

Blairstown Police Department SOP# 62
Standard Operating Procedure

Random Drug Testing

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Standard Operating Procedure

It is the policy of the Blairstown Township Police Department to conduct drug testing of sworn law enforcement officers, law enforcement officer trainees, and applicants for law enforcement officer employment in order to maintain professional standards of performance and to help ensure the trust of the community in those who enforce the law.

PURPOSE:

The purpose of this policy is to establish guidelines for the drug testing of Blairstown Township Police personnel so that this agency is in compliance with the NJ Attorney General's Law Enforcement Drug Testing Policy.

DEFINITIONS:

Law Enforcement Officer: Sworn law enforcement personnel who are responsible for the enforcement of municipal ordinances and the criminal laws of this State, come under the jurisdiction of the Police Training Act, and are authorized to carry a firearm under NJSA 2C:39-6.

Law Enforcement Officer Trainee: Personnel subject to the Police Training Act while attending a mandatory basic training course. Applicants for Law Enforcement Officer Employment: Person 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 NJSA 2C:39-6.

Random Selection Process: 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.

PROCEDURE:

A. TYPES OF DRUG TESTING:

1. Applicants for Police Officer Employment

a. Applicants will be required to submit a urine specimen at any time prior to employment.

2. Law Enforcement Trainees

a. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. All drug testing conducted during mandatory basic training will comply with rules and regulations established by the Police Training Commission.

b. Individual trainees may also be required to submit a urine specimen for testing when 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 of Police/OIC, or the Academy Director.

3. Sworn Law Enforcement Officers

- a. Urine specimens shall be ordered from a sworn law enforcement officer when there exists reasonable suspicion to believe that the officer is illegally using drugs. Urine specimens shall not be ordered from an officer without the approval of the County Prosecutor or the Chief of Police/OIC.
- b. Urine specimens may be ordered from sworn law enforcement officers who have been randomly selected to submit to drug testing. 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.
- c. 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.

B. NOTIFICATION OF DRUG TESTING PROCEDURES:

1. Applicants for Law Enforcement Officer Employment

Applicants must be notified that the pre-employment process will include drug testing. The notification must 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 from the Blairstown Township Police Department employment; (B) cause the applicant's name to be reported to the Central Drug Registry maintained by the Division of State Police; and (C) permanently bar the applicant from being considered for future law enforcement employment in the County of Warren and from future law enforcement employment elsewhere in the State of New Jersey for a period of two years.

- a. 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 be permanently barred from future law enforcement employment in New Jersey.

2. Law Enforcement Officer Trainees

- a. All newly appointed law enforcement officer trainees 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; (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.
- b. 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. Sworn Law Enforcement Officers: Reasonable Suspicion Testing

- Individual Blairstown Township Police Department law enforcement officers will be ordered to submit to a drug test when there is reasonable suspicion to believe that the officer is illegally using drugs. The Chief of Police/OIC may order a law enforcement officer to submit a specimen to be analyzed for the presence of steroids, when reasonable suspicion exists.
- Before an officer may be ordered to submit to a drug test based on reasonable suspicion, a written report that documents the basis for the reasonable suspicion will be prepared. The report shall be reviewed by the County Prosecutor or the Chief of Police/OIC before a reasonable suspicion test is ordered. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.
- A negative drug test result is a condition of employment as a sworn officer. A positive drug test 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.
- Blairstown Township law enforcement 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.

4. Sworn Law Enforcement Officers: Random Drug Testing

- a. All sworn members of the Blairstown Township Police Department are eligible for random drug testing regardless of rank or assignment.
- b. 10% of sworn officers will be selected each time random selection takes place. Random selection will take place two times per year on dates chosen by the Chief of Police/OIC or his designee in his absence. There will be no prior notice given of the dates of the selection process or the collection of the samples.
- c. Officers will be selected for drug testing through the use of "Randomware" or a similar random selection program or process. A representative of the police bargaining unit(s) and internal affairs officer will observe and participate in the selection process.
- d. The selection process and the names of the officers selected will be documented in a written report prepared by the internal affairs officer or his designee. The report will be stored in the Internal Affairs File.
- e. Officers selected for random drug testing will be notified while on duty by the Internal Affairs Officer, or designee, and required to submit a urine specimen at that time. The specimen acquisition process will be kept confidential.
- f. Any member of Blairstown Township Police 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.
- g. 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. A sworn law enforcement officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

h. In the event that one or more of the randomly selected personnel are not available on the date that the list was selected, then the following shall apply.

i. The Internal Affairs Supervisor or his designee shall test the employee/employees at the earliest time available after the employee returns to work.

ii. The Chief of Police/OIC has the discretion to excuse a selected employee on a case-by-case basis if the employee is absent due to military or an extended injury leave.

