


<b>GARWOOD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE</b>		
SUBJECT: LAW ENFORCEMENT DRUG TESTING		
EFFECTIVE DATE: April 9, 2024	NUMBER OF PAGES: 19	
ACCREDITATION STANDARDS: 1.3.3	BY THE ORDER OF: Chief of Police	

**PURPOSE:** The procedures contained herein will be in accordance with the New Jersey Attorney General’s Law Enforcement Drug Testing Policy, revised February 2023, and New Jersey Attorney General’s Law Enforcement Directive No. 2018-2. This policy will serve as notification to all employees of the agency’s drug testing policy.

The purpose of this policy is to deter illegal drug use, including unregulated marijuana, by law enforcement officers. The policy provides a mechanism to identify and remove those law enforcement officers engaged in the illegal use of drugs. Because illegal drug use is inconsistent with the duties, obligations and responsibilities of sworn law enforcement officers, the policy mandates that officers who test positive will be terminated from employment.

**POLICY:** It will be the policy of the Garwood Police Department to conduct reasonable suspicion and random drug testing of applicable employees contained in Section I of this policy.

This written directive is considered an annex to the Rules and Regulations of the Garwood Police Department.

## **PROCEDURES:**

### **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.

### **II. TYPES OF DRUG TESTING**

#### **A. Applicants for Law Enforcement Officer Position**

1. This written directive recognizes that drug testing is an important component of a pre-employment background investigation. Thus, prospective employees will be drug tested as a condition of employment. The policy requires this agency to drug test prospective employees at any point during the pre-employment process.
2. In addition, applicants for employment may be tested, as many times, as the Garwood Police Department deems necessary to ensure that the applicants are not engaged in the illegal use of drugs. For example, applicants who have been drug tested as part of the application process may be tested again if a significant amount of time has elapsed since the previous step in the employment process.
3. During the pre-employment process, the agency must ensure that it complies with the provisions of the Americans with Disabilities Act (ADA) by refraining from making any medical inquiries. Therefore, the medication information form should not be used at the applicant stage, unless a positive test result requires an explanation by the prospective employee.

#### **B. Law Enforcement Trainees**

1. 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. Trainees will be required to submit one (1) or more urine specimens for testing while they attend a mandatory basic training course. 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.
2. Individual trainees will also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs or is under the influence of a controlled dangerous

substance or cannabis during work/training hours. A trainee will be ordered to submit to a drug test based on reasonable suspicion only with the approval of the Chief of Police of the trainee's agency or the Academy Director.

C. Sworn Law Enforcement Officers

1. Sworn law enforcement officers will be ordered to submit a urine specimen for testing when they have been randomly selected to submit to a drug test. Random selection will 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.
2. Sworn law enforcement officers will also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the officer is illegally using drugs or is under the influence of a controlled dangerous substance or cannabis during work/training hours. An officer will be ordered to submit to a drug test based on reasonable suspicion only with the approval of the Chief of Police or his/her designee.
3. Urine specimens may also 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.

D. Reasonable Suspicion

1. 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."
2. The reasonable suspicion standard is "less demanding" than the probable cause standard in two (2) ways. First, the amount of evidence needed to satisfy the reasonable suspicion standard is less than that needed to satisfy the probable cause standard. Second, the type of information used to satisfy the reasonable suspicion standard may be "less reliable than that required to show probable cause." The following factors should be evaluated to determine the quality and relevance of the information acquired by the law enforcement agency:
  - 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. Reasonable Suspicion Testing for Cannabis Use - Consuming or being under the influence of cannabis while at work or during work/training hours is strictly prohibited. Officers/Trainee will be tested for cannabis in the following situations:
  - a. Upon reasonable suspicion of the officer's/trainee's use of a cannabis item while engaged in the performance of the officer's/trainee's duties, or
  - b. Upon a finding of observable signs of intoxication related to the use of a cannabis item while engaged in the performance of the officer's/trainee's duties.
  - c. In the above situations, the drug test will include a physical evaluation by a Workplace Recognition Expert (WIRE) or a Registered Nurse at a State Licensed Facility to determine the officer's/trainee's state of impairment and a urinalysis.

