



Borough of Glen Ridge

Department of Public Safety

Police Division

3 Herman Street, Glen Ridge, New Jersey 07028



Robert J. Wohlgenuth
Chief of Police
Director of Public Safety

TEL: (973) 748-5400
FAX: (973) 748-8477

APPROVED
PATRICK P. TOSCANO, JR.
FIRST ASSISTANT PROSECUTOR

To: All Personnel
From: Chief Robert J. Wohlgenuth
Subject: Drug Testing Policy

Date: December 29, 1998

Statement:

In September 1998 the State of New Jersey Attorney General adopted revised Guidelines with respect to testing law enforcement applicants, law enforcement trainees and sworn law enforcement officers for the use of controlled dangerous substance.

The most significant change of the guidelines establish random drug testing of sworn law enforcement officers.

Procedure:

The attached procedure as related to the Attorney General's Law Enforcement Drug Testing Policy, will be the policy of the Glen Ridge Police Department.

All Police personnel will comply with this procedure and all additional addendum's set by the Attorney General; Essex County Prosecutor Office or Glen Ridge Chief of Police.

As per the Office of the Essex County Prosecutor¹, this Department hereafter institutes the following random drug testing program:

I. Order of Random Drug testing – Sworn Law Enforcement Officers.

1. The random drug testing of sworn officers of the Glen Ridge Police Department will include **all members**, regardless of rank or assignment.
2. The Police Commissioner (a non-sworn official) will randomly announce to the Chief of Police the date the selection process will be.
 - The selection process will be conducted randomly three times a year.
 - The Chief of Police will notify the appropriate witnesses for the selection.
 - The selection process will be conducted at the Office of the Chief of Police.

¹ Essex County Prosecutor Memorandum #45-98, December 17, 1998, Mr. Patrick P. Toscano, Jr. First Assistant Prosecutor.


OFFICE OF THE PROSECUTOR
99 JAN -4 PM 3:09
RECEIVED
ESSEX COUNTY
PROSECUTOR'S OFFICE

3. Present for the drawing of names will be the following witnesses:
 - Chief of Police
 - Lieutenant or Sergeant
 - Internal Affairs Officer
 - PBA representative
4. Four (4) Officers will be randomly selected, each time a selection takes place.
 - The names of every sworn officer will be printed on 3x5 card.
 - The names/cards will be verified by the Witnesses.
5. The names/cards of every sworn officer will be placed in a hat, for every selection.
 - The names/cards will be mixed prior to selection.
 - Four (4) names/cards will be drawn from the hat by picking at random.
 - Each Witness shall pick one card.
6. The collection of urine specimens from selected officers will be prompt, efficient and confidential.
 - The Internal Affairs Officer is responsible for the collection and record of urine samples. As outlined in the Attorney General Guidelines.
 - Following the selection process, the officers named will be contacted by the Internal Affairs Officer at the first opportunity, upon reporting to work.
7. Any member of the Department who discloses the identity of an officer selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to discipline.
8. Officers who refuse to submit to a drug test when randomly selected are subject to the same penalties as those officers who test positive for the illegal use of drugs. – see Attorney General's Law Enforcement Drug Testing Policy.

II. Special Considerations

1. An Administrative decision to eliminate an officer selected is permissible if:
 - The Officer is not available.
 - The Officer is on extended leave.
2. This decision will be documented by the Internal Affairs Officer and made a permanent record of the testing process.

By Order of:


Robert J. Wohlgenuth
Chief of Police

RJW/jrm

Attach.

DRUG TESTING

Attorney General's Law Enforcement Drug Testing Policy

Issued October 1986
Revised August 1990
Revised September 1998

I. Applicability

A. This policy applies to:

1. 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*;
2. Law enforcement officer trainees 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, come under the jurisdiction of the Police Training Act and are authorized to carry a firearm under *N.J.S.A. 2C:39-6*.

B. This policy does not require law enforcement agencies to drug test applicants, nor does it require law enforcement agencies to implement a random drug testing program for sworn officers. However, 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.

