

**PALMYRA POLICE DEPARTMENT POLICY & PROCEDURE
MANUAL**

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SUBJECT: LAW ENFORCEMENT DRUG TESTING			June 18, 2003 June 14, 2010 June 4, 2018	
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Scott Pearlman CHIEF OF POLICE		General Order # 2008-13 2018-07	Reference: AG Drug Testing Policy (04/2018) AG Directive 2018-2 BCPO Directive 2018-4	

The Written Directives developed by the Palmyra Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Directives can only be the basis of a complaint by this Department, and then only in an administrative disciplinary setting.

I. SCOPE:

The Attorney General of the State of New Jersey revised a Policy in September of 1998 acknowledging the need for all Sworn Personnel in Law Enforcement as well as those who seek to join Law Enforcement be randomly tested for narcotics or illegal substance use. This feeling is reiterated in Burlington County Prosecutor's Office Directive 2000-3 making it mandatory that all Law Enforcement Agencies in Burlington County have a random drug testing policy instituted by May 1, 2000. This was again reaffirmed in 2018 by the issuance of Attorney General Directive 2018-2 requiring state wide random drug testing and revision of the Attorney General's Law Enforcement Drug Testing Policy.

II. PURPOSE:

The purpose of this policy is to assure that the Palmyra Police Department hire and maintain only those Law enforcement officers that reflect a high character and moral standings. This policy stands to protect all officers of the Palmyra Police Department as well as the members of the community

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III. APPLICABILITY:

A. This policy applies to:

1. All applicants that apply for a position as a sworn Law Enforcement Officer with the Borough of Palmyra and who, if appointed, will be responsible for enforcement of criminal laws of the State and who will be authorized to carry a firearm under N.J.S.A. 2C:39-6 and
2. Law Enforcement officer trainees hired, or representing Palmyra Borough and subject to the Police Training Act while they attend a mandatory basic training course; and
3. Sworn Law Enforcement Officers who are responsible for the enforcement of the criminal laws of this State, who come under the jurisdiction of the Police Training Act and are authorized to carry a firearm under N.J.S.A. 2C:39-6.
4. This policy requires law enforcement agencies to drug test applicants, trainees, and employees as described above and requires law enforcement agencies to implement a random drug testing program for sworn officers. Law enforcement agencies have an independent obligation to undertake the drug testing of individual officers when there is reasonable suspicion to believe that the officer is illegally using drugs.

B, Types of Testing

1. Random Testing – Random selection is defined as a method of selecting employees for drug testing in which every member of the agency, regardless of rank or assignment has an equal chance of being selected each and every time a selection is made. The number of officers to be selected each time a random test is conducted shall be less than the total number of sworn officers employed by the department. A minimum of 10% of the sworn officers within the department must be randomly test each time. The department must perform two random drug tests annually.
2. Reasonable Suspicion - The department must undertake drug testing when there is reasonable suspicion to believe that an officer is engaged in the illegal use of controlled substances. 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”

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The following factors are to be evaluated to determine the quality and relevance of the information acquired:

- a. The nature and source of the information;
 - b. Whether the information constitutes direct evidence or is hearsay in nature;
 - c. The reliability of the informant or source;
 - d. Whether corroborating information exists and the degree to which it corroborates the accusation; and
 - e. Whether and to what extent the information may be stale.
3. Except in emergent situations a detailed report shall be completed documenting the basis for a test based on reasonable suspicion.

IV. POLICY:

The Palmyra Police Department on behalf of the Borough of Palmyra does hereby adopt a policy of mandatory Drug testing of those officers already sworn as law enforcement personnel, those in training, and those individuals who seek employment as a law Enforcement officer with the Borough of Palmyra. This adopted policy will be consistent with that policy promulgated by the Attorney General Guidelines of the State of New Jersey and N.J.S.A. 40A: 14-118.