### **III. NOTIFICATION OF DRUG TESTING PROCEDURES**

#### **A. Applicants**

1. Applicants for law enforcement positions must be notified that the pre-employment process will include drug testing.
2. 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 (2) years from the date of the drug test.
3. 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 will be informed that drug testing is mandatory during basic training.
2. Newly appointed officers will also be informed that a negative result is a condition of employment and that a positive result will result in:

- a. Upon final disciplinary action, 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.
3. Newly appointed officers will be further informed that the refusal to submit to a drug test will result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey.
  4. Each training 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. In accordance with this written directive, 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 or is under the influence of a controlled dangerous substance or cannabis during work/training hours.
2. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, the Internal Affairs Officer or his/her designee will prepare a written report, which documents the basis for the reasonable suspicion. The report will be reviewed by the Chief of Police 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. In accordance with this written directive, a negative result is a condition of employment as a sworn law enforcement officer and a positive result will result in:
  - a. Upon final disciplinary action, 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. In accordance with this written directive, 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.
5. 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 will be deemed to have refused to submit to the drug test.

D. Sworn Law Enforcement Officers: Random Drug Testing

1. All sworn law enforcement officers of the Garwood Police Department are eligible for random drug testing, regardless of rank and assignment.
2. Ten percent (10%) of the Garwood Police Department strength of sworn law enforcement officers will be randomly tested each time. The ten percent (10%) will be based on department's staffing of sworn law enforcement officers at the time of the test.
3. At a minimum, random drug testing will be conducted at least twice every calendar year.

E. Random Drug Testing Selection Process

1. The date and time of a random test will not be made known to the sworn law enforcement officers in the Garwood Police Department until immediately prior to the test. There will be no advanced notification that would allow a sworn law enforcement officer to be absent from or create the ability to defraud the administration of the test. See the N.J.A.G. Policy, Section II.C.1.
2. A method of random selection has been established, which ensures that every probationary or sworn law enforcement officer in the Garwood Police Department has an equal chance to be selected for a testing each and every time a selection takes place, regardless of rank, and regardless of the fact that one (1) or more officers were randomly selected for testing at a prior selection process during the same calendar year.
3. Present during the selection process will be, at a minimum, a member of the Internal Affairs Unit, a detective, and a representative of the department's bargaining unit (PBA member). The process will be verified and documented in writing by the Internal Affairs Unit representative and the report will be maintained in confidential files.
4. A representative of the collective bargaining unit(s) is permitted to witness the selection process.
5. In the event that an individual is randomly selected for drug testing and they are not available, vacation, sick or other short term excused absence, they will provide a specimen to be tested to the monitor on their next working day. If the individual who has been randomly selected is on extended sick or medical leave then an alternate individual will be randomly selected in their place.
6. Any member of the Garwood Police Department who discloses the identity of a sworn law enforcement officer selected for random testing or the fact that a random selection is scheduled to take place prior to the agency officially announcing same or prior to the collection of urine specimens is subject to discipline.
7. A system to collect urine specimens from selected sworn law enforcement officers in a prompt, efficient, and confidential manner has been established in accordance with the New Jersey Attorney General's Law

Enforcement Drug Testing Policy and collection procedures established by the New Jersey State Toxicology Laboratory.

