

	<b>TOWNSHIP OF SOUTH ORANGE POLICE DEPT.</b> <b>Policy &amp; Procedures</b> <b>DRUG TESTING</b>  <b>Authority: Chief Kyle M. Kroll</b>		
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**PURPOSE**

This policy and the procedures set forth herein are solely to assist the staff of the South Orange Police Department in the orderly and efficient execution of official duties. They are for internal purposes and should not be construed to create rights which do not otherwise exist by reason of law. Failure to comply with this policy does not affect the integrity of an investigation of admissibility of evidence in an investigation.

**POLICY**

It is the policy of the South Orange Police Department that all members comply with the following procedure. The South Orange Police Department, as a law enforcement agency, requires that its employees be held to the highest standards of conduct. To preserve the integrity of the South Orange Police Department and to ensure that the citizens of South Orange are provided with service and protection by employees whose competence and fitness for office and beyond question, drug abuse by office employees shall not be tolerated. Further, illegal drug use by a police officer of the South Orange Police Department, an employee who is authorized to carry a firearm, represents a threat to the safety of the public and to other law enforcement personnel. Drug testing is one method to ensure that no drug abuse is present within the ranks of the South Orange Police Department.

The South Orange Police Department must also carefully select applicants whose character and credibility are beyond reproach. Therefore, drug abusers should be detected and disqualified from potential employment. Consistent with these goals, it is the policy of the South Orange Police Department that any offers of employment, including volunteer employment, shall be conditioned on the candidate's submission of a urine sample for the purpose of drug screening.

## **APPLICABILITY**

This policy applies to:

- a.** Applicants for any position as a employee, whether paid or voluntary;
- b.** All South Orange Police trainees while they attend a mandatory basic training course at a police academy; and
- c.** All current employees, regardless of rank, position of assignment, whether paid or voluntary.

## **NOTIFICATION OF DRUG SCREENING REQUIREMENT FOR PROSPECTIVE EMPLOYEES**

All advertisements and announcements of positions in the South Orange Police Department shall include notification that drug screening through urinalysis is mandatory during pre-employment and again during training. This notification shall also indicate that a negative result is a condition of employment both before and during the probationary appointment.

An applicant for a position shall be requested to sign a waiver (Attachment A, appended hereto), consenting to the sampling and testing of urine during the employment screening process. Any refusal to undergo the testing or testing process will result in a rejection for employment.

This waiver shall include notification that an applicant for a sworn law enforcement position who produces a positive test result for illegal drug use shall be:

- a.** Rejected for employment;
- b.** Included in 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 law enforcement employment.
- c.** Barred from future law enforcement employment in New Jersey for two years. After this two year period, the positive test result may be considered in evaluating the candidate's fitness for future law enforcement.
- d.** If the applicant is currently employed as a sworn law enforcement officer and the applicant produces a positive test result for illegal drug use that individual will be notified of the positive test result. In addition, the applicant will be permanently barred from law enforcement employment.

## TESTING PERIODS

1. **Applicants:** Applicants for a position as an employee, paid or volunteer, **shall** be required to submit a urine specimen at any time prior to appointment.
2. **South Orange Police Trainees:** South Orange Police 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.

Individual trainees shall also be required to submit a urine specimen for testing when there is 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 Chief of Police or his designee.

3. **All Employees:** Urine specimens shall be ordered from any employee when there is reasonable suspicion to believe that the employee is illegally using drugs. Urine specimens shall not be ordered from an employee without the approval of the Chief of Police or his designee.
4. **Any Employee Authorized to Carry a Firearm under N.J.S.A 2C:39-6:** Urine specimens shall be ordered from these employees who have been randomly selected to submit to a drug test. Random selection is defined later in this policy. **Random drug testing shall be conducted at least once in the calendar year 2018 and at least twice every calendar year thereafter.**

