:
  - 1. Result in the trainee being dismissed from basic training.
  - 2. Cause the trainee to be dismissed from employment as a law enforcement officer by this agency.
  - 3. Cause the trainee's name to be reported to the central drug registry maintained by the Division of State Police.
  - 4. Cause the trainee to be permanently barred from future law enforcement employment in New Jersey.

The form shall also advise the trainee that the refusal to participate in the test carries the same penalties as testing positive. Trainees shall also complete a medical questionnaire (**Attachment B**) which clearly describes all medications, both and over-the-counter (non-prescription), that were ingested in the past 14 days.

- F. Prior to submission of a urine specimen, sworn law enforcement officers and dispatchers shall complete a medical questionnaire (**Attachment B**) which clearly describes all prescription and over-the-counter (non-prescription) medications that were ingested in the past 14 days.

## 2. Specimen Collection

- A. Throughout the test process, the identity of the individual applicants, trainees, sworn law enforcement officers and dispatchers shall remain confidential. Individual specimens shall be identified throughout the process by the use of social security numbers.  
At no time shall an individual's name appear on any form or specimen container sent to the State Toxicology Laboratory. The urine specimen shall be collected from the selected personnel in a prompt, efficient and confidential manner.



- B. Specimens will be collected utilizing equipment and supplies approved by the State Toxicology Laboratory. Under no circumstances may a specimen be collected and submitted for analysis in a specimen container that has not been approved by the State Toxicology Laboratory.
- C. Urine specimens will be acquired and processed in accordance with procedures established by the State Toxicology Laboratory.
  - 1. After the monitor has inspected the appropriate forms for accuracy, the applicant, trainee, sworn officer or dispatcher shall void into two specimen collection containers.
  - 2. After the two specimens have been produced, the individual shall seal the specimen containers and deliver them to the monitor.
  - 3. Once the monitor is satisfied that the required documentation is accurate and he or she has inspected the specimen containers to determine that a specimens have been produced, the monitor shall take possession both specimen's, package them in the same fashion as evidence, and ensure that they are delivered to the State Toxicology Laboratory for analysis.
- D. Individuals will void without the observation of the monitor unless there is reason to believe that the individual will adulterate the specimen or otherwise compromise the integrity of the test process. Under these circumstances, the production of a specimen may be directly observed by the monitor. The facts underlying their belief that an individual may adulterate a specimen or compromise the integrity of the test process must be documented by this agency.
- E. Individuals who initially are unable to produce a urine specimen may remain under the supervision of the test monitor until the monitor is satisfied that the individual cannot produce a specimen. While the individual is under supervision, the monitor may allow the individual to drink fluids in an attempt to induce the production of a specimen. If the individual remains unable to provide a specimen after a reasonable period of time, the monitor may have the individual 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. Submission of Specimens for Analysis**

- 1. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will

constitute the sole facility for the analysis of law enforcement drug tests. Law enforcement agencies are not permitted to use any other facility or laboratory for purposes of analyzing urine specimens.

2. Urine specimens should be submitted to the State Toxicology Laboratory within one working day of their collection. In the event that a specimen cannot be submitted to the laboratory within one working day of its collection, the law enforcement agency shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
  - A. Submissions to the State Toxicology Laboratory may be accomplished by personnel from the law enforcement agency or commercial courier.
  - B. Should this agency choose to have specimens delivered to the State Toxicology Laboratory by commercial courier, the following procedural safeguards must be taken:
    - All submissions must be by “next day delivery”.
    - 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.
    - The State Toxicology Laboratory must reject specimens that have been subject to tampering.

## **F. 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 test positive for a controlled substance following the fluorescence polarization immunoassay shall be subject to a gas chromatography/mass spectrophotometry analysis to confirm the presence of a controlled substance.
  - C. In the event that a specimen is confirmed to be positive for a controlled substance following the gas chromatography/mass spectrophotometry, a medical review officer at the laboratory shall 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 shall issue a report indicating that the specimen tested positive.

D. The State Toxicology Laboratory shall analyze each specimen for the following substances and their metabolites:

- Amphetamine/methamphetamine
- Barbiturates
- Benzodiazepine
- Cannabinoids
- Cocaine
- Methadone
- Phencyclidine
- Opiates

E. The analysis of each specimen shall be done in accordance with procedures adopted by the State Toxicology Laboratory. These procedures shall include but not limited to security of the test specimens, chain of custody, metabolite cut-off levels and issuance of test reports.

G. Drug Test Results

1. The State Toxicology Laboratory shall notify this agency of any positive test results from the specimens submitted for analysis. All reports of positive test results shall be in writing and sent to this agency within 15 working days of the submission. The State Toxicology Laboratory will, upon request, provide this agency with written documentation that one or more specimens submitted for analysis tested negative.
2. The State Toxicology Laboratory shall 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 the test with the medical questionnaire pertinent to that specimen.
3. This agency shall notify the applicant, trainee, dispatcher or sworn officer of the results of a positive test result as soon as practical 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 this agency or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be retested.