8. Sworn law enforcement officers who refuse to submit to a drug test when randomly selected, or who knowingly tamper with or alter a urine sample by use of adulterants or dilution, are subject to the same penalties as those sworn law enforcement officers who test positive for the illegal use of drugs. A sworn law enforcement officer who resigns or retires after receiving a lawful order to submit a urine specimen will be deemed to have refused to submit to the drug test.
9. Testing of sworn law enforcement officers is the responsibility of the Garwood Police Department and will include any officers who are temporarily assigned to other agencies, task forces, teams or the like. Said temporarily assigned officers will therefore be included with every other officer employed by the Garwood Police Department as a potential officer to be randomly tested.
  - a. It is **not** the responsibility of the agency to which the officer is temporarily assigned to include that assigned officer in its pool of sworn law enforcement officers subject to random testing.
  - b. It is the responsibility of the agency to which the officer is temporarily assigned to make that officer available to his/her agency if the assigned officer is randomly chosen by his/her agency to be drug tested.
  - c. It is also the responsibility of the agency to which the officer is temporarily assigned to report any behavior or other facts to the assigned officer's agency that could result in reasonable suspicion to believe that the assigned officer is engaged in the illegal use of controlled substances.

#### IV. SPECIMEN ACQUISITION PROCEDURES

##### A. Preliminary Acquisition Procedures

1. The Chief of Police or his/her designee will designate a monitor of the specimen acquisition process. The monitor will 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.
2. Prior to the submission of a specimen, an applicant for a law enforcement position will execute an **Applicant Notice and Acknowledgment** form (Attachment A) consenting to the collection and analysis of their urine for illegal drugs. The form will 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 Section III. A. of this policy. Applicants are **not** required to complete a **Drug Testing Medication Information** form (Attachment D) at this time.

3. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course will execute a **Trainee Notice and Acknowledgment** form (Attachment B) advising the trainee that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section III. B. of this policy. The form will also advise trainees that the refusal to participate in the test process carries the same penalties as testing positive. Trainees will also complete a **Drug Testing Medication Information** form, which clearly describes all medications, both prescriptions, and over-the-counter (non-prescription), dietary supplements, and nutritional supplements that were ingested in the past fourteen (14) days. The **Drug Testing Medication Information** form will be placed in an envelope, which is sealed by the donor. The donor will date and initial the seal, and write their unique identifier (Donor ID) on the envelope.
4. Prior to the submission of a urine specimen, a sworn officer will execute an **Officer Notice and Acknowledgment** form (Attachment C) advising the officer that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section III. C. of this policy. The form will also advise the officer that the refusal to participate in the test process carries the same penalties as testing positive. Sworn officers will 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 fourteen (14) days. The **Drug Testing Medication Information** form will be placed in an envelope, which is sealed by the donor. The donor will date and initial the seal, and write their unique identifier (Donor ID) on the envelope.

B. Monitor Responsibilities

1. The monitor of the specimen acquisition process will be responsible for:
  - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen (the donor).
  - b. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen. Individual specimens and forms will be identified throughout the process by the use of donor identification (Donor ID). At no time will a name appear on any form or specimen container sent to the Laboratory.
  - c. Complying with chain of custody procedures established by the Laboratory for the collection and submission for analysis of urine specimens.
  - d. Specimens will be collected utilizing split collection kits supplied by the Laboratory. Under no circumstances will a specimen be collected and submitted for analysis in a specimen container that has not been approved by the NJ State Medical Examiner Toxicology Laboratory. It is the responsibility of each agency to contact the Laboratory to obtain the Split Specimen Kits and Forensic Urine Drug Testing Custody and Submission Forms (CSF).



- e. Collecting and submitting urine specimens in accordance with procedures established by the Laboratory.
2. In order to ensure the accuracy and integrity of the collection process a monitor may:
  - a. Direct an individual officer who has been selected for drug testing to remove outer clothing (jackets, sweaters etc.), empty their pockets, and wash their hands under running water, before they produce a specimen.
  - b. Add tinting agents to toilet water and secure the area where the specimens are to be collected prior to specimen collection.
3. 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 his or her 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.