V. SELECTION OF INDIVIDUALS:

- A. **APPLICANTS** for a position with the Borough of Palmyra Police Department shall be required to submit a urine specimen at any time prior to appointment. All applicants will be notified during their pre-employment process that they shall be subject to drug testing.
- B. **LAW ENFORCEMENT TRAINEES** will be required to submit one or more urine specimens for testing while they attend a mandatory basic course. All drug testing conducted during mandatory basic training will comply with the rules and regulations established by the Police Training Commission. Newly appointed officers will be notified that drug testing is mandatory during their basic training and possibly prior to.

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. Each police academy will include in its rules and regulations a provision implementing drug testing during basic training.

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- C. SWORN LAW ENFORCEMENT OFFICERS: Urine specimens shall be ordered from sworn law enforcement officers 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 officer's agency.

Urine specimens shall be ordered from sworn law enforcement officers who have been randomly selected to submit to a drug test. Random selection shall be defined as the method of selection in which each and every sworn member of the Palmyra 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. The testing process will occur at a minimum of at least twice a year with 10% of the force being tested each time.

Urine specimens may be collected from officers of the Palmyra Police Department during a regularly scheduled and announced medical examination or fitness for duty examination. However, the collection and analysis of these specimens are not governed by this policy.

The Palmyra Police Department will permit a representative of the Collective Bargaining unit known as the Palmyra Police Association to be present when the random selection is done. The selection of the witnessing officer will also be regardless to rank. The selection of officers to be tested will be done by using the Random Drug Testing Module in the New World System. The Police Association member in attendance will, once the name of the officer(s) is selected, document the name of the officer(s) selected and sign his name verifying that he was in attendance when the names were pulled.

ANY MEMBER WHO WHEN CHOSEN FOR THE WITNESSING PROCEDURE, EITHER DISCLOSES THE IDENTITY OF AN OFFICER SELECTED FOR RANDOM TESTING, OR MAKES KNOWN THE FACT THAT A RANDOM TEST IS ABOUT TO TAKE PLACE WILL BE SUBJECT TO DISCIPLINARY ACTION.

ANY MEMBER OF THE PALMYRA POLICE DEPARTMENT WHO IS SELECTED FOR THE RANDOM DRUG TESTING REFUSES TO SUBMIT TO COMPLY TO THE PRODEURE, WILL BE SUBJECT TO THE SAME PENALTIES AS THOSE OF AN OFFICER WHO TEST POSITIVE FOR THE ILLEGAL USE OF DRUGS.

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VI. SPECIMEN ACQUISITION PROCEDURES

- A. The Palmyra Police Department shall designate a member of its staff to serve as the monitor of the specimen process. The monitor will be of the same sex as the tested officer or another officer of the same sex from another department may be utilized and documented as such. The monitor will be responsible for:
1. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.
 2. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen.
 3. Comply with proper chain of custody procedure established for the collection of urine specimens and their subsequent submission to the State Toxicology laboratory within the Division of Criminal Justice for analysis.
- B. Prior to the submission of a specimen, an applicant for law enforcement position will execute a form (Attachment A) consenting to the collection and analysis. The applicant will be advised that a negative result is needed for employment with the Palmyra Police Department. The applicant will be advised that if a positive response for illegal drugs or substances results he/she:
1. Will be dropped from consideration for employment
 2. Will cause his/her name to be reported to the central Drug registry maintained by the New Jersey State Police
 3. Will preclude his application from being considered for a period of at least two years from the date of the positive results.
 4. No applicant shall fill out a medical questionnaire prior to the submission of the specimen as a condition of employment.
 5. The medication information form will not be used unless a positive test result requires an explanation by the prospective employee.
- C. Prior to the submission of a urine specimen, A trainee enrolled in a Basic Course for Police Officers who has been appointed by Borough of Palmyra Police Department shall execute a form advising the trainee that a negative result is needed as a condition for his continual employment with the Palmyra Police Department The trainee will be advised that a positive result will result in: (See Attachment C)

