

Township of



West Caldwell

INCORPORATED 1904

Department of Police

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TO: All Personnel	
SUBJECT: Law Enforcement Drug Testing	
EFFECTIVE DATE: May 4, 2018	
GENERAL ORDER NO: 2018-05	SPECIAL ORDER NO:
MEMORANDUM NO:	NUMBER OF PAGES: 19
SUPERSEDES: 1999-01	REEVALUATION DATE:
AUTHORITY: Chief Gerard Paris	BY: Captain Dennis Capriglione

All personnel, without exception, are hereby ordered to read the aforementioned General Order. You will acknowledge the understanding of the document's content by affixing your signature to the attached roster. A copy of this General Order will be placed at the desk for all officers' use.

WEST CALDWELL POLICE DEPARTMENT

LAW ENFORCEMENT DRUG TESTING POLICY

PURPOSE:

The purpose of this policy is ensure that the West Caldwell Police Department provides the highest level of service to the public and that officers have the physical and mental capacity to perform their duties safely and effectively, unaffected by illegal drug use. This policy provides the West Caldwell Police Department with a mechanism to identify and remove those law enforcement officers engaged in the illegal use of drugs.

POLICY

It shall be the policy of the West Caldwell Police Department to maintain a drug free environment through the establishment and use of a proactive drug testing program.

The duties, obligations and responsibilities of sworn law enforcement officers justifies the use of drug testing. The primary goal of this policy is to deter officers from engaging in illegal drug use. This policy mandates that officers who test positive shall be terminated from employment.

This policy sets forth uniform methods and procedures for implementing and administering drug testing within the West Caldwell Police Department.

This policy seeks to ensure that the employment rights of individual law enforcement officers are safeguarded consistent with legal principles. As a result, the policy sets forth procedures for the uniform collection, submission and analysis of drug test specimens. The procedure further seeks to ensure the accuracy and reliability of the drug testing process. The West Caldwell Police Department will administer its drug testing program in a way that is fundamentally fair to individual law enforcement officers and is consistent with due process requirements, in accordance with the guidelines of the Attorney General of the State of New Jersey.

ORDER

1. Effective immediately, the following personnel shall be subject to drug testing consistent with the guideline set forth by the Attorney General of the State of New Jersey:
 - 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.

- 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. This Drug Testing policy does not apply to civilian employees of the West Caldwell Police Department. Civilian employees may be drug tested in accordance with the Personnel Policies and Procedures Manual/Employee Handbook.

APPLICABILITY

West Caldwell Police Department drug testing may be categorized by the employment status of the employee being tested and the method by which the individual was selected for testing. These methods include applicant testing, trainee testing, and officer testing.

1. Applicant Testing

The West Caldwell Police Department recognizes that drug testing is an important component of the pre-employment background investigation. Thus, applicants shall be subject to drug testing by submitting a urine sample at any time prior to appointment.

A statement of this requirement shall be included as part of the application process. Applicants shall also include existing regular police officers with a valid Police Training Commission certificate seeking employment with the West Caldwell Police Department as a police officer.

- A. Applicants shall not complete the Drug Testing Medication Information form prior to submission of a specimen.
- B. However, applicants will be required to complete a Drug Testing Medication Information form, if, following the submission of their specimen to the State Toxicology Laboratory for analysis, the Chief of Police receives a report indicating that the specimen tested positive for a controlled substance.
- C. During the pre-employment process, the West Caldwell Police Department will ensure that it complies with the provisions of the Americans with Disabilities Act (ADA) by refraining from making any medical inquiries.

2. Trainee Testing

- A. Individuals hired as law enforcement officers who are required to attend and successfully complete a mandatory basic training course

approved by the Police Training Commission are subject to drug testing during their attendance at a police academy.

- B. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course.
 - i. The drug testing of law enforcement trainees will be conducted by the police academy staff under rules and regulations adopted by the Police Training Commission.
- C. Individual trainees shall also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs.
 - i. 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 trainee's agency, or the academy director.