C. Specimen Collection

1. Unless otherwise noted, all steps must be completed by the donor in the presence of the monitor.
2. The monitor completes the agency information, donor identification, and test information sections of the Custody and Submission Form (CSF).
3. The monitor allows the donor to select one (1) NJ Medical Examiner State Toxicology Laboratory issued sealed split specimen collection kit.
4. The donor unseals the split specimen collection kit, removes the specimen bag and specimen containers from the specimen collection container, and places all items on a clean surface.
  - a. The specimen containers will be kept closed/unsealed at this time.
  - b. The specimen collection container and specimen containers should be kept within view of both the donor and the monitor.
5. The monitor instructs the donor to void a specimen of at least 45 mL into the specimen collection container, to not flush the toilet, and return with the specimen container immediately after the specimen is produced.
6. The monitor checks the specimen for adequate volume and the temperature indicator strip on the specimen container within four (4) minutes.
  - a. A color change between 90° and 100°F indicates an acceptable specimen temperature. The monitor indicates if the temperature is

acceptable by marking; either the “Yes” or “No” box in the specimen collection section of the CSF. 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.

- b. The monitor must follow the “shy bladder” procedure for donors that initially are unable to produce an adequate amount of urine (See Section D. “Shy Bladder” Procedure below)
7. The monitor instructs the donor to split the collected specimen into the specimen containers.
  - a. The donor opens both specimen containers and pours at least 30 mL of urine from the collection container in the primary specimen container and at least 15 mL of urine from the collection container in the secondary specimen container.
  - b. The donor secures both specimen containers by placing and securing the lids/caps on the specimen containers.
8. The monitor instructs the donor to seal the specimen containers with tamper evidence seals from the CSF.
  - a. The donor carefully removes the Bottle A Specimen Container Security Seal from the CSF and places it over the lid/cap and down the sides of the primary specimen container with the greater volume of urine (30 mL).
  - b. The donor carefully removes the Bottle B (SPLIT) Specimen Container Security Seal from the CSF and places it over the lid/cap and down the sides of the secondary specimen container with the lesser volume of urine (15 mL).
  - c. After the seals are placed on the specimen containers, the donor writes the collection date and his or her initials in the space provided on the security seals to certify that the specimen containers contain the specimen that he or she provided.
9. The monitor prints his/her name, signs and dates the monitor/agency acknowledgement section of the CSF.
10. The monitor instructs the donor to place both specimens in the front pouch of the specimen bag that contains the absorbent pad.
11. The monitor separates the white laboratory copy of the CSF, folds it, and places it in the rear pouch of the specimen bag along with the sealed medication information sheet, if provided.
12. The monitor seals the specimen bag by removing the release liner from the flap and folding the blue adhesive flap to cover the crosshatch slit opening.
13. Any remaining urine and the specimen collection container may be discarded.

14. The monitor will take possession of the sealed specimen bag and ensure that it is delivered to the NJ State Medical Examiner Toxicology Laboratory in a timely manner (See Section V. Submission of Specimens to the Laboratory below).

D. "Shy Bladder Procedure"

1. When a donor initially produces an inadequate amount of urine, the monitor must take the following steps:
  - a. Advise the donor to remain on the premises and under the supervision of the test monitor until the monitor is satisfied that the donor cannot produce a specimen.
  - b. While the donor is under supervision, allow the donor to drink up to 40 ounces of fluids distributed reasonably over a period of up to three (3) hours in an attempt to induce the production of a specimen.
  - c. Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
2. If the donor remains unable to provide a specimen after a reasonable period of time, the monitor may have the donor examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.

E. Split Specimen

1. A donor whose specimen tested positive may only challenge the positive test result by having the split specimen independently tested by an accredited laboratory. The first specimen will not be retested.
2. The split specimen will be maintained at the Laboratory for a minimum of one (1) year following the receipt of a positive drug test result from the Laboratory by the submitting agency.
3. The split specimen will be released by the Laboratory under the following circumstances:
  - a. The agency is notified by the Laboratory that the first specimen tested positive for a controlled substance;
  - b. The agency notifies the donor that the first specimen tested positive for a controlled substance; and
  - c. The agency is informed by the donor whose specimen tested positive that he/she wishes to challenge the positive test result.
4. A representative of the split 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 second test laboratory by commercial courier also following accepted chain of custody procedures.