II. Types of drug testing

A. Applicants for a position as a law enforcement officer

1. Applicants may be required to submit a urine specimen at any time prior to appointment.

B. Law enforcement trainees

1. Trainees will be required to submit one or more urine specimens

Attorney General's Law Enforcement Drug Testing Policy

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.

2. Individual trainees may also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs. A trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the county prosecutor, the chief executive officer of the trainee's agency, or the academy director.

C. Sworn law enforcement officers

1. 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 officer's agency.
2. Urine specimens may be ordered from sworn 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 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.
3. Urine specimens may be collected from law enforcement officers during a regularly scheduled and announced medical examination or a fitness for duty examination. However, the collection and analysis of these specimens are not governed by this policy.

III. Notification of drug testing procedures

A. Applicants

1. Agencies that choose to test applicants for law enforcement positions must notify those applicants that the pre-employment process will include drug testing. The notification will also indicate that a negative result is a condition of employment and that a positive result will: a) result in the applicant being dropped from

Attorney General's Law Enforcement Drug Testing Policy

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. 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.

B. Trainees

1. 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) the officer's termination from employment; and b) inclusion of the officer's name in the central drug registry maintained by the Division of State Police; and c) the officer being permanently barred from future law enforcement employment in New Jersey.
2. 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.
3. Each police academy will include in its rules and regulations a provision implementing drug testing during basic training.

C. Sworn law enforcement officers: reasonable suspicion testing

1. Each municipal law enforcement agency shall include in its rules and regulations as defined in *N.J.S.A. 40A:14-118*, and every county and state law enforcement agency shall include in appropriate standard operating procedures, 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.
2. Before an officer may be ordered to submit to a drug test based on

Attorney General's Law Enforcement Drug Testing Policy

reasonable suspicion, the agency shall prepare a written report which documents the basis for the reasonable suspicion. The report shall be reviewed by the county prosecutor or the chief executive officer of the law enforcement agency 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.

3. The agency's rules and regulations or appropriate standard operating procedures shall also provide that a negative result is a condition of employment as a sworn officer and that a positive result will result in: a) the officer's termination from employment; b) inclusion of the officer's name in the central drug registry maintained by the Division of State Police; and c) the officer being permanently barred from future law enforcement employment in New Jersey.
4. The agency's rules and regulations or appropriate standard operating procedures shall further provide that officers who refuse to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so are subject to the same penalties as those officers who test positive for the illegal use of drugs.

D. Sworn law enforcement officers: Random drug testing

1. Law enforcement agencies may choose to implement a random drug testing program for their sworn law enforcement officers. Law enforcement agencies which establish a random drug testing program must do so by rule and regulation as defined in *N.J.S.A. 40A:14-118* for municipal law enforcement agencies or by appropriate standard operating procedures for county and state law enforcement agencies. Random drug testing cannot be implemented until rules and regulations establishing such a procedure have been in effect for a minimum of 60 days.
2. Each agency's rules and regulations or appropriate standard operating procedures will, at a minimum:
 - a. State that all sworn members of the agency are eligible for random drug testing, regardless of rank or assignment.
 - b. State the number of officers to be selected each time a

Attorney General's Law Enforcement Drug Testing Policy

random selection takes place. This can be expressed as either the number of sworn officers employed by the agency or a percentage of the agency's sworn personnel.

- c. Establish a method of random selection which ensures that every sworn officer in the agency has an equal chance to be selected for a testing each and every time a selection takes place.
- d. Establish a system by which the selection process can be verified and documented.
- e. Permit a representative of the collective bargaining unit(s) to witness the selection process.
- f. Provide that any member of the agency who discloses the identity of an officer selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to discipline.
- g. Establish a system to collect urine specimens from selected officers in a prompt, efficient and confidential manner.
- h. The agency's rules and regulations or appropriate standard operating procedures shall further provide that officers who refuse to submit to a drug test when randomly selected are subject to the same penalties as those officers who test positive for the illegal use of drugs.