3. Officer Testing

- A. Sworn law enforcement officers shall be ordered to submit a urine specimen for testing when they have been randomly selected to submit to a drug test.
 - i. Random selection shall be defined as a method of selection in which each and every sworn member of the law enforcement agency, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.
- B. Sworn law enforcement officers shall also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the officer is illegally using drugs.
 - i. An officer shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the county prosecutor or the chief executive officer of the officer's agency.
- C. Urine specimens may also be collected from law enforcement officers during a regularly scheduled and announced medical examination or a fitness for duty examination.
 - i. The collection and analysis of these specimens are not governed by this policy.

TYPES OF TESTING

1. Random Testing

A. Urine specimens shall be ordered from sworn personnel who have been randomly selected to submit to a drug test.

i. Random selection shall be defined as a method by which all sworn members of the Department, regardless of rank or assignment, has an equal chance of being selected for drug testing each time a random selection is conducted.

B. Method of Selection

i. Prior to testing, all sworn members of the agency will be assigned a confidential identifying number.

1) This list of confidential identifying numbers will be maintained by the Chief of Police and Internal Affairs.

ii. A non-programmable random number generator will be utilized by the West Caldwell Police Department.

iii. When prompted with the range of designated numbers, the random number generator will generate the pre-determined number of random identifying numbers.

iv. The Chief of Police or Internal Affairs Officer will then identify the selected officers from the confidential list for drug testing.

C. Number of Officers Selected

i. No less than ten percent (10%) and no more than fifty (50%) of current sworn officers will be selected each time a test is conducted.

ii. The number of officers tested, the frequency, and dates of selection shall be at the sole discretion of the Chief of Police or his designee.

D. Frequency of Testing

The West Caldwell Police Department will conduct a random drug test at least once in 2018 and at least twice in every subsequent calendar year thereafter.

E. Verification and Documentation:

- 1) A representative of the PBA may witness the random number selection process.
- 2) The Chief of Police, Captain, Internal Affairs Officer and/or PBA Representative shall sign a form verifying the numbers selected.
- 3) The Chief of Police and Internal Affairs Officer shall sign a confidential form that shows the Confidential Number to Sworn Officer Name conversion.
- 4) Any member who discloses the identity of an officer who is selected for random drug testing or the fact that a random selection is scheduled to take place prior to the collection of a specimen, shall be subject to disciplinary action, up to and including termination.

F. Exemptions:

There shall be no exemptions to this mandatory drug testing policy. Officers who are off-duty, on vacation, suspended, injured, or on medical, military, or personal leave, that have been randomly selected, shall be tested upon their return to duty.

2. Reasonable Suspicion

- A. The West Caldwell Police Department shall drug test when there is reasonable suspicion to believe a law enforcement officer is engaged in the illegal use of controlled substances.
- B. Reasonable suspicion "requires objective facts which, with inferences, would lead a reasonable person to conclude that drug-related activity is taking or has taken place and that a particular individual is involved in that drug activity."
- C. The reasonable suspicion standard is "less demanding" than the probable cause standard in two ways.
 - i. First, the amount of evidence needed to satisfy the reasonable suspicion standard is less than that needed to satisfy the probable cause standard.
 - ii. Second, the type of information used to satisfy the reasonable suspicion standard may be "less reliable than that required to show probable cause."

- D. The following factors should be evaluated to determine the quality and relevance of the information acquired by the law enforcement agency:
 - i. The nature and source of the information;
 - ii. Whether the information constitutes direct evidence or is hearsay in nature;
 - iii. The reliability of the informant or source;
 - iv. Whether corroborating information exists and the degree to which it corroborates the accusation; and
 - v. Whether the information is stale or not and to what extent.
- E. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, a written report documenting the basis for the test shall be generated and reviewed by the Essex County Prosecutor's Office or Chief of Police prior to testing.
- F. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report to the County Prosecutor or Chief of Police.

NOTIFICATION OF DRUG TESTING PROCEDURES

1. Applicants

The West Caldwell Police Department will notify applicants for law enforcement positions 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:

- A. Result in the applicant being dropped from consideration for employment;
- B. Cause the applicant's name to be reported to the central drug registry maintained by the Division of State Police; and
- C. Preclude the applicant from being considered for future law enforcement employment for a period of two years from the date of the drug test.
- D. 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. Applicants shall be further informed that their

refusal to submit to a drug test shall result in their no longer being considered for law enforcement employment in New Jersey.