## H. Consequences of a Positive Test Result

1. When an applicant tests positive for illegal drug use:
  - A. The applicant shall be immediately removed from consideration for employment by this agency.
  - B. The applicant shall be reported to the Central Drug Registry by this agency.
  - C. The applicant shall be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two years.
  - D. Where the applicant is currently employed by another agency as a sworn law enforcement officer, this agency shall notify the officer's current employer of the positive test results. Under these circumstances, the officer's 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 shall be immediately dismissed from basic training and suspended from employment by this agency.
  - B. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by this agency.
  - C. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police.
  - D. The trainee shall be permanently barred from future law enforcement employment in New Jersey.
3. When a sworn law enforcement officer tests positive for illegal drug use:
  - A. The officer shall be immediately suspended from all duties pending a disciplinary hearing. In cases involving testing of the second specimen, the disciplinary hearing will not be held until the results of the second specimen test are received by this agency.
  - B. The officer shall be terminated from employment as a law enforcement officer, upon final disciplinary action by this agency.
  - C. The officer shall be reported to the Central Drug Registry maintained by the Division of State Police by this agency.

D. The officer shall be permanently barred from future law enforcement employment in New Jersey.

4. When a civilian dispatcher tests positive for illegal drug use:

A. The dispatcher shall be immediately suspended from all duties. A mandatory medical evaluation and drug rehabilitation may be required before reinstatement of employee.

B. Termination from employment may occur as a result of a positive test.

#### **I. Consequences of a Refusal to Submit to a Drug Test**

1. Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment with this agency and barred from consideration for future law enforcement employment for a period of two years from the date of the refusal. In addition, the applicant's name shall be forwarded to the Central Drug Registry and note that the individual refused to submit to a drug test.

2. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from this agency's law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, this agency shall 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 shall be immediately suspended from employment. Upon a finding that the officer did in fact refuse to submit a sample, the officer shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, this agency shall forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test.

4. Dispatchers who refuse to submit to a drug test ordered in response to reasonable suspicion shall be immediately suspended from employment. Upon a finding that the dispatcher did in fact refuse to submit a sample, the dispatcher may be terminated from law enforcement employment and may be permanently barred from future law enforcement employment. In addition,

this agency shall forward the dispatcher's name to the Central Drug Registry and note that the individual refused to submit to a drug test and shall also advise the Registry if the dispatcher has been terminated from law enforcement employment.

#### **J. Additional Consequences**

1. A sworn law enforcement officer or dispatcher who tests positive for illegal drug use or refuses to submit to a drug test, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported by this agency to the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

#### **K. Record Keeping**

1. This agency's Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees, law enforcement officers, and dispatchers.
2. This agency's drug testing records shall include, but not be limited to:
  - A. For all drug testing:
    - The identity of those ordered to submit to urine samples.
    - The reason for that order.
    - The date the urine was collected.
    - The name of the monitor of the collection process.
    - 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.
    - The results of the drug testing.
    - Copies of notifications to the subject.
    - For any positive result or refusal, appropriate documentation of disciplinary action.
  - B. For random drug testing, the records will also include the following information:
    - A description of the process used to randomly select officers for drug testing.
    - The date the selection was made.
    - A copy of the document listing the identities of those selected for drug testing.
    - A list of those who were actually tested.
    - The date(s) those officers were tested.
3. Drug testing records shall be maintained with the level of confidentiality required for internal affairs files pursuant to the New Jersey Internal Affairs Policy and Procedures.

#### **L. Central Drug Registry**

1. This agency shall notify the Central Drug Registry maintained by the Division

of State Police of the identity of applicants, trainees, sworn law enforcement officers and dispatchers who test positive for the illegal use of drugs or refuses an order to submit a urine sample on the form prescribed in Attachment D.

2. Notifications to the Central Drug Registry shall include the following information as to each individual:
  - Name and address of this agency and contact person.
  - Name of the individual who tested positive.
  - Last known address of the individual.
  - Date of birth
  - Social security number
  - SBI number (if known)
  - Gender
  - Race
  - Eye color
  - Substance the individual tested positive for, or circumstances of the refusal to submit a urine sample.
  - Date of the drug test or refusal.
  - Date of final dismissal or separation from this agency.
  - Whether the individual was an applicant, trainee, sworn law enforcement officer or dispatcher.
3. The certification section of the notification form must be completed by the Chief of Police and notarized with a raised seal.
4. Notifications to the Central Drug Registry shall be sent to:

Division of State Police  
State Bureau of identification  
Central Drug Registry  
P.O. Box 7068  
West Trenton, New Jersey 08628-0068
5. 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 criminal justice agency as part of a background investigation process for prospective or new personnel.
  - B. In response to a court order.

**ATTACHMENT A**

**DRUG TESTING  
APPLICANT NOTICE AND ACKNOWLEDGMENT**

I, \_\_\_\_\_, understand that as part of the pre-employment process, the \_\_\_\_\_ 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 for 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 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

**ATTACHMENT B**  
**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.

✓ 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			

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

	Non-Prescription Medication	Date Last Taken
1		
2		
3		

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

\_\_\_\_\_  
Social Security Number & Initials

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**ATTACHMENT C**

**DRUG TESTING  
TRAINEE NOTICE AND ACKNOWLEDGMENT**

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

I understand that a negative result is a condition of my continued attendance at the academy.

I understand that I can refuse to undergo the testing. I understand that if I refuse, I will be dismissed from the academy 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, 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 I 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 Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