5. Following testing of the split specimen, the independent laboratory will report the result of the split specimen drug test to the donor, to the Garwood Police Department, and to the NJ State Medical Examiner Toxicology Laboratory medical review officer.

## **V. SUBMISSION OF SPECIMENS TO THE LABORATORY**

- A. The NJ State Medical Examiner Toxicology Laboratory is the only facility approved for the analysis of law enforcement drug tests conducted under the Law Enforcement Drug Testing Policy. Law enforcement agencies are not permitted to use any other facility or laboratory for the purpose of analyzing urine specimens for illegal drug use by law enforcement officers.
- B. Urine specimens should be submitted to the Laboratory as soon as possible after their collection. In the event a specimen cannot be submitted to the laboratory within one (1) working day of its collection, the Garwood Police Department will store the specimen in a controlled access refrigerated storage area until submission to the Laboratory.
- C. Specimens may be submitted to the Laboratory by commercial courier using “next day delivery” or in person. (Appointments only)
- D. The Laboratory will inspect all documentation to ensure that it has been properly completed. Failure to include the appropriate documentation with each submission will cause the Laboratory to delay conducting an analysis of the specimen or specimens until the missing documentation is submitted.
- E. In addition to ensuring that the appropriate documentation has been completed and submitted for each specimen, the Laboratory will inspect each specimen for damage and evidence of tampering.
  1. The Laboratory may reject any specimen it has reason to believe has been tampered with or is damaged; and
  2. Notify the submitting agency in writing with the reason for rejection clearly stated.

## **VI. ANALYSIS OF SPECIMENS**

- A. The analysis of the first specimen will be done in accordance with currently accepted procedures adopted by the Laboratory. These procedures will 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 final reports. In addition to the controlled substances listed below, the Chief of Police may request that specimens be analyzed for the presence of steroids. The steroid test will be for an additional cost to the Garwood Police Department.
- B. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:
  1. Amphetamines;

2. Barbiturates;
  3. Benzodiazepine;
  4. Cocaine;
  5. Methadone;
  6. Opiates;
  7. Oxycodone/Oxymorphone;
  8. Phencyclidine;
  9. Marijuana/Cannabis (only to be included in the testing process when: the officer is assigned to a federal task force; the officer holds a federally regulated license, which requires testing (e.g., pilot or commercial driver's license); the law enforcement agency is specifically required to test by the terms of a federal contract or federal grant; or as outlined in the reasonable suspicion section.
- C. The Laboratory utilizes a two (2)-stage procedure to analyze specimens.
1. In the first stage, all specimens will undergo an initial screening. The initial screening determines whether one (1) or more of the nine (9) substances listed above 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.
  2. 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.
- D. When a specimen tests positive at both the initial stage and the second stage, a medical review officer assigned to the 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.
- E. Applicants for law enforcement employment are not required to submit a **Drug Testing Medication Information** form (Attachment D) with their specimen. Therefore, if an applicant tests positive, the law enforcement agency, following notification from the Laboratory, 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.
- F. In addition to the testing outlined above, specimens submitted to the Laboratory may be tested for additional substances at the request of the law enforcement

agency submitting the specimen. The Laboratory has the ability through its own facilities, as well as facilities employed as references laboratories, to arrange drug testing for steroid abuse, as well as other currently abused substances.

## **VII. DRUG TEST RESULTS**

- A. The Laboratory will provide written test results for every specimen submitted for analysis. All efforts will be made to deliver these reports within fifteen (15) working days of the submission.
  - 1. Reports will be addressed to the contact person listed on the specimen submission record.
  - 2. Positive test results will be sent to the contact person by certified mail.
  - 3. Under no circumstances will the Laboratory provide the Garwood Police Department with verbal reports of drug test results.
- B. The Laboratory will 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 the test with the medical questionnaire pertinent to that specimen.
- C. The Garwood Police Department will notify the applicant, trainee, or sworn law enforcement officer of the results of a positive test result as soon as practical after receipt of the report from the Laboratory. Upon request, the individual may receive a copy of the laboratory report.
- D. In some cases, the 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. 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.
- E. Under no circumstances may the Garwood Police Department or an individual resubmit a specimen for testing or ask the Laboratory to conduct a second analysis of a specimen that has already been analyzed.