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iii. Any pending selection list shall expire at such time as the next random test is administered, notwithstanding that personnel from the previous list have not been tested due to unavailability or excusal.

C. SPECIMEN ACQUISITION PROCEDURES:

1. Preliminary Acquisition Procedures

a. The Chief of Police shall designate a supervisor 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 that there is no monitor of the same sex available from the Blairstown Township Police Department, a monitor from another law enforcement agency may be requested to serve as monitor of the process.

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.

3. 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 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. (Appendix 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 (Appendix 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 submission of a urine specimen, a Blairstown Township Police Department law enforcement trainee enrolled in a basic training course shall execute a form (Appendix C) advising the trainee that a negative result is a condition of employment with Blairstown Township Police Department and of the consequences of a positive result (as outlined in Section V paragraph B above). 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 (Appendix B)

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which clearly describes all medications, both prescription and over the counter (nonprescription), that were ingested in the past fourteen days.

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

D. SPECIMEN COLLECTION:

1. Throughout the testing process, the identity of individual Blairstown Township Police Department applicants, trainees, and sworn law enforcement officers shall remain confidential. Individual specimens shall be identified throughout the process by the use of personal identification numbers used in random selection process.

a. At no time shall an individual's name appear on any form or specimen container sent to the State Toxicology Laboratory.

1. 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.

2. Urine specimens will be acquired and processed in accordance with procedures established by the State Toxicology Laboratory.

- After the monitor has inspected the appropriate forms for accuracy, the applicant, trainee, or sworn officer will void into two (2) specimen collection containers.

- After two (2) specimens have been produced, the individual will seal the specimen containers and deliver them to the monitor.

- Once the monitor is satisfied that the required documentation is accurate and he/she has inspected the specimen containers to determine that the specimen has been produced, the monitor shall take possession of one specimen, package the specimen in the same fashion as evidence, and ensure that it is delivered to the State Toxicology Laboratory for analysis.

- The second specimen will 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 storage area (specimen freezer/fridge).

- The Blairstown Township Police Department shall maintain possession of the specimen for a period of sixty days or until the agency receives notification from the State Toxicology Laboratory that the first specimen tested negative for the presence of controlled substances.

E. SECOND SPECIMEN:

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1. The Blairstown Township Police Department under the following circumstances shall release the second specimen:

1. The Blairstown Township Police Department is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled

substance; and

The Blairstown Township Police Department is informed by the individual whose specimen tested positive that the individual wishes to have the specimen independently tested; and

2. 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
3. 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.

2. Individuals will void without the direct observation of the monitor unless there is reason to believe that the individual will adulterate the specimen or otherwise compromise the integrity of the test process. Under these circumstances, the monitor may directly observe the production of a specimen. 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.

3. Individuals who initially are unable to produce urine specimens 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 physical infirmity or constituted a refusal to cooperate with the drug testing process.

F. SUBMISSION OF SPECIMENS FOR ANALYSIS:

L. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will constitute the sole facility for the analysis of the Blairstown Township Police Department law enforcement drug tests. The Blairstown Township Police Department is not permitted to use any other facility or laboratory for purposes of analyzing urine specimens.

Urine specimens should be submitted to the State Toxicology Laboratory within one working day of their collection. In the event that a specimen cannot be submitted to the laboratory within one working day of its collection, the Blairstown Township Police Department shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.

a. Submission of specimens to the State Toxicology Laboratory will be accomplished by Blairstown Township Police Department personnel delivering the specimens to the State Toxicology Laboratory.

G. ANALYSIS OF SPECIMENS:

1. The State Toxicology Laboratory shall analyze each specimen for the following substances and their metabolites:
 - a. amphetamine/methamphetamine
 - b. barbiturates
 - c. benzodiazepine

- d. cannabinoids
- e. cocaine
- f. methadone
- g. phencyclidine
- h. opiates

2. The Chief of Police/OIC may request that one or more specimens may be analyzed for the presence of steroids.

H. DRUG TEST RESULTS :

1. The State Toxicology Laboratory shall notify the submitting law enforcement agency of test results from the submitted for analysis. All reports shall be in writing and sent to the agency within 15 working days of the submission.