IV. Specimen acquisition procedures

A. Preliminary acquisition procedures

- 1. The law enforcement agency shall designate a member of its staff to serve as monitor of the specimen acquisition process. The monitor shall always be of the same sex as the individual being tested. In the event there is no member of the same sex available from the agency collecting the specimens, the agency may request that a member of the same sex from another law enforcement agency serve as monitor of the process.

Attorney General's Law Enforcement Drug Testing Policy

2. The monitor of the specimen acquisition process shall be responsible for:
 - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.
 - b. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen.
 - c. Complying with chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice for analysis.
3. 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: 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. Applicants shall not complete a medical questionnaire (Attachment B) prior to the submission of a specimen unless they have already received a conditional offer of employment. However, applicants who have not received a conditional offer of employment can be required to complete a medical questionnaire if, following the submission of their specimen to the State Toxicology Laboratory for analysis, the law enforcement agency receives a report indicating that the specimen tested positive for a controlled substance.
4. 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 that a positive result will: a) result in the trainee being dismissed from basic training; b) cause the trainee to be dismissed from employment as a law enforcement officer by his or her appointing authority; c) cause the trainee's name to be reported to the central drug registry maintained by the Division of State Police; and d)

Attorney General's Law Enforcement Drug Testing Policy

cause the trainee to be permanently barred from future law enforcement employment in New Jersey. The 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 prescription and over-the-counter (non-prescription), that were ingested in the past 30 days.

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

B. Specimen collection

1. Throughout the test process, the identity of individual applicants, trainees and sworn law enforcement officers 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.
2. 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.
3. Urine specimens will be acquired and processed in accordance with procedures established by the State Toxicology Laboratory.
 - a. After the monitor has inspected the appropriate forms for accuracy, the applicant, trainee or sworn officer shall void into the specimen collection container.
 - b. After a specimen has been produced, the individual shall seal the specimen container and deliver it to the monitor.
 - c. 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

Attorney General's Law Enforcement Drug Testing Policy

produced, the monitor shall take possession of the specimen and ensure that it is delivered to the State Toxicology Laboratory for analysis.

4. 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 production of a specimen may be directly observed by the monitor. Law enforcement agencies must document the facts underlying their belief that an individual may adulterate a specimen or compromise the integrity of the test process.
5. Individuals that initially are unable to produce a urine specimen may remain under the supervision of the test monitor until the monitor is satisfied that the individual cannot produce a specimen. While the individual is under supervision, the monitor may allow the individual to drink fluids in an attempt to induce the production of a specimen. If the individual remains unable to provide a specimen after a reasonable period of time, the monitor may have the individual examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.
6. 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.
 - a. 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.
 - b. The law enforcement agency 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.
 - c. The second specimen shall be released by the law enforcement agency under the following circumstances:

Attorney General's Law Enforcement Drug Testing Policy

- i. The law enforcement agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance; and
- ii. The law enforcement agency is informed by the individual whose specimen tested positive that the individual wishes to have the specimen independently tested; and
- iii. The officer 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; and
- iv. A representative of the licensed clinical laboratory designated by the individual takes possession of the second specimen in accordance with accepted chain of custody procedures within 60 days of the date the specimen was produced.

V. 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 tests. Law enforcement agencies are not permitted to use any other facility or laboratory for purposes of analyzing urine specimens.
- B. 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 law enforcement agency shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
 1. Submission of specimens to the State Toxicology Laboratory may be accomplished by personnel from the law enforcement agency or commercial courier.
 2. Should a law enforcement agency choose to have specimens delivered to the State Toxicology Laboratory by commercial

Attorney General's Law Enforcement Drug Testing Policy

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.

