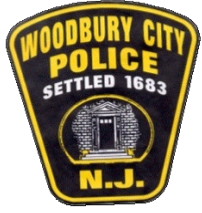


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|  | <h1>S.O.P.</h1> | | Eff. Date: 1/21/03 |
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SOP 100 Drug Testing

I. PURPOSE

The purpose of this policy is to establish procedures for drug testing sworn personnel, trainees, recruits, and applicants of the Woodbury City Police Department.

II. POLICY

The City of Woodbury Police Department represents a significant role in the policing of our society. Drug abuse by a sworn member of the Department will severely undermine the public trust and confidence in the City of Woodbury Police Department and its employees. It is the policy of the City of Woodbury Police Department to insure that the citizens of the City of Woodbury are provided service and protection by sworn personnel whose integrity and competence are beyond question. Therefore, drug abuse by a sworn member of the City of Woodbury Police Department shall not be tolerated. Mandatory drug testing is a method to insure that no drug abuse is taking place within the sworn ranks of the City of Woodbury Police Department.

The following shall not be construed to limit in any way the rights of the City of Woodbury Police Department to drug test any other civilian employee.

III. PROCEDURES

A. APPLICABILITY

1. Random drug testing will performed upon:
 - a. Applicants for a position as a law enforcement officer who, if appointed, will be responsible for the enforcement of the criminal laws of this State and will be authorized to carry a firearm under N.J.S.A. 2C:39-6;

- b. Law enforcement officer trainees subject to the Police Training Act while they attend a mandatory basic training course; and
 - 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.
2. Drug testing of a sworn law enforcement officer of the City of Woodbury Police Department will be ordered when there is reasonable suspicion to believe that the individual is illegally using drugs. Reasonable suspicion will be determined by the Chief of Police or his/her designee.

B. TYPES OF DRUG TESTING

The City of Woodbury Police Department must carefully select applicants whose character and credibility are beyond reproach. The City of Woodbury Police Department strives to hire people who are qualified and are able to perform the duties and responsibilities to which they will be assigned. Therefore, drug abusers should be detected and disqualified from employment in the City of Woodbury Police Department. It is the policy of the City of Woodbury Police Department that all applicants for employment as sworn law enforcement officers will undergo drug screening.

1. Applicants for a position as a law enforcement officer
 - a. Applicants may 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 reasonable suspicion exists 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, the chief executive officer of the City of Woodbury Police Department or the academy director.
3. Sworn law enforcement officers
 - a. Urine specimens shall be ordered from a sworn law enforcement officer when there exists reasonable suspicion to believe that the officer is illegally using drugs. Urine specimens shall not be ordered from an officer without the approval of the County Prosecutor or the chief executive officer of the City of Woodbury Police Department.
 - b. Urine specimens shall be ordered from law enforcement officers 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 of the City of Woodbury Police Department, 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 during a regularly scheduled and announced medical examination or a fitness for duty examination. The collection/analysis of these specimens will be determined by the chief executive officer of the City of Woodbury Police Department.

C. DRUG TESTING PROCEDURES

1. Applicants

- a. This agency will test applicants for police officer and will notify those candidates 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:
 - 1. Result in the applicant being dropped from consideration for employment
 - 2. Cause the candidate'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 from the date of the drug test.
 - 4. 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. 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 test will result in:
 - 1. The officer's termination from employment.
 - 2. Inclusion of the officer's name in the Central Drug Registry maintained by the Division of State Police.
 - 3. The officer will be 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 will result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey.
- c. Each police academy will include in its rules and regulations a provision implementing drug testing during basic training.

3. Sworn Law enforcement officers: reasonable suspicion testing

- a. This policy, in accordance with N.J.S.A. 40A:14-118, will provide notification that sworn law enforcement officers will be ordered to submit to a drug test when there is reasonable suspicion to believe that an individual is illegally using drugs.
- b. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, this agency shall prepare a written report, which documents the basis for the reasonable suspicion. The County Prosecutor or the chief executive officer of the City of Woodbury Police Department shall review the report 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 law enforcement officer of the City of Woodbury Police Department and that a positive test will result in:
 - 1. The officer's termination from employment.
 - 2. Inclusion of the officer's name in the Central Drug Registry maintained by the Division of State Police.
 - 3. The officer being barred from future law enforcement employment in New Jersey.
- d. Sworn law enforcement officers of the City of Woodbury Police Department 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 individuals who test positive for the illegal use of drugs.
- e. 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. Sworn law enforcement officers: Random drug testing

- a. The City of Woodbury Police Department will implement a random drug testing program for sworn law enforcement officers in accordance with 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. The following conditions shall apply to the random drug testing of sworn law enforcement officers of the City of Woodbury Police Department:

1. All sworn members of this agency are eligible for random drug testing, regardless of rank or assignment.
2. Random drug testing shall performed twice for each calendar year. At least ten percent (10%) of all sworn members of this agency will be tested each time testing is performed.
3. The random selection of sworn law enforcement officers shall be achieved by using a method by which each and every sworn member of this agency, regardless of rank or assignment, has an equal chance of being selected for drug testing each and every time a selection is conducted.
4. The random selection process will be a lottery system. Each officer's identification number will be stamped onto a metal tag. Each number will coincide with the officer's social security number. The tags will be selected from a non-transparent container. The container will be examined prior to each selection to insure that each and every officer's identification number is present.
5. Records shall be kept of each random selection and signed by all present.
6. A representative of each collective bargaining unit shall be invited to be present for all selections.
7. Any member of the City of Woodbury 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 urine specimens, shall be subject to serious discipline.
8. Urine samples will be collected using containers approved by the New Jersey State Toxicology Laboratory.
 - a. Any member who refuses to submit to a drug test when randomly selected will be subject to the same penalties as those individuals who test positive for the illegal use of drugs.

D. SPECIMEN ACQUISITION PROCEDURES

1. Preliminary acquisition procedures:
 - a. A member of the City of Woodbury Police Department will 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 agency collecting the specimens, the City of Woodbury Police

Department may request that a member of the same sex from another law enforcement agency serve as monitor of the process.

- b. The monitor of the specimen acquisition process shall be responsible for:
 1. Ensuring that the individual submitting the specimen fully and accurately completes all documentation.
 2. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen.
 3. Complying with the chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory.

- c. 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:
 1. Result in the applicant being dropped from consideration for employment.
 2. Cause the candidate'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.

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, candidates 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 City of Woodbury Police Department receives a report indicating that the specimen tested positive for a controlled substance.

- d. Prior to the 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 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 the City of Woodbury Police Department.
 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.

This form shall also advise trainees that the refusal to participate in the test process carries the same penalties as testing positive. Trainees shall also complete a medical questionnaire (Attachment B), which clearly describes all

medications, both prescriptions, and over-the-counter (non-prescription) that was ingested in the past 30 days.

- e. Prior to the submission of a urine specimen, sworn law enforcement officers of the City of Woodbury Police Department shall complete a medical questionnaire (Attachment B), which clearly describes all medications, both prescription, and over-the-counter (non-prescription), that was ingested in the past 30 days.

2. Specimen collection

- a. Throughout the test process, the identity of those tested 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.
- 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, or sworn law enforcement officer shall void into the specimen collection container.
 2. After the specimen has been produced, the individual shall seal the specimen container and deliver it to the monitor.
 3. Once the monitor is satisfied that the required documentation is accurate and he or she has inspected the specimen container to determine that a specimen has been produced, the monitor shall take possession of the specimen and ensure that it is delivered to the State Toxicology Laboratory for analysis.
- d. 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. Under these circumstances, the monitor may directly observe the production of a specimen. The City of Woodbury Police Department must document the facts underlying their beliefs that an individual may adulterate a specimen or compromise the integrity of the test process.
- e. Individuals that initially are unable to produce a urine specimen shall 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.

- f. Trainees and sworn law enforcement officers shall have the option to provide the monitor with a second urine specimen at the same time the first specimen is collected.
 1. The second specimen shall be collected in the same fashion as the first specimen. The monitor shall take possession of the second specimen and place it in a secured refrigerated storage area.
 2. The City of Woodbury Police Department shall maintain possession of the second specimen for a period of 60 days or until the agency receives notification from the State Toxicology Laboratory that the first specimen tested negative for the presence of controlled substances.
 3. The second specimen shall be released by this agency under the following circumstances:
 - a. The City of Woodbury Police Department is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance; and
 - b. The City of Woodbury Police Department is informed by the individual whose specimen tested positive and the individual wishes to have the specimen independently tested at his/her own expense; and
 - c. The individual must designate a laboratory that is licensed as a clinical laboratory by the New Jersey Department of Health under the New Jersey Clinical Laboratory Improvement Act to conduct the independent test (see attached list); and
 - d. A representative of the licensed clinical laboratory designated by the individual take possession of the second specimen in accordance with the accepted chain of custody procedures within 60 days of the date the specimen was produced.

E. SUBMISSIONS OF SPECIMENS FOR ANALYSIS

1. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will constitute the sole facility for analysis.
2. Urine specimens should be submitted to the State Toxicology Laboratory within one working day of their collection. In the event a specimen cannot be submitted to the laboratory within one working day of its collection, the City of Woodbury Police Department shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
3. Personnel from the City of Woodbury Police Department or commercial courier may accomplish submission of specimens to the State Toxicology Laboratory.

4. Should the City of Woodbury Police Department choose to have specimens delivered to the State Toxicology Laboratory by commercial courier, the following procedural safeguards must be taken:
 - a. All submissions must be 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.