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1. The trainee being dismissed from the basic class training for Police Officers.
 2. Cause the trainee to be dismissed from employment as a law enforcement officer with the Borough of Palmyra Police department.
 3. Cause the trainee's name to be reported to the central drug registry maintained by the Division of the State Police.
 4. Cause the trainee to be permanently barred from future law enforcement employment in the State of New Jersey.
 6. The trainee will be advised that his refusal to participate in the test carries the same penalties as testing positive.
 7. The trainee will complete a complete medical questionnaire which clearly describes all medications, both prescriptions and over the counter (non-prescription) that were ingested in the past 30 days.
(See Attachment B)
- D. Prior to the submission of a urine specimen, Sworn Law Enforcement Officers shall execute the department's Drug Testing Officer Notice and Acknowledgement Form (Attachment E) advising the officer that a negative result is a condition of employment and that a positive result or refusal to submit to the test will result in the consequences outlined in section IX of this policy. Sworn officers shall also complete the Drug Testing Medication Information form. The officer is to list all medications, both prescription and over the counter (non -prescription), dietary supplements and nutritional supplements that have been ingested in the past 14 days.
This procedure shall be implemented to provide those tested with as much privacy as possible when dealing with legally prescribed medications, or over the counter non-prescriptions taken by the Sworn Officers.
(See Attachment B)
1. The medication questionnaire shall be copied by the tested Sworn Officer and one copy placed in two separate envelopes marked with only the tested officer's social security number affixed on the front of the envelopes.
 2. One envelope will remain with the specimen, and will be delivered with the specimen to the State Lab for analysis.
 3. One un-opened envelope will remain within the department until a response is received from the State Lab in regards to the tested

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officer's results.

- a. Upon receipt of a **NEGATIVE** result, the un-opened envelope will be returned to the officer for his disposal;
- b. Upon a **POSITIVE** result, the second un-opened envelope may be opened and the enforcement of ALL applicable sections of this policy will take effect;
- c. The sealed envelope transported to the State Laboratory with the officer's specimen will be handled and disposed of within the State Laboratory adopted protocol.
- d. Upon receiving a request that an officer would like his second voided specimen tested by an independent Laboratory; he may be required to submit additional medication questionnaires following these same procedures.

E. SPECIMEN COLLECTION

1. A FEMALE OFFICER WILL BE MONITORED BY A FEMALE DESIGNATED MONITOR THROUGHOUT THIS POLICY.
2. Throughout the test process, the identity of the individual tested, whether applicant, trainee, or sworn officer shall remain confidential. Each individual specimen will be identified by use of social security numbers. At **NO** time will the individual's name appear on any form or specimen container.
3. Specimens will only be collected in those containers approved to be utilized by the State Toxicology Laboratory.
4. Urine specimens will be acquired and processed in accordance with the procedures established by the State Toxicology Laboratory and the following:
 - a. The monitor will inspect the appropriate forms for accuracy, and then the individual tested will then void into the specimen collection container.
 - b. The monitor will direct the 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 the produce a specimen.
 - c. After the specimen has been produced, the individual shall seal the container and deliver it to the monitor.
 - d. 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

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- 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.
- e. Unless otherwise noted, all steps must be completed by the donor in the presence of the monitor.
 - f. The monitor will allow the donor to select two sealed specimen container kits.
 - g. The donor unseals both kits and removes the kit contents on a clean surface.
 - h. Using an ordinary pencil, the donor will write his/her SSN and the letter "A" below the SSN on the label and place the label inside of the bottle printed side out and subsequently produce a specimen as bottle "A", first specimen.
 - i. Again using an ordinary pencil, the donor will write his/her SSN and the letter "B" below the SSN on the label and place the label inside of the bottle printed side out and subsequently produce a specimen as bottle "B", second specimen.
 - j. The monitor is to check the donor SSN on both labels matches the SSN provided on the submissions form.
 - k. 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.
 - l. 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 degrees 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 submissions form. If a temperature strip does not indicate the acceptable temperature, the monitor must consider the officer attempted to tamper with the collection.
 - m. 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.
 - n. The monitor will then take possession of the specimen and ensure its delivery to the State Toxicology Laboratory for analysis.
5. Individuals will void their specimens without 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 void will be observed and the reason documented.
 6. Individuals that initially are unable to produce a urine specimen may remain under the supervision of the monitor until such time as they