2. Trainees

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:

- A. Result in the trainee being dismissed from basic training;
- B. The trainee's termination from employment;
- C. Inclusion of the trainee's name in 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.

Refusals:

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 and inclusion of the trainee's name in the central drug registry maintained by the Division of State Police.

3. Sworn Law Enforcement Officers

The appropriate authority within the Township of West Caldwell shall include in the rules and regulations of the West Caldwell Police Department a provision that 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, as well as, they are subject to mandatory random drug testing.

It is hereby ordered that a negative result is a condition of employment as a sworn officer and that a positive result will result in the following:

- A. The Officer shall be immediately suspended from all duties.
- B. The officer shall be administratively charged.
- C. The Officer shall be terminated from employment as a Law Enforcement Officer, upon final disciplinary action.

- D. The Officer shall be reported to the Central Drug Registry maintained by the Division of State Police.
- E. The Officer shall be permanently barred from future law enforcement employment in the State of New Jersey.

Refusals:

- A. The Officer shall be immediately suspended from all duties.
- B. The officer shall be administratively charged.
- C. The Officer shall be terminated from employment as a Law Enforcement Officer, upon final disciplinary action.
- D. The Officer shall be reported to the Central Drug Registry maintained by the Division of State Police as a refusal.
- E. The Officer shall be permanently barred from future law enforcement employment in the State of New Jersey.

SPECIMEN ACQUISITION PROCEDURES

1. Preliminary Acquisition Procedures

- A. The Chief of Police shall designate an officer(s) to act as the test monitor(s). The test monitor(s) shall always be of the same sex as the individual being tested. In the event of a conflict, a monitor of the same sex may be requested from another Law Enforcement Agency.
- B. 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. The form shall also advise the applicant that a negative result is a condition of employment and that a positive result will result in the consequences outlined in this policy. Applicants are not required to complete a Drug Testing Medication Information form, unless they return a positive test result.
- C. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course shall execute a form advising the trainee that a negative result is a condition of employment and that a positive result will result in the consequences outlined in this policy. The form shall also advise the trainee that the refusal to participate in the test process carries the same penalties as testing positive. Trainees shall complete a Drug Testing Medication Information form 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.

- D. Prior to the submission of a urine specimen, an officer shall execute a form advising the officer that a negative result is a condition of employment and that a positive result will result in the consequences outlined in this policy. The form shall also advise the officer that the refusal to participate in the test process carries the same penalties as testing positive. Sworn officers shall complete the Drug Testing Medication Information form 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.

2. Monitor's Responsibilities

- A. The monitor of the specimen acquisition process shall be responsible for:
- i. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen (the donor).
 - ii. 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.
 - iii. Complying with chain of custody procedures established by the New Jersey State Toxicology Laboratory for the collection and submission for analysis of urine specimens.
 - iv. 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.
 - v. Collecting and submitting urine specimens in accordance with procedures established by the State Toxicology laboratory.
- B. In order to ensure the accuracy and integrity of the collection process a monitor may:
- i. 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.

- ii. Add tinting agents to toilet water and secure the area where the specimens are to be collected prior to specimen collection.
- C. If the monitor has reason to believe that an individual officer will attempt to 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. Any attempt to contaminate a specimen, substitute another substance or liquid for their specimen, or compromise the integrity of the test process will result in appropriate discipline, up to and including termination.

3. Urine Specimen Collection Procedure

- A. Unless otherwise noted, all steps must be completed by the donor in the presence of the monitor.
- B. The monitor allows the donor to select two sealed specimen container kits.
- C. The donor unseals both kits and removes the kit contents on a clean surface.
- D. 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.
- E. 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.
- F. The monitor checks that the donor SSN on both labels matches the SSN provided on the submission form.
- G. 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.
 - i. The monitor must follow the "shy bladder" procedure for donors that initially are unable to produce an adequate amount of urine.
- H. The monitor checks each specimen for adequate volume and temperature indicator strip on the specimen container within 4 minutes.