F. ANALYSIS OF SPECIMEN

1. The State Toxicology Laboratory will utilize the following test procedures to analyze urine specimens:
 - 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 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 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 result. The medical review officer may direct this agency 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 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:
 1. Amphetamine/Methamphetamine;
 2. Barbiturates;
 3. Benzodiazepine;
 4. Cannabinoids;
 5. Cocaine;
 6. Methadone;
 7. Phencyclidine; and
 8. Opiates.

- e. **Every law enforcement executive may request that one or more specimens be analyzed for the presence of steroids.**
- f. The analysis of each specimen shall be done in accordance with procedures adopted by the State Toxicology Laboratory. These procedures shall include but are not limited to security of the test specimens, chain of custody, metabolite cut-off levels and the issuance of test reports.

G. DRUG TEST RESULTS

1. The State Toxicology Laboratory shall notify the City of Woodbury Police Department 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 dangerous 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 City of Woodbury Police Department shall notify the applicant or sworn law enforcement 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 an 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

APPLICANT

1. When an applicant tests positive for illegal drug use:
 - a. The applicant shall be immediately removed from consideration for employment;
 - b. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by this agency; 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.

- d. Where the applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer shall be notified of the positive test result. Under these 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.

TRAINEE

2. When a trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission:
 - a. The trainee may be immediately dismissed from basic training and suspended from employment by the City of Woodbury Police Department; and
 - b. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the City of Woodbury Police Department; and
 - 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.

SWORN PERSONNEL

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

I. CONSEQUENCES OF A REFUSAL TO SUBMIT TO A DRUG TEST

1. Candidates who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement and barred from consideration for law enforcement employment for a period of two years. In addition, the City of Woodbury Police Department shall forward the applicant's name to the Central Drug Registry and note that the individual refused 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 a finding that the trainee did in fact refuse to submit a sample, the trainee shall be

terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the City of Woodbury Police 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. Sworn Law enforcement officers of the City of Woodbury Police Department who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon finding that the individual did in fact refuse to submit the sample, the individual 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.

J. RECORD KEEPING

1. The Internal Affairs Unit shall maintain all records relating to drug testing.
2. The drug testing records shall 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 drug testing;
 - g. Copies of notifications to the subject;
 - h. For any positive result, documentation from the officer's physician that the medication was lawfully prescribed and does not render the officer unfit for duty;**
 - i. **For any positive result** or refusal, appropriate documentation for disciplinary action.
 - j.
3. For random drug testing, the records will also include the following information:
 - a. A description of the process used to randomly select individuals 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 individuals were tested.
4. 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.

K. CENTRAL DRUG REGISTRY

1. The City of Woodbury Police Department shall notify the Central Drug Registry maintained by the Division of State Police of the identity of applicants, trainees, and sworn law enforcement officers who test positive for the illegal use of drugs or refuse an order to submit a urine sample.
2. A sworn law enforcement officer 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 their employer to the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.
3. Notifications to the Central Drug Registry shall include the following information as to each individual:
 - a. name and address of the City of Woodbury Police department, and contact person;
 - 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. gender;
 - h. race;
 - i. eye Color;
 - j. substance the individual tested positive for, or circumstances of the refusal to submit a urine sample;
 - k. date of the drug test or refusal;
 - l. date of dismissal or separation from this agency; and
 - m. Whether the individual was an applicant, trainee or sworn law enforcement officer.
4. The certification section of the notification form must be completed by the chief or director, and notarized with a raised seal.
5. 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
6. 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.

L. NOTIFICATION TO COUNTY PROSECUTOR

1. The Woodbury Police Department will notify the Gloucester County Prosecutor's Office of the following incidents:
 - a. A positive drug test by an officer,
 - b. A refusal by an officer to take the drug test,
 - c. Administration of a reasonable suspicion drug test to an officer.
2. The Chief of Police or a designee shall provide a confidential written notice to the Gloucester County Prosecutor or his/her designee within 10 days.
3. Upon completion of any disciplinary action, each agency shall report the discipline to the County Prosecutor or designee.
4. By December 31st of each year, the Woodbury City Police Department will provide written notice to the Gloucester County Prosecutor or their 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.

M. PUBLIC ACCESSIBILITY AND CONFIDENTIALITY

All random drug testing policies adopted by law enforcement agencies shall be made available to the public upon request and shall be posted on the agency's website. Annual reports from the County Prosecutors also shall be made available to the public upon request and shall be posted on the agency's website.

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 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

ATTACHMENT B

DRUG TESTING

TRAINEE NOTICE AND ACKNOWLEDGMENT

I, _____, understand that as part of the program of training at the _____, 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

ATTACHMENT C

DRUG TESTING

OFFICER NOTICE AND ACKNOWLEDGMENT

I, _____, understand that as part of my employment with _____, 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 | | | |

___ 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 | | |

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

Social Security Number and Initials

Date

Signature of Witness

Date