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can produce a specimen. If the monitor is satisfied that the individual cannot produce a specimen the individual may be allowed to drink fluids in an attempt to induce the production of a specimen. If the individual is still unable to produce a specimen in a reasonable amount of time, the monitor may have the individual reviewed by a medical doctor selected by the Borough of Palmyra 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. 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.
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 test 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 samples. The NJSTL maintains an up-to-date list of SAMHSA and CAP certified labs and will furnish 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.

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VII. SUBMISSION OF SPECIMENS FOR ANALYSIS

- A. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will constitute the sole facility for the analysis of law enforcement drug test. Law enforcement agencies are not permitted to use any other facility or laboratory for purpose of analyzing urine specimens.
- B. Urine specimens will be submitted within one working day of their collection or the same day; time permitting. In the event that the specimen cannot be delivered then the specimen will be put in a secure refrigerator storage area until it can be delivered.
1. The Palmyra Police Department will be the sole carrier of the specimen to the state lab to ensure integrity of the process. The specimen may be packaged in a manner to add additional seals to provide for more integrity of handling.
 2. The State Lab has the right to reject specimens that it has reason to believe has been subject to tampering. If such an offense occurs it will be investigated and those involved disciplined. The Palmyra Police Department then may request another specimen from the officer.
 3. 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 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. In addition to the controlled substances listed below, the Chief Law Enforcement Executive may request that specimens be analyzed for the presence of steroids.
 4. The specimen will be tested by the State Toxicology Laboratory for the following substances and their metabolites:
 - a. Amphetamine/ methamphetamine
 - b. Barbiturates
 - c. Benzodiazepine
 - d. Cannabinoids
 - e. Cocaine
 - f. Methadone
 - g. Phencyclidines
 - h. Opiates
 - i. Oxycodone/Oxymorphone

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5. 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.

6. When a specimen tests positive at both the initial stage and second stage, a medical review officer assigned to the State Toxicology Laboratory will review the tests 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 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.

7. Applicants for law enforcement employment are not required to submit a Drug Testing Medication Information with their specimen. Therefore, if an applicant tests positive, the law enforcement agency, following notification from the NJSTL, must have the candidate complete the Drug Testing Medication Information form. Once the form has been completed, the agency 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.

8. In addition to the testing outlined above, specimens submitted to the NJSTL may be tested for additional substances at the request of the law enforcement agency submitting the specimen. The NJSTL has the ability through its own facilities, as well as facilities employed as reference laboratories, to arrange drug testing for steroid abuse, as well as other currently abused chemicals.

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VIII. DRUG TEST RESULTS

- A. The state Toxicology Laboratory shall notify the Chief of Police of test results from specimens collected and submitted for analysis. All reports shall be in writing and sent to the Palmyra Police Department within fifteen (15) working days of the submission.
- B. In some cases, the State Toxicology Lab will report that a specimen tested positive for a particular substance and that the information on the medication information form explains the test result. For example, the Laboratory may report that a specimen tested positive for barbiturates and a prescription for that barbiturate was listed on the form by the officer. At this point, it is the responsibility of the submitting agency 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 agency.
- C. The submitting agency will then notify the applicant, trainee or sworn officer of the results of the positive test as soon as practical after receipt of the report from the State Laboratory. Upon request the individual may receive a copy of the laboratory report.
- D. 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 tested again.

IX. CONSEQUENCES OF A POSTIVE TEST RESULT

- A. Applicants for a position with the Palmyra Police Department.
 - 1. The applicant will be removed from consideration for employment
 - 2. The applicant will be reported to the Central Drug Registry maintained by the Division of State Police by the law enforcement agency with which the individual applied.
 - 3. The applicant will be precluded from consideration for future employment by ANY law enforcement agency for a period of two years.
 - 4. Where the applicant is currently employed with another agency as a sworn law enforcement, the officer's current employer shall be notified of the positive test results. Under these circumstance, 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

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maintained by the Division of the State Police.