- i. A color change between 90° and 100°F indicates an acceptable specimen temperature.
 - ii. 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.
 - a. 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.
- I. 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.
 - J. The monitor will take possession of the specimens and documentation. The monitor will ensure that all specimens, including second specimens, are delivered to the New Jersey State Toxicology Lab in a timely manner.

4. “Shy Bladder” Procedure

- A. When a donor initially produces an inadequate amount of urine, the monitor must take the following steps:
 - i. 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.
 - ii. 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.
 - iii. Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
- B. 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.

5. Second Specimen

- A. 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.
- B. 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.

- C. The second specimen will be released by the New Jersey State Toxicology Lab under the following circumstances:
 - i. The agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance;
 - ii. The agency notifies the donor that the first specimen tested positive for a controlled substance; and
 - iii. The agency is informed by the donor whose specimen tested positive that he/she wishes to challenge the positive test result.
- D. The positive urine donor must designate, from a list maintained by the New Jersey State Toxicology Lab, 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.
 - i. The State Toxicology Laboratory maintains an up-to-date list of SAMSHA and CAP certified laboratories and will furnish that list upon request.
- E. 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.
- F. 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 State Toxicology Laboratory is the only facility approved for the analysis of law enforcement drug tests conducted under the Law Enforcement Drug Testing Policy.
2. Urine specimens should be submitted to the State Toxicology Laboratory as soon as possible after their collection.
 - A. In the event specimens cannot be submitted to the laboratory within one working day of its collection, the law enforcement agency shall store the specimens in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
3. Submission of specimens to the State Toxicology Laboratory will be accomplished by personnel from the West Caldwell Police Department.

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.
5. In addition to ensuring that the appropriate documentation has been completed and submitted for each specimen, the State Toxicology Laboratory shall inspect each specimen for damage and evidence of tampering.
 - A. The Laboratory may reject any specimen it has reason to believe has been tampered with or is damaged.

ANALYSIS OF SPECIMENS

1. The analysis of the first specimen shall be done in accordance with currently accepted procedures adopted by the State Toxicology Laboratory. These procedures shall include, but not be limited to, security of the test specimens, chain of custody, initial screening and confirmation testing, parent drug and metabolite cut-off levels and the issuance of test reports.
2. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:
 - A. Amphetamines
 - B. Barbiturates
 - C. Benzodiazepines
 - D. Cocaine
 - E. Marijuana
 - F. Methadone
 - G. Opiates
 - H. Oxycodone/Oxymorphone
 - I. Phencyclidine
3. In addition to the controlled substances listed above, the Chief of Police may request that specimens be analyzed for the presence of steroids, additional substances, and/or currently abused chemicals.
4. The State Toxicology Laboratory utilizes a two stage procedure to analyze specimens.
 - A. In the first stage, all specimens will undergo an initial screening. The initial screening determines whether one or more of the nine substances listed and/or their metabolites are present at or above a designated cutoff. All presumptive positive specimens will undergo a second and more specific type of testing.

- B. The second type of testing will employ mass spectrometry detection for the definitive identification and quantitation of drugs and/or metabolites presumptively identified by the initial screen.
5. When a specimen tests positive at both the initial stage and the second stage, a medical review officer assigned to the State Toxicology Laboratory will review the test results together with the medication information form submitted for the specimen. The medical review officer will seek to determine whether any of the substances listed on the form would explain the positive test result. The medical review officer may direct the agency that collected the sample to obtain further information from the individual being tested concerning the medications listed on the medical information form. The medical review officer will then issue a report indicating whether or not the sample tested positive due to a listed medication on the medication information form.
 6. Applicants for law enforcement employment are not required to submit a Drug Testing Medication Information form with their specimen. Therefore, if an applicant tests positive, the law enforcement agency, following notification from the State Toxicology Laboratory, must have the candidate complete the Drug Testing Medication Information form. Once the form has been completed, the West Caldwell Police Department is responsible for transmitting the form to the Laboratory. A review of the form will be conducted by the medical review officer as outlined above.