## **VIII. CONSEQUENCES OF A POSITIVE TEST RESULT**

- A. When an applicant tests positive for illegal drug use:
  - 1. The applicant will be immediately removed from consideration for employment with the Garwood Police Department.
  - 2. The applicant will be reported to the Central Drug Registry maintained by the Division of State Police by the Garwood Police Department.
  - 3. The applicant will be precluded from consideration for future law enforcement employment by the Garwood Police Department as well as

any other law enforcement agency in New Jersey for a period of two (2) years.

4. Where the applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer will be notified by the Garwood Police Department 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 or is found to have been consuming or being under the influence of cannabis or marijuana while at work/training or during work/training hours, subject to rules adopted by the Police Training Commission:
1. The trainee will be immediately dismissed from basic training and suspended from employment by the Garwood Police Department.
  2. Upon final disciplinary action, the trainee will be terminated from employment as a law enforcement officer with the Garwood Police Department.
  3. The trainee will be reported to the Central Drug Registry maintained by the Division of State Police.
  4. The trainee will be permanently barred from future law enforcement employment in New Jersey.
- C. When a sworn law enforcement officer tests positive for illegal drug use or is found to have been consuming or being under the influence of cannabis or marijuana while at work or during work/training hours:
1. The officer will be immediately suspended from all duties.
  2. The officer will be administratively charged and, upon final disciplinary action, the officer will be terminated from employment with the Garwood Police Department.
  3. The officer will be reported by the Garwood Police Department to the Central Drug Registry maintained by the Division of State Police.
  4. The officer will 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 will be immediately removed from consideration for law enforcement employment with the Garwood Police Department and barred from consideration for a period of two (2) years from the date of the refusal. In addition, the Garwood Police Department will 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 will 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 will be terminated from the Garwood Police Department and permanently barred from future law enforcement employment in New Jersey. In addition, the Garwood Police Department will 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 will be immediately suspended from employment. Upon a finding that the officer did in fact refuse to submit a sample, the officer will be terminated from the Garwood Police Department and permanently barred from future law enforcement employment in New Jersey. In addition, the Garwood Police Department will forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test.

Note: 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 will be deemed to have refused to submit to the drug test.

#### **X. RESIGNATION/RETIREMENT IN LIEU OF DISCIPLINARY ACTION**

- A. 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, will be reported by the Garwood Police Department to the Central Drug Registry and will be permanently barred from future law enforcement employment in New Jersey.

#### **XI. RECORD KEEPING**

- A. The Garwood Police Department's Internal Affairs Unit will maintain all records relating to the drug testing of applicants, trainees, and law enforcement officers.
- B. The Garwood Police Department's drug testing records will include but not be limited to:
  - 1. For all drug testing:
    - a. the identity of those ordered to submit urine samples;
    - b. the reason for that order;
    - c. the date the urine was collected;
    - d. the monitor of the collection process;
    - e. the chain of custody of the urine sample from the time it was collected until the time it was received by the Laboratory;
    - f. the results of the drug testing;



- g. copies of notifications to the subject;
        - h. for any positive result, documentation from the officer's physician that the medication was lawfully prescribed and does not render the officer unfit for duty;
        - i. for any positive result or refusal, appropriate documentation 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.
- C. Drug testing records will be maintained with the level of confidentiality required for internal affairs files pursuant to the New Jersey Internal Affairs Policy and Procedures.