## REASONABLE SUSPICION TESTING

1. Drug testing through urinalysis shall be conducted when there are facts that provide a reasonable, objective basis to suspect that an employee is illegally using drugs.
2. Any employee who has reasonable suspicion to believe that a fellow employee is illegally using drugs shall immediately report that fact, in writing, to the Chief of Police. This notification shall include detailed observations that led the reporting employee to this conclusion. **Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.**
3. The Chief of Police in conjunction with the Internal Affairs Unit (IAU) shall review the information to determine if sufficient reasonable suspicion exists to order a drug test. **The Chief of Police may choose to consult with the Essex County Prosecutor's Office to discuss whether the information they possess is sufficient to conduct reasonable suspicion testing.**

4. If further investigation is needed, it shall be conducted by the IAU.
5. The IAU, at the conclusion of the investigation shall report to the Chief of Police its findings and conclusions as to the reasonable suspicion exists to order a drug test.
6. If the Chief of Police finds that reasonable suspicion exists, the employee shall be ordered to submit a urine sample for drug testing in compliance with this policy.

## **RANDOM DRUG TESTING**

1. All South Orange Police Officers or any other employees who are authorized to carry firearms under N.J.S.A. 2C:39-6 are eligible for random drug testing, regardless of rank or assignment. **Officers who are on extended leave due to injury, illness, or military deployment and whose anticipated return to duty exceeds three (3) tours of duty at the time of random selection will be exempted from the selection process.**
2. Random selection shall be defined as a method of selection in which each and every employee, regardless of rank, position or assignment, has an equal chance to be selected for drug testing, each and every time a selection is conducted.
3. The random selection process shall be administered as follows:
  - a. The Internal Affairs Unit shall conduct the selection process. **Microsoft Excel will be used to randomly select officers by social security numbers.**
  - b. Each time a random selection for drug testing occurs, **the South Orange Police Department shall select no less than 10%** of those employees eligible for selection as described above.
  - c. **Except as noted above,** each and every armed employee shall be included in the random selection process and shall be eligible for selection each and every time the random selection process is implemented regardless of whether the armed employee has been previously selected.
  - d. One representative of the PBA and SOA each shall be permitted to witness the selection process.
4. Any employee of the South Orange Police Department who discloses the identity of an individual selected for random testing or the fact that a random selection is scheduled to take place, prior to the collection of the urine specimens shall be subject to discipline.

## SPECIMEN ACQUISITION PROCEDURES

### Preliminary Acquisition Procedures

1. The IAU shall designate a member of its 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 the IAU, an officer of the same sex from another unit shall be assigned to assist the IAU as monitor of the process.
2. Before the submission of a specimen by an applicant for any position with the South Orange Police Department, the applicant shall execute the “*Drug Testing Application Notice and Acknowledgement*” form consenting to the collection and analysis of their urine for illegal drugs. (Attachment A, appended hereto). Applicants shall not complete a “*Drug Testing Medication*” questionnaire (Attachment D, appended hereto) before 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 the submission of their specimen to the State Toxicology Laboratory for analysis, the South Orange Police Department receives a report indicating that the specimen tested positive for a controlled substance.
3. South Orange Police Department trainees shall execute the “*Trainee Notice and Acknowledgement*” (Attachment B) attached hereto. Trainees shall also complete a Drug Testing Medication Information form (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.
4. Before the submission of a urine specimen, employees shall complete a “*Drug Testing Medication*” questionnaire (Attachment D) which clearly describes all medication, both prescription and over-the-counter (non-prescription), which were ingested in the past 14 days. **The Drug Testing Medication Information form shall not be reviewed by the monitor or any member of IAU. The form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal. Prior to the submission of a urine specimen, employees shall also 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 on page 12 of 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.**

### Monitor’s Responsibilities

1. **The monitor of the specimen acquisition process shall be responsible for:**

- 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 social security numbers. At no time shall a name appear on any form or specimen container sent to the State Toxicology Laboratory.
  - c. Complying with chain of custody procedures established by the New Jersey State Toxicology Laboratory for the collection and submission for analysis of urine specimens.
  - d. Specimens shall be collected utilizing equipment and supplies approved by the State Toxicology Laboratory. Under no circumstances shall a specimen be collected and submitted for analysis in a specimen container that has not been approved by the State Toxicology Laboratory. It is the responsibility of each agency to contact the Laboratory to obtain the appropriate supplies and equipment including the Drug Testing Custody and Submission Form.
  - e. Collecting and submitting urine specimens in accordance with procedures established by the State Toxicology 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.
3. Individuals will void without the direct 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. 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. 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 test process before there can be direct observation.