DRUG TEST RESULTS

1. The State Toxicology Laboratory will provide written test results for every specimen submitted for analysis. All efforts will be made to deliver these reports within 15 working days of the submission. Positive test results will be sent to the contact person by certified mail.
2. In some cases, the State Toxicology Laboratory will report that a specimen tested positive for a particular substance and that the information on the medication information form explains the test result. At this point, it is the responsibility of the West Caldwell Police Department to determine whether the officer had a valid prescription for that drug. Officers who do not have a valid prescription are subject to disciplinary action including, termination by the West Caldwell Police Department.
3. Under no circumstances will the State Toxicology Laboratory provide the West Caldwell Police Department with verbal reports of drug test results.

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 the agency.
 - B. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the West Caldwell Police Department.
 - 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.
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 subject to rules adopted by the Police Training Commission and suspended from employment by his or her appointing authority.
 - B. Upon final disciplinary action by the appointing authority, the trainee shall be terminated from employment as a law enforcement officer.
 - 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.
 - B. The officer shall be administratively charged and, upon final disciplinary action, terminated from employment as a law enforcement officer.
 - C. The officer shall be reported by his or her employer to Central Drug Registry maintained by the Division of State Police.
 - D. The officer 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 law enforcement employment and barred from consideration for future law enforcement employment for period of two years from the date of the refusal. In addition, the West Caldwell Police Department shall forward the applicant's name 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 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 appointing authority 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, the appointing authority shall forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test. Please note that if there is no valid reason why an officer cannot produce a specimen, the officer's actions will be treated as a refusal. In addition, 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.

RESIGNATION/RETIREMENT IN LIEU OF DISCIPLINARY ACTION

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 his or her employer to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

RECORD KEEPING

1. The West Caldwell Police Department, Internal Affairs Unit, shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.
2. Drug testing records shall include but not be limited to:

A. All drug testing:

- i. Identity of those ordered to submit urine samples;
- ii. Reason for that order;
- iii. Date the urine was collected;
- iv. Monitor of the collection process;
- v. Chain of custody of the urine sample from the time it was collected until the time it was received by the State Toxicology Laboratory;
- vi. Results of the drug testing;
- vii. Copies of notifications to the subject;
- viii. 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;
- ix. For any positive result or refusal, appropriate documentation of disciplinary action.

B. Random drug testing, the records shall also include the following information:

- i. Description of the process used to randomly select officers for drug testing;
- ii. Date selection was made;
- iii. Copy of the document listing the identities of those selected for drug testing;
- iv. List of those who were actually tested; and
- v. Date(s) those officers were tested.

C. 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 West Caldwell 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 to a drug test.
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 the West Caldwell Police Department to 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 submitting agency, 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 known);
 - 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 final dismissal or separation from the 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 of Police, and notarized with a raised seal.
5. Notifications to the central 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 criminal justice agency as part of the background investigation process for prospective or new personnel; and
 - B. In response to a court order.

MISCELLANEOUS

All policy topics not mentioned herein are incorporated, by reference, to the appropriate New Jersey Attorney General's Law Enforcement Drug Testing Policy.

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 days, I have taken **NO** prescription or non-prescription medications.

Social Security Number and Initials

Date

ATTACHMENT E

WEST CALDWELL POLICE DEPARTMENT

RANDOM DRUG TESTING ID NUMBER SELECTION

DATE:
DAY:
TIME:

NUMBERS SELECTED

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

This will certify that the above selection was done in our presence, and under the established guidelines as set forth by the General Orders of the West Caldwell Police Department and the Attorney General of the State of New Jersey.

Chief of Police

Captain of Police

Internal Affairs Officer

PBA Representative

ATTACHMENT F

WEST CALDWELL POLICE DEPARTMENT

CONFIDENTIAL

RANDOM DRUG TESTING

NUMBER TO NAME CONVERSION

NUMBER SELECTED	RANK & NAME OF OFFICER
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Conversion completed and verified:

Chief of Police

Internal Affairs Officer

Date Testing Completed: _____

Date Sent to Toxicology Lab: _____

Internal Affairs Officer