VI. Analysis of specimens

- A. The State Toxicology Laboratory will utilize the following test procedures to analyze urine specimens for law enforcement agencies:
 1. All specimens will be subject to an initial test utilizing fluorescence polarization immunoassay analysis.
 2. 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.
 3. 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 test result. The medical review officer may direct the agency that collected the specimen to obtain further information from the individual being tested concerning the medications listed on the questionnaire. In the event the questionnaire does not explain the test result, the medical review officer shall issue a report indicating that specimen tested positive.
 4. The State Toxicology Laboratory shall analyze each specimen for the following substances and their metabolites:
 - a. amphetamine/methamphetamine;
 - b. barbiturates;

Attorney General's Law Enforcement Drug Testing Policy

- c. benzodiazepine;
 - d. cannabinoids;
 - e. cocaine;
 - f. methadone;
 - g. phencyclidine; and
 - h. opiates.
5. The analysis of each specimen shall be done in accordance procedures adopted by the State Toxicology Laboratory. These procedures shall include but not be limited to security of the test specimens, chain of custody, metabolite cut-off levels and the issuance of test reports.

VII. Drug test results

- A. The State Toxicology Laboratory shall notify the submitting law enforcement agency of any positive test results from the specimens submitted for analysis. All reports of positive test results shall be in writing and sent to the agency within 15 working days of the submission. The State Toxicology Laboratory will, upon request, provide the submitting agency with written documentation that one or more specimens submitted for analysis tested negative.
- B. The State Toxicology Laboratory shall not report a specimen as having tested positive for a controlled substance until the specimen has undergone a confirmatory test and the medical review officer has reviewed the results of that test with the medical questionnaire pertinent to that specimen.
- C. The submitting agency shall notify the applicant, trainee or sworn officer of the results of a positive test result as soon as practical after receipt of the report from the State Toxicology Laboratory. Upon request, the individual may receive a copy of the laboratory report.
- 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 retested.

Attorney General's Law Enforcement Drug Testing Policy

VIII. Consequences of a positive test result

- A. When an applicant tests positive for illegal drug use:
1. The applicant shall be immediately removed from consideration for employment by the agency;
 2. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the law enforcement agency to which the individual applied; and
 3. 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.
 4. 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.
- B. When a trainee tests 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 by his or her appointing authority;
 2. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the appointing authority;
 3. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police; and
 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;

Attorney General's Law Enforcement Drug Testing Policy

2. The officer shall be terminated from employment as a law enforcement officer, upon final disciplinary action;
3. The officer shall be reported to Central Drug Registry maintained by the Division of State Police by his or her employer; and
4. The officer shall be permanently barred from future law enforcement employment in New Jersey.

IX. Consequences of a refusal 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 period of two years. 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 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.
- C. 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.

X. Record keeping

- A. Each law enforcement agency's Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.

Attorney General's Law Enforcement Drug Testing Policy

XI. Central Drug Registry

- A. Every law enforcement agency 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.
- B. Notifications to the Central Drug Registry shall include the following information as to each individual:
 - 1. name and address of the submitting agency;
 - 2. name of the individual who tested positive;
 - 3. last known address of the individual;
 - 4. date of birth;
 - 5. social security number;
 - 6. SBI number (if applicable);
 - 7. substance the individual tested positive for, or circumstances of the refusal to submit a urine sample;
 - 8. date of dismissal from the agency; and
 - 9. whether the individual was an applicant, trainee or sworn law enforcement officer.

C. Notifications to the central registry shall be sent to:

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

D. 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 law enforcement agency as part of the background investigation process for prospective or newly

Attorney General's Law Enforcement Drug Testing Policy

appointed personnel.

2. In response to a court order.

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 for employment.

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

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

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. After this two year period, the positive test result may be considered in evaluating my fitness for future law enforcement 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

Attorney General's Law Enforcement Drug Testing Policy

ATTACHMENT C

DRUG TESTING
TRAINEE NOTICE AND ACKNOWLEDGMENT

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

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

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

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

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

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

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

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

Signature of Applicant Date

Signature of Witness Date

Attorney General's Law Enforcement Drug Testing Policy

ATTACHMENT B

DRUG TESTING
MEDICATION INFORMATION

As part of the drug testing process, it is essential that you inform us of all medications you have taken in the last thirty (30) days. Please *carefully* complete the information below.

all that apply:

- A. During the past 30 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 30 days, I have taken the following non-prescription medications (cough medicine, cold tablets, aspirin, diet medication, nutritional supplements, etc.)