## 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 allows the donor to select two sealed specimen container kits.
3. The donor unseals both kits and removes the kit contents on a clean surface.
4. Using an ordinary pencil, the donor writes his/her SSN and the letter "A" below the SSN on one of the I.D. labels, and places the label inside one of the specimen containers printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle A" and "first specimen", respectively.
5. Next, using an ordinary pencil, the donor writes his/her SSN and the letter "B" below the SSN on the second I.D. label, and places the label inside the second specimen container printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle B" and "second specimen", respectively.
6. The monitor checks that the donor SSN on both labels matches the SSN provided on the submission form.
7. The monitor instructs the donor to void a specimen between 45 mL and 60 mL into each specimen container, to not flush the toilet, and return with both specimens immediately after the specimen is produced.
  - a. The monitor must follow the "shy bladder" procedure for donors that initially are unable to produce an adequate amount of urine (See "Shy Bladder" Procedure below)
8. The monitor checks each specimen for adequate volume and temperature indicator strip on the specimen container within 4 minutes. A color change between 90° and 100°F indicates an acceptable specimen temperature. The monitor indicates if the temperature is acceptable in the "Yes/No" column for each specimen and writes the collection date and his/her initials in the spaces provided on the submission form. 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.
9. If the monitor is satisfied that all test requirements are met and the required documentation is accurate, he/she shall request the donor to seal each one of the specimen containers.

10. The monitor will take possession of the specimens and documentation. The monitor will ensure that all specimens, including second specimens, are delivered to the NJSTL in a timely manner (See Submission of Specimens for Analysis below.)

### “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.

### Second Specimen

1. A donor whose specimen tested positive may only challenge the positive test result by having the second specimen independently tested. The first specimen will not be retested.
2. The second specimen will be maintained at the State Toxicology Laboratory for 60 days following the receipt of a positive drug test result from the laboratory by the submitting agency.
3. The second specimen will be released by the NJSTL under the following circumstances:
  - a. The agency is notified by the State Toxicology 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. **The positive urine donor must designate, from a list maintained by the NJSTL, a laboratory that is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) and accredited by the College of American Pathologists (CAP) to conduct workplace urine drug testing, and pay all costs associated with the reception and testing of the sample.**
  - a. **The State Toxicology Laboratory maintains an up-to-date list of SAMSHA and CAP certified laboratories and will furnish that list upon request.**
5. **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 laboratory by pre-paid tracking mail also following accepted chain of custody procedures.**
6. **Following testing of the second specimen, the independent laboratory will report the result of the second specimen drug test to the donor, to the submitting agency, and to the medical review officer.**

## **SUBMISSION OF SPECIMENS FOR ANALYSIS**

1. The New Jersey State Toxicology Laboratory within the New Jersey State Medical Examiner's Office will constitute the sole facility for urine analysis.
2. Every effort will be made to submit urine specimens to the State Toxicology Laboratory within 24 hours of collection. In the event a specimen cannot be submitted to the laboratory within 24 hours of collection; the department shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
3. Sworn personnel from the department will submit specimens to the State Toxicology Laboratory.

4. **All specimens must be accompanied by the Law Enforcement Drug Testing Custody and Submission Form which can be obtained from the lab and the sealed envelope containing the Medication Information Form.**

## **ANALYSIS OF SPECIMENS**

1. The analysis of each specimen shall be done in accordance with the procedures adopted by the State Toxicology Laboratory. These procedures shall include but not be limited to security of the specimens, chain of custody, metabolite cut-off levels and confirmation tests and the issuance of test reports.
2. At a minimum, the State Toxicology Laboratory shall analyze each specimen for the following eight substances and their metabolites:
  - a. amphetamine/methamphetamine
  - b. barbiturates
  - c. benzodiazepine
  - d. cannabinoids
  - e. cocaine
  - f. methadone
  - g. phencyclidine; and
  - h. opiates
3. In addition to the substances listed above, the South Orange Police Department reserves the right to have specimens analyzed for any other controlled substance as the circumstances may dictate.