## **XII. CENTRAL DRUG REGISTRY**

- A. The Garwood Police Department will 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; are found to have been consuming or being under the influence of cannabis or marijuana while at work/training or during work/training hours; or refuses an order to submit a urine sample on the **Notification of the Central Registry** form (Attachment F).
- B. A sworn law enforcement officer who tests positive for illegal drug use; is found to have been consuming or being under the influence of cannabis or marijuana while at work or during work/training hours; 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, will be reported by his or her employer to Central Drug Registry and will be permanently barred from future law enforcement employment in New Jersey.
- C. Notifications to the Central Drug Registry will 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;
  - 3. Last known address of the individual;

4. Date of birth;
  5. Social security number;
  6. SBI number (if known);
  7. Gender;
  8. Race;
  9. Eye color;
  10. Substance the individual tested positive for, the circumstances of the officer being found to have been consuming or being under the influence of cannabis or marijuana while at work or during work/training hours, 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.
- D. The certification section of the notification form must be completed by the Chief of Police or his/her designee, and notarized with a raised seal.
- E. Notifications to the central registry will be sent to:
- Division of State Police  
State Bureau of Identification  
Central Drug Registry  
P.O. Box 7068  
West Trenton, New Jersey 08628-0068*
- F. 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.

### **XIII. NOTIFICATION TO COUNTY PROSECUTOR**

- A. In the event of (1) a positive drug test by an officer, (2) a refusal by a sworn law enforcement officer to take the drug test, or (3) administration of a reasonable suspicion drug test to a sworn law enforcement officer, the Chief of Police or a designee will provide a confidential written notice to the Union County Prosecutor or his/her designee within ten (10) days. Upon completion of any disciplinary action, the Garwood Police Department will report the discipline to the Union County Prosecutor or designee.

- B. By December 31st of each year, the Garwood Police Department will provide written notice to the Union County Prosecutor or his/her designee of the dates of testing conducted during the prior year, the total number of sworn law enforcement officers employed by the agency, the total number of sworn law enforcement officers tested, and the total number of sworn law enforcement officers who tested positive.

#### **XIV. PUBLIC ACCESSIBILITY AND CONFIDENTIALITY**

- A. The Garwood Police Department's Drug Testing Policy will be made available to the public upon request and will be posted on the agency website. Annual reports from the agency to the Union County Prosecutor's Office, as required by Section XIII, also will be made available to the public upon request and will be posted on the agency website.
- B. All written reports created or submitted pursuant to this written directive that identify specific officers are confidential and not subject to public disclosure.

# GARWOOD POLICE DEPARTMENT

## 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

# GARWOOD POLICE DEPARTMENT

## 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 either through a random drug testing procedure or where there is reasonable suspicion to believe I am illegally using drugs or am under the influence of a controlled dangerous substance or cannabis during work/training hours.

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

# GARWOOD POLICE DEPARTMENT

## ATTACHMENT D

### DRUG TESTING MEDICATION INFORMATION

As part of the drug testing process, it is essential that you inform us of all medications you have taken in the last fourteen (14) days. Please *carefully* complete the information below.

Check all that apply:

\_\_\_ A. During the past 14 days I have taken the following medication prescribed by a physician:

	Name of Medication	Prescribing Physician	Date Last Taken
1			
2			
3			

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

	Name of Medication	Date Last Taken
1		
2		
3		

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

\_\_\_\_\_  
Donor ID and Initials

\_\_\_\_\_  
Date

# GARWOOD POLICE DEPARTMENT

## 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 or am under the influence of a controlled dangerous substance or cannabis during work hours.

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.