2. 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 Blairstown Township Police Department Internal Affairs Officer has reviewed the results of that test with the medical questionnaire pertinent to that specimen.

3. The Blairstown Township Police Department shall notify the applicant, trainee, or sworn officer of the results of a positive test as soon as practical after receipt of the report from the State Toxicology Laboratory. Upon request, the individual may receive a copy of the laboratory report.

4. Under no circumstances may the Blairstown Township Police Department or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Lab be retested.

I. CONSEQUENCES OF A POSITIVE TEST RESULT:

1. When an applicant tests positive for illegal drug use:

a. The applicant shall be immediately removed from consideration for employment by the Blairstown Township Police Department.

b. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the Blairstown Township Police Department.

c. The applicant shall be permanently barred from consideration for future law enforcement employment in the County of Warren and from future law enforcement employment in the State of New Jersey for a period of two years.

d. Where the applicant is currently employed by another agency as a sworn law enforcement officer, the Blairstown Township Police Department shall notify the officer's current employer of the positive test results.

e. Under these circumstances, the officer's current employer is required to dismiss the officer from employment and also report his/her name to the Central Drug Registry maintained by the Division of State Police.

2. When a trainee tests positive for illegal drug use subject to rules adopted by the Police Training Commission:

a. The trainee shall be immediately dismissed from basic training and suspended from employment by the Blairstown Township Police Department.

b. The trainee shall be terminated from employment as a law enforcement officer upon the final disciplinary action by the Blairstown Township Police Department.

- c. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police; and
- d. The trainee shall be permanently barred from future Blairstown Township Police Department law enforcement employment.

J. WHEN A SWORN LAW ENFORCEMENT OFFICER TESTS POSITIVE FOR ILLEGAL DRUG USE:

The Blairstown Township Police Department shall immediately suspend the officer with pay from all law enforcement duties, pending a disciplinary hearing. In cases involving testing of the second specimen, the disciplinary hearing will not be held until the department receives the results of the second specimen test.

1. The Blairstown Township Police Department shall terminate the officer from employment as a law enforcement officer upon final disciplinary action.
2. The officer shall be reported to the Central Drug Registry maintained by the Division of State Police by the Blairstown Township Police Department.
3. The officer shall be permanently barred from future law enforcement employment in New Jersey.

K. CONSEQUENCES OF A REFUSAL TO SUBMIT TO A DRUG TEST:

1. Applicants for Blairstown Township Police Department law enforcement officer employment that refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for future law enforcement employment in the County of Warren and from law enforcement employment elsewhere in the State of New Jersey for a period of two years. In addition, the Blairstown Township Police Department shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
2. Blairstown Township Police Department law enforcement 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 Blairstown Township Police Department law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the Blairstown Township Police Department shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
3. Blairstown Township Police Department 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 Blairstown Township Police Department shall forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
4. A sworn law enforcement officer who tests positive for illegal drug use or refuses

to submit to a drug test, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported by his or her employer to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

L. RECORD KEEPING:

1. The Blairstown Township Police Department Internal Affairs Officer shall maintain all records relating to the drug testing of Blairstown Township Police Department applicants, trainees, and law enforcement officers.

2. 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 name of the monitor of the collection process
- e. the chain of custody of the urine sample from the time it was collected until the time the State Toxicology Laboratory received it
- f. the results of the drug testing
- g. copies of notifications to the subject
- h. for any positive results, documentation from the officer's physician that the medication was lawfully prescribed and does not render the officer unfit for

i. for any positive result or refusal, appropriate documentation of disciplinary action

3. 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. document listing the identities of those selected for drug testing
- d. a list of those who were actually tested
- e. the date(s) those officers were tested

4. Drug testing records shall be maintained with the level of confidentiality required for internal affairs files pursuant to New Jersey Internal Affairs Policy and Procedures.

M. CENTRAL DRUG REGISTRY:

1. The Blairstown Township Police Department shall notify the Central Drug Registry maintained by the Division of State Police of the identity of the officer applicants, trainees and sworn law enforcement officers who test positive for the illegal use of drugs or refuse an order to submit a urine sample (Appendix D).