	Non-Prescription Medication	Date Last Taken
1		
2		
3		

- C. During the past 30 days, I have taken **NO** prescription or non-prescription medications.

Social Security Number & Initials

Date

Signature of Witness

Date



Records & Identification

Newsletter

HONOR ▼ DUTY ▼ FIDELITY

— A monthly publication of the Records & Identification Section —

January 31, 2001

(01-01)

REVISED LAW ENFORCEMENT DRUG SCREENING GUIDELINES

Pursuant to the Revised Law Enforcement Drug Screening Guidelines, effective August 1, 1990, a Central Drug Registry was established by the Division of State Police, Records and Identification Section. This registry was established to record law enforcement officers, applicants for law enforcement officer, or law enforcement trainees who test positive for the presence of drugs in their urine, or who refuse to submit to a drug test.

In order to be entered into the Central Drug Registry, officers or trainees must be terminated from employment upon final disciplinary action. Applicants for law enforcement officer must have been removed from consideration for employment from the agency. Officers or trainees on suspension prior to final dismissal do not meet the criteria for entry into the Central Drug Registry.

It is the responsibility of the employing agency of the officer, applicant, or trainee, or the agency that required the urine test, to provide written notification of the positive test result or refusal to submit to a drug test to the State Bureau of Identification (SBI).

Notification to the Central Drug Registry must be on an official letterhead of the reporting agency and include the following information regarding the officer, applicant, or trainee:

1. Name of individual who produced a positive test result
2. Address of the individual
3. Date of birth
4. Social security number
5. Gender
6. Race
7. Eye color
8. Substance(s) for which the individual tested positive
9. Date the individual tested positive
10. Date of final dismissal from agency
11. Position of individual: officer, trainee, or applicant
12. Reason the individual was tested, i.e., officer based on reasonable suspicion

Attached you will find an example of a notification form which contains the requested information.

Any questions regarding the Central Drug Registry notifications should be directed to Sgt. Stephen Hoeffner at (609) 882-2000, extension 2467.

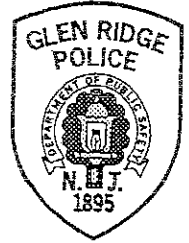


Borough of Glen Ridge

Department of Public Safety

Police Department

3 Herman Street, Glen Ridge, New Jersey 07028



John R. Magnier
Chief of Police
Director of Public Safety

Main (973) 748-5400
Records (973) 748-2995
Records Fax (973) 748-2595
records@glenridgenj.org
Detective Bureau (973) 748-4116
Fax (973) 748-8477

Division of State Police
Records & Identification Section
State Bureau of Identification
P. O. Box 7068
West Trenton, New Jersey 08628-0068

Attention: Central Drug Registry

Pursuant to the Attorney General of the State of New Jersey, Law Enforcement Drug Screening Guidelines, please enter into the Central Drug Registry the name listed below under the heading of having tested POSITIVE for the presence of drugs in his/her urine.

NAME _____

ADDRESS _____

DOB _____

SOCIAL SECURITY NUMBER _____

GENDER _____

RACE _____

EYE COLOR _____

TYPE OF DRUG TESTED
POSITIVE FOR _____

DATE TESTED POSITIVE OR
DATE OF REFUSAL _____

DATE OF FINAL DISMISSAL _____

POSITION OF INDIVIDUAL
(Applicant, Trainee, Officer) _____

TYPE OF TEST GIVEN _____

Applicant: Pre-employment drug test
 Trainee: Basic training
 Officer: Random
 Regularly scheduled medical examination
 Ordered test for reasonable suspicion

Sincerely,