- B. When a trainee test positive for illegal drug use, subject to rules adopted by the Police Training Commission:
 - 1. The trainee shall be immediately dismissed from basic training and suspended from employment with the Palmyra Police Department.
 - 2. The trainee shall be terminated from the Palmyra Police Department as a law enforcement officer upon final disciplinary action of the appropriate authority.
 - 3. The trainee shall be reported to the Central Drug Registry of the New Jersey State Police.
 - 4. The trainee shall be permanently barred from future law enforcement employment in New Jersey.

- C. When a sworn law enforcement officer tests positive for illegal drug use:
 - 1. The officer shall be immediately suspended from all duties
 - 2. The officer shall be terminated from employment with The Palmyra Police Department as a law enforcement officer upon final disciplinary action.
 - 3. The officer shall be reported by his or her employer to the Central Drug Registry maintained by the Division of State Police.
 - 4. The officer shall be permanently barred from future law enforcement employment in the State of New Jersey.

X. CONSEQUENCES OF REFUSING TO SUBMIT TO A DRUG TEST.

- A. 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 a period of two years from the date of refusal. In addition, the appointing authority shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.

- B. Trainees who refuse to submit to a drug test during basic training shall be immediately be removed from the academy and immediately suspended

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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.

- D. SWORN OFFICER who refuses to submit to a drug test ordered in response to reasonable suspicion, or random testing selection shall be immediately suspended from Duty with the intent to dismiss the SWORN OFFICER. Upon a finding that the officer did refuse to submit to the testing, or give a sample, the officer shall be terminated from law enforcement with the Palmyra Police Department and barred from law enforcement in New Jersey. The Officer's name will be submitted to the Central Drug Registry and noted that the officer refused to submit to the testing.

XI. 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 to the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

XII. RECORDS KEEPING

- A. The Internal Affairs unit of the Palmyra Police Department shall maintain all records relating to drug testing of applicants, trainees and sworn law enforcement officer of Palmyra Borough. These records will be kept in the Lieutenant's Office under separate lock and key with the following exceptions. If an internal affairs officer is randomly selected to be drug tested the other internal affairs officer will be the designated monitor and will review the reports and witness the void of the sample. If the Lieutenant of Police is randomly selected, his information will be kept in the Chief's office.
- B. Drug testing records shall include but not be limited to :
1. For all testing:
 - a. the identity of those ordered to submit to urine samples;
 - b. the reason for that order;
 - c. the date the random selection was made;
 - d. a copy of the document of those selected for testing;
 - e. a list of those who were actually tested;
 - f. the date and time the urine was collected;
 - g. the monitor of the collection process;
 - h. chain of custody of the urine sample from the time it was collected

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- until the time it was received by the State Toxicology Laboratory;
 - i. the results of the drug testing;
 - j. copies of notification to the subject;
 - k. for any positive results or refusal appropriate documentation of disciplinary action.
2. For random drug testing, the records will also include the following information:
- a. a description of the process used to randomly select officers 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 officers were tested.
 - f. Upon the completion of a Random Drug Test and return of results from the NJSTL, notification will be made to the BCPO Chief of Detectives. This notification will be done via email or regular mail using the proper format provided by the BCPO. (Attachment F)
- 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.