2. Notifications to the Central Drug Registry shall include the following information regarding each individual:

- a. name and address of the submitting agency
- b. name of the individual who tested positive
- c. last known address of the individual
- d. date of birth
- e. social security number
- f. SBI number (if applicable)
- g. Gender
- h. race
- i. eye color

j. substance the individual tested positive for, or circumstances of the refusal to submit a urine sample

k. date of drug test or refusal;

l. date of dismissal from the agency, and

m. whether the individual was an applicant, trainee, or sworn law enforcement officer.

3. The certification section of the notification form must be completed by the chief/OIC or director, and notarized with a raised seal.

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

Records & Identification Section

Division of State Police

P.O. Box 7068

West Trenton, NJ 08628

Information contained in the central registry may be released by the Division of State Police only under the following circumstances:

a. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel.

b. In response to a court order.

N. Notification to County Prosecutor

1. In the event of (1) a positive drug test by an officer, (2) a refusal by an officer to take the drug test, or (3) administration of a reasonable suspicion drug test to an officer, the law enforcement agency chief executive or a designee shall provide a confidential written notice to the Warren County Prosecutor or his/her designee within 10 days. Upon completion of any disciplinary action, each agency shall report the discipline to the County Prosecutor or designee.

2. By December 31st of each year, the Blairstown Township Police Department Internal Affairs Supervisor shall provide written notice to the Warren County Prosecutor or his/her designee of the dates of testing conducted during the prior year, the total number of sworn officers employed by the agency, the total number of sworn officers tested, and the total number of sworn officers who tested positive.

O. Public Accessibility and Confidentiality

1. The Blairstown Township Police Department's random drug testing policy shall be made available to the public upon request.

2. All written reports created or submitted pursuant to this directive that identify specific officers are confidential and are not subject to public disclosure.

ATTACHMENT A

DRUG TESTING

APPLICANT NOTICE AND ACKNOWLEDGMENT

I, _____ understand that as part of the pre-employment process, the _____ will conduct a comprehensive background investigation to determine my suitability for the position for which I have applied.

I understand that as part of this process, I will undergo drug testing through urinalysis. I understand that a negative drug test result is a condition of employment. I understand that if I refuse to undergo the testing, I will be rejected from employment.

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

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

I understand that if I produce a positive test result for illegal drug use and am not currently employed as a sworn law enforcement officer, I will be barred from future law enforcement employment in New Jersey for two years from the date of the test. After this two-year period, the positive test result may be considered in evaluating my fitness for future criminal justice employment.

I understand that if I am currently employed as a sworn law enforcement officer and I produce a positive test result for illegal drug use, my current law enforcement employer will be notified of the positive test result. In addition, I will be dismissed from my law enforcement position and I will be permanently barred from law enforcement employment.

I have read and understand the information contained on this "Applicant Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the pre-employment process.

Signature of Applicant

Date

Signature of Witness

Date

ATTACHMENT B

DRUG TESTING

TRAINEE NOTICE AND ACKNOWLEDGMENT

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

I understand that a negative drug test result is a condition of my continued attendance at the above listed training program. I understand that if I refuse to undergo the testing, I will be dismissed from the training program and from my law enforcement position.

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

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

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

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

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

Signature of Trainee Date

Signature of Witness Date

ATTACHMENT C

DRUG TESTING

OFFICER NOTICE AND ACKNOWLEDGMENT

I, _____, understand that as part of my employment with _____, I am required to undergo unannounced drug testing by urinalysis either through a random drug testing procedure or where there is reasonable suspicion to believe I am illegally using drugs.

I understand that a negative drug test result is a condition of my continued employment as a sworn officer at the above listed department.

I understand that if I produce a positive test result for illegal drug use, it will result in my termination from employment.

I understand that if I refuse to undergo testing, it will result in the same penalties as a positive test for the illegal use of drugs.

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

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

I understand that if I resign or retire after receiving a lawful order to submit a urine specimen for drug testing and do not provide the specimen, I shall be deemed to have refused to submit to the drug test.

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

Signature of Officer Date

Signature of Witness Date

ATTACHMENT D

DRUG TESTING MEDICATION INFORMATION

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

Check all that apply:

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

	Name of Medication	Prescribing Physician	Date Last Taken
1			
2			
3			

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

	Name of Medication	Date Last Taken
1		
2		
3		

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

Social Security Number and Initials

Date