## **DRUG TEST RESULTS**

1. The State Toxicology Laboratory shall notify the Internal Affairs Unit of any positive test results from the specimens submitted for analysis. All reports of positive test results shall be in writing. In addition, the State Toxicology Laboratory will provide the department with written documentation of specimens that tested negative.
2. The State Toxicology Laboratory shall not report a specimen as having tested positive for a controlled substance until the specimen had 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 IAU shall notify the individual 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 circumstance will the department or an individual resubmit a specimen for testing or ask that a particular specimen within the State Toxicology Laboratory be re-tested.

## **CONSEQUENCES OF A POSITIVE DRUG RESULT**

### **1. When an applicant tests positive for illegal drug use:**

- a. The applicant shall be immediately removed from consideration for employment by the South Orange Police Department.
- b. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police; and
- 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. After this two year period, the positive test result may be considered in evaluating and applicant's fitness and future law enforcement employment.
- d. Where the applicant is currently employed by another agency as a sworn law enforcement officer, the applicant's current employer shall be notified of the positive test result; the applicant's name will be placed on a Central Drug Registry maintained by the Division of State Police, and the applicant will be permanently barred from law enforcement employment.

### **2. When a trainee tests positive for illegal drug use:**

- a. The trainee shall be immediately dismissed from basic training and suspended from employment by the department;
- b. The department shall terminate the trainee from employment;
- c. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police; and
- d. The trainee shall be permanently barred from future law enforcement employment in New Jersey.

3. **When an employee tests positive for illegal drug use, that individual shall be**
  - a. Immediately suspended from all duties;
  - b. **Upon final disciplinary action**, the officer shall be terminated from employment with the South Orange Police Department;
  - c. If the individual is a sworn law enforcement officer, that employee will be reported to the Central Drug registry maintained by the Division of State Police and shall be permanently barred from future law enforcement employment in New Jersey.

### **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 employment and barred from consideration for future law enforcement employment for a period of two years. In addition, the department shall forward the applicant's name to the Central Drug Registry maintained by the Division of State Police and note that the individual refused to submit to a drug test.
2. Trainees who refuse to submit to a drug test during training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from employment with the South Orange Police Department and be permanently barred from future law enforcement employment in New Jersey. In addition, the department shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
3. Any employee who refuses to submit to a drug test ordered in response to reasonable suspicion (or in the case of sworn South Orange Police Officers or other armed employees, random selection) shall be immediately suspended from all duties. Upon a finding that an employee did in fact refuse to submit a sample, that individual shall be terminated from employment with the South Orange Police Department and be permanently barred from future law enforcement employment in New Jersey. In addition, the department shall forward the individual's name to the Central Drug Registry and note that the individual refused to submit to a drug test. **Any South Orange Police Officer who retires or resigns after receiving a lawful order to submit to a drug test and who does not provide the specimen shall be terminated from employment, the department shall forward the officer's name to the Central Drug Registry and the officer shall be permanently barred from future employment in law enforcement.**

## RECORD KEEPING

1. The Internal Affairs Unit of the South Orange Police Department shall maintain all records relating to the drug testing of applicants, trainees and employees.
2. The South Orange Police Department's drug testing records shall include but not be limited to:

**2-1. For all drug testing:**

- a. the identity of those ordered to submit urine specimens
- b. the reason for that order
- c. the date the urine was collected
- d. the identity of any 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 drug testing
- g. copies of notifications to the subject; and
- h. for any positive result or refusal, appropriate documentation of disciplinary action.

**2-2. For random drug testing, the records will also include the following information:**

- a. a description of the process used to randomly select eligible employees for drug testing
- b. the date 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; and
- e. the date(s) those employees were tested.

- 2-3.** 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.

## **CENTRAL DRUG REGISTRY**

- 1.** The South Orange Police Department shall notify the Central Drug Registry maintained by the Division of State Police of the identity of applicants, trainees and South Orange employees who test positive for the illegal use of drugs or refuse an order to submit a urine sample.
  