XIII. CENTRAL DRUG REGISTRY

- A. The Palmyra 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 refuses an order to submit a urine sample on the form prescribed in Attachment D.
- B. Notifications to the Central Drug Registry shall include the following information as to each individual:
- 1. name and address of the submitting agency, and contact person;
 - 2. name of the individual who tested positive or refused;
 - 3. last known address of the individual.
 - 4. date of birth;
 - 5. social security number;

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6. SBI number (if known);
 7. Gender
 8. Race
 9. Eye color
 10. substance that the individual tested positive for, or circumstances of the refusal to submit a urine sample;.
 11. date of the drug test or refusal;
 12. date of final dismissal or separation from the agency; and
 13. whether the individual was an applicant, trainee or sworn law enforcement officer.
- C. The certification section of the notification form must be completed be completed by the chief or director, notarized with a raised seal.
- D. 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, NJ 08628-0068
- E. Information contained in the central registry may be released by the Division of State Police only under the following circumstances:
1. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel.
 2. In response to a court order

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**PALMYRA POLICE DEPARTMENT'S DRUG TESTING POLICY
DRUG TESTING
APPLICANT NOTICE AND ACKNOWLEDGEMENT**

I, _____, understand that as part of the pre-employment process the Palmyra 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 for employment.

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

I understand that if I produce a positive test result for illegal drug use that information will be forwarded to the Central Drug Registry maintained by the Division of State Police of. 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 result for illegal drug use, and I 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 will be permanently barred from law enforcement employment.

I have read and understand the information contained on this "Applicant Notice and Acknowledgement" 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 A

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**PALMYRA POLICE DEPARTMENT'S DRUG TESTING POLICY
DRUG TESTING MEDICATION INFORMATION SHEET**

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 medications prescribed by a physician.

Name of Medication	Prescribing Physician	Date Last Taken

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

Non-Prescription Medication	Date Last Taken

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

Social Security number & Initials

Date

ATTACHMENT B

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**PALMYRA POLICE DEPARTMENT'S DRUG TESTING POLICY
DRUG TESTING
TRAINEE NOTICE AND ACKNOWLEDGEMENT**

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

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

I understand that if I can refuse to undergo the testing. I understand that if I refuse, I will be dismissed from the academy and from my law enforcement position.

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

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

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

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

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

Signature of Applicant Date

Signature of Witness Date

ATTACHMENT C

V1 C21 LAW ENFORCEMENT DRUG TESTING

NOTIFICATION TO THE CENTRAL DRUG REGISTRY

AGENCY SUBMITTING			
AGENCY		PHONE	
ADDRESS	CITY	STATE	ZIP
CONTACT PERSON	TITLE	PHONE	

PERSON TO BE ENTERED					
LAST NAME	FIRST NAME	INITIAL	GENDER	RACE	EYE COLOR
THIS PERSON WAS: <input type="checkbox"/> APPLICANT <input type="checkbox"/> TRAINEE					
<input type="checkbox"/> SWORN OFFICER-RANDOM <input type="checkbox"/> SWORN OFFICER REASONABLE SUSPICION					
ADDRESS					
CITY			STATE	ZIP	
DOB	SSN	SBI NUMBER (IF KNOWN)			

REASON FOR NOTIFICATION	
THE PERSON LISTED ABOVE <input type="checkbox"/> TESTED POSITIVE FOR _____	
OR	
<input type="checkbox"/> REFUSED TO SUBMIT A URINE SAMPLE	
DATE OF THE TEST OR REFUSAL	DATE OF FINAL DISMAL OR SEPERATION FROM AGENCY

CERTIFICATION (Must be completed by Chief of Director. Must be notarized with raised seal)		
I hereby affirm that the above information is true and correct to the best of my knowledge.		
_____	_____	_____
Print Name	Title	Signature
Sworn and subscribed before me this _____ day of _____, _____		
(seal)	_____	

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

ATTACHMENT D

V1 C21 LAW ENFORCEMENT DRUG TESTING

**PALMYRA POLICE DEPARTMENT'S DRUG TESTING POLICY
DRUG TESTING
OFFICER NOTICE AND ACKNOWLEDGEMENT**

I, _____ understand that as part of my employment with the Palmyra 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 with the Palmyra 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 the 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 the "Officer Notice and Acknowledgement" 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 E

Burlington County Prosecutor's Office



Random Drug Testing Reporting Form



Department: _____

Total Number of Sworn Officers in Department: _____

Total Number of Officers Tested: _____

Date of Test: _____

Signature of Agency Head

Date

ATTACHMENT F