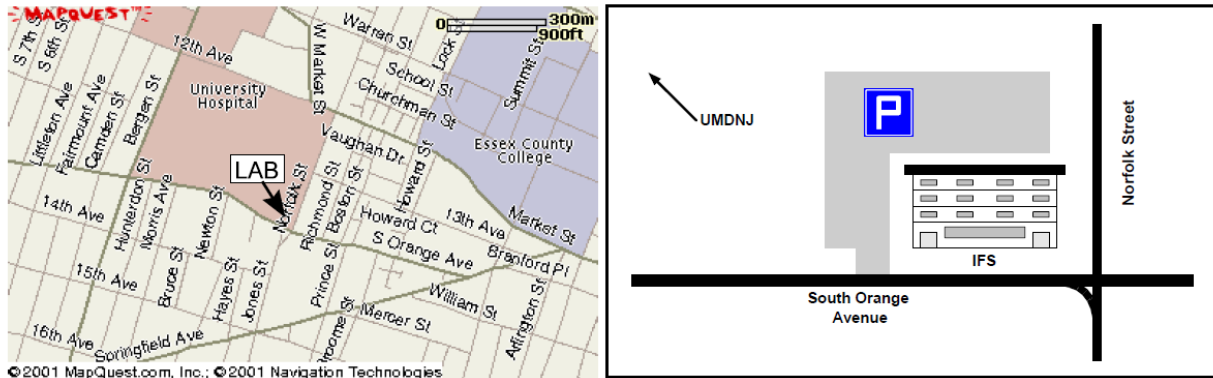
I have read and understand the information contained on this "Officer Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as a condition of my continued employment as required by law.

\_\_\_\_\_  
Signature of Officer                      Date

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

## ATTACHMENT E

Directions to



**State Toxicology Laboratory  
Edwin H. Albano Institute of Forensic Science (IFS)**  
325 Norfolk Street  
Newark, New Jersey  
973-648-3915

From Garden State Parkway North:

1. Take Exit 144, South Orange Avenue.
2. Make a right on South Orange Avenue.
3. Continue about 25 blocks to intersection at Bergen Street (UMDNJ campus is on left.)
4. Continue down South Orange Avenue past traffic light to driveway on left before two story brick building (IFS).

From Garden State Parkway South:

1. Take Exit 145, East Orange.
2. Take 1-280 East to first exit (Newark).
3. Make a right on First Street. This becomes Bergen Street.
4. Continue to fifth traffic light at South Orange Avenue.
5. Make a left.
6. Continue down South Orange Avenue past traffic light to driveway on left before two story brick building (IFS).

From New Jersey Turnpike North:

1. Take Exit 14, Newark.
2. After toll plaza, take 1-78 West (express or local).
3. Take Exit 56, Hillside Avenue.
4. Continue on Hillside Avenue to end at Avon Avenue.
5. Make left on Avon Avenue.
6. Continue one block to traffic light on Irvine Turner Blvd.
7. Make right on Irvine Turner Blvd. (which becomes Jones St.) and continue to traffic light at South Orange Avenue.
8. Turn left and enter first driveway on right behind two story brick building (IFS).

From New Jersey Turnpike South:

1. Take Exit 15W to 1-280 West to Exit 14B, Clifton Avenue.
2. At the traffic light, make a left.
3. Continue on Clifton Avenue to eighth traffic light at South Orange Avenue and Norfolk Street.
4. Turn right and enter first driveway on right behind two story brick building (IFS).



## ATTACHMENT F

### NOTIFICATION TO THE CENTRAL DRUG REGISTRY

<b>AGENCY SUBMITTING</b>					
AGENCY				PHONE	
ADDRESS		CITY	STATE	ZIP	
CONTACT PERSON		TITLE	PHONE		
<b>PERSON TO BE ENTERED</b>					
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)			
<b>REASON FOR NOTIFICATION</b>					
THE PERSON LISTED ABOVE	<input type="checkbox"/> TESTED POSITIVE FOR _____;	(IDENTIFY SUBSTANCE)			
	<input type="checkbox"/> REFUSED TO SUBMIT A URINE SAMPLE; OR				
	<input type="checkbox"/> UNDER THE INFLUENCE WHILE ON DUTY/DURING WORK/TRAINING HOURS.				
DATE OF THE DRUG TEST OR REFUSAL			DATE OF FINAL DISMISSAL OR SEPARATION FROM AGENCY		
<b><u>CERTIFICATION (Must be completed by Chief or Director. Must be notarized with raised seal)</u></b>					
I hereby affirm that the above information is true and correct to the best of my knowledge.					
_____		_____		_____	
<i>Print Name</i>		<i>Title</i>		<i>Signature</i>	
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