- 2.** Notifications to the Central Drug Registry shall be in writing and shall include the following information as to each individual:
  - a.** name and address of the submitting agency
  
  - b.** name of the individual who tested positive
  
  - c.** last known address of the individual
  
  - d.** date of birth
  
  - e.** social security number
  
  - f.** SBI number (if applicable)
  
  - g.** Substance the individual tested positive for, or circumstances of the refusal to submit a urine sample
  
  - h.** copy of the toxicologist report
  
  - i.** date of dismissal from the agency; and
  
  - j.** whether the individual was an applicant, trainee of sworn law enforcement officer.
  
- 3.** Notification to the Central Registry shall be sent to:

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

## **NOTIFICATION TO COUNTY PROSECUTOR**

**In the event of (1) a positive drug test by an officer, (2) a refusal by an officer to take the drug test, or (3) administration of a reasonable suspicion drug test to an officer, the chief executive or a designee shall provide a confidential written notice to the Essex County Prosecutor or his/her designee within 10 days. Upon completion of any disciplinary action, each agency shall report the discipline to the Essex County Prosecutor or his/her designee.**

**By December 31st of each year, the chief executive or a designee shall provide written notice to the Essex County Prosecutor or his/her designee of the dates of testing conducted during the prior year, the total number of sworn officers employed by the agency, the total number of sworn officers tested, and the total number of sworn officers who tested positive.**

## **CONSEQUENCES OF ALTERING OR ATTEMPTING TO ALTER THE OUTCOME OF A DRUG TEST**

1. Anyone who attempts to alter or alters the outcome of any drug test and/or the administration of any drug test is subject to dismissal and may be criminally charged pursuant to **N.J.S.A. 2C:36-10**.
2. Anyone who is found to possess any tool, product, device or substance adapted, designed, or commonly used to defraud the administration of any drug test, shall be subject to disciplinary action, up to and including termination from employment and may be charged criminally pursuant to **N.J.S.A. 2C:36-10**.

## **PUBLIC ACCESSIBILITY AND CONFIDENTIALITY**

**All random drug testing policies adopted by the South Orange Police Department shall be made available to the public upon request and shall be posted on the agency's website. All written reports created or submitted pursuant to this policy that identify specific officers are confidential and not subject to public disclosure.**

**ATTACHMENT A  
DRUG TESTING APPLICANT NOTICE AND ACKNOWLEDGEMENT**

**ATTACHMENT B  
DRUG TESTING TRAINEE NOTICE AND ACKNOWLEDGEMENT**

**ATTACHMENT C  
DRUG TESTING OFFICER NOTICE AND ACKNOWLEDGEMENT**

**ATTACHMENT D  
DRUG TESTING MEDICATION INFORMATION**



**SOUTH ORANGE POLICE DEPARTMENT DRUG TESTING POLICY**

**ATTACHMENT A**

**DRUG TESTING  
APPLICANT NOTICE AND ACKNOWLEDGMENT**

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

**SOUTH ORANGE POLICE DEPARTMENT DRUG TESTING POLICY**

**ATTACHMENT B**

**DRUG TESTING  
TRAINEE NOTICE AND ACKNOWLEDGMENT**

I, \_\_\_\_\_, understand that as part of the program of training at the \_\_\_\_\_ Police Academy, 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

# SOUTH ORANGE POLICE DEPARTMENT DRUG TESTING POLICY

## **ATTACHMENT C**

### DRUG TESTING OFFICER NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of my employment with the South Orange 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 South Orange Police 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

**SOUTH ORANGE POLICE DEPARTMENT DRUG TESTING POLICY**

**ATTACHMENT D**

**DRUG TESTING**

**MEDICATION INFORMATION (PAGE 1)**

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:

	<b>Name of Medication</b>	<b>Prescribing Physician</b>	<b>Date Last Taken</b>
1			
2			
3			
4			
5			
6			
7			

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SOUTH ORANGE POLICE DEPARTMENT DRUG TESTING POLICY**

**ATTACHMENT D**

**DRUG TESTING**

**MEDICATION INFORMATION (PAGE 2)**

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

	<b>Non-Prescription Medication / Supplements, etc.</b>	<b>Date Last Taken</b>
1		
2		
3		
4		
5		
6		
7		
8		
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- C.** During the past 14 days, I have taken **NO** prescription or non-prescription medications.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date