

DEPARTMENT RULES AND REGULATIONS/POLICIES AND PROCEDURES

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SUBJECT: DRUG TESTING-SWORN OFFICERS, APPLICANTS AND TRAINEES						DISTRIBUTION I 2
ISSUING AUTHORITY: CHIEF THOMAS J. GARRITY Jr. 						
ATTORNEY GENERAL, PROSECUTOR'S OFFICE REFERENCE						EVALUATION DATE:

PURPOSE:

The purpose of this policy is to provide all employees with notice of the provisions of the Borough of Collingswood drug-testing program.

POLICY:

It is the policy of this department that the critical mission of law enforcement justifies maintenance of a drug free work environment through the use of a reasonable employee drug-testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of employee drug-testing. The public has a right to expect that those who are sworn to protect them are at all times both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances, and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus, their job performance.

Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession, and public confidence in it are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

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Therefore, in order to ensure the integrity of the department, and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this department shall implement a drug-testing program to detect prohibited drug use by all employees.

DEFINITIONS

- A. **Applicant** - Those individuals taking part in the hiring process for a position with the Police Department
- B. **Sworn Employee** - Those employees who have been formally vested with full law enforcement powers and authority. (**Sworn Law Enforcement Officer**)
- C. **Supervisor** - Those sworn law enforcement officers assigned to a position having day-to-day responsibility for supervising subordinates, or who are responsible for commanding a work element.
- D. **Civilian Employee** - Those employees of the police department who are not sworn law enforcement officers.
- E. **Trainee** - An individual enrolled in a Police Academy for the purpose of Basic Police Training.
- F. **Drug Test** - The compulsory production and submission of urine by an employee in accordance with departmental procedures, for chemical analysis to detect prohibited drug usage.
- G. **Reasonable Suspicion** - That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs while on or off-duty.
- H. **Probationary Employee** - For the purpose of this policy only, a probationary employee shall be considered to be any person who is conditionally employed with the department as a law enforcement officer.
- I. **Random Selection** - Shall be defined as a method by which each and every sworn member of the Department, regardless of rank or assignment, has an equal chance of being selected for drug testing each and every time a selection is conducted.

I. PROCEDURE/RULES

A. PROHIBITED ACTIVITY

The following rules shall apply to all applicants, probationary and sworn law enforcement officers and civilian employees while on and off duty:

1. No employee shall possess any controlled substance
2. No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner
 - a. It is the responsibility of the individual employee to assess the effect a prescription medicine has and to determine if he/she is fit for duty. If the officer believes that he/she is unfit for duty while using the prescription medication, it shall be that employee's responsibility to utilize sick time until such time as the medication is no longer needed..
 - b. Employees shall notify their immediate supervisor when required to use prescription medicine which they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication, and the prescribed period of use.
 - c. Supervisors shall document this information through the use of an internal memorandum forwarded to the Chief's Office.
 - d. Nothing here shall preclude a supervisor from taking immediate action should a prescription medication adversely effect an employee under his/her supervision to the point where the employee is clearly unfit for duty. In such cases, the Chief of Police shall be notified through the chain of command and the officer sent home on sick leave. If deemed necessary the supervisor will arrange transportation for the employee..

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3. No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.
4. Any employee who unintentionally ingests, or is made to ingest a controlled substance shall immediately report the incident to their supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
5. Any employee having a reasonable basis to believe that another employee is illegally using, or in possession of any controlled substance shall immediately report the facts and circumstances to their supervisor.
6. Discipline of employees for violation of this policy shall be in accordance with the due process rights provided in the department's discipline and grievance procedures and as prescribed by law.

B. Applicant Drug Testing:

1. Applicants for the position with the police department shall be required to take a drug test as a condition of employment during a pre-employment medical examination.
2. Applicants shall be disqualified from further consideration for employment under the following circumstances.
 - a. Refusal to submit to a required drug test; or
 - b. A confirmed positive drug-test indicating drug use prohibited by this policy.
3. An applicant who produces a confirmed positive test result indicating unlawful drug use or who refuses to submit a urine sample will: a) be rejected from employment; b) be barred from applying for any other law enforcement position from a minimum of at least two years; and c) will cause the applicants name to be reported to the central drug registry maintained by the Division of the State Police. In addition, if the applicant is currently employed by another law enforcement agency, and test positive for illegal drug use, the applicants employing agency will be notified of the test results.

C. Trainee Drug Testing

1. All newly appointed sworn employees 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 officers 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 ban from future law enforcement employment in New Jersey.

D. Sworn Officers Reasonable Suspicion Drug Testing.

1. Sworn officers and will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use, as provided below:
 - a. The Chief of Police may order an employee to take a drug test upon documented reasonable suspicion that the employee is or has been illegally using drugs. Urine samples will not be ordered from an officer without the approval of the Chief of Police or someone acting in that capacity during his absence.
 - b. The Internal Affairs Investigator, or the Chief's Designee, shall prepare a written report which documents the basis for the reasonable suspicion. The report shall 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.
 - c. A negative result to a reasonable suspicion drug test is a condition of employment as a sworn officer and a positive result will result in:
 1. The officer's or employee's termination from employment.
 2. Inclusion of the officer's name in the central drug registry maintained by the Division of State Police.

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3. The officer being barred from future law enforcement employment in New Jersey.
- d. Any officer who refuses to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so is subject to the same penalties as those employees who test positive for the illegal use of drugs

E. Sworn Officer Random Drug Testing

1. All officers regardless of rank or assignment, to include the Chief of Police, will be eligible for selection for random drug testing.
2. Urine specimens will be ordered from sworn law enforcement personnel who have been randomly selected to submit to a drug test.
3. Method of Selection: Each sworn member of the department has been assigned a confidential four digit number. This list is maintained by the Chief of Police and the Internal Affairs Officer. A non-programmable Random Number Generator program has been installed in the Chief of Police's computer. When prompted with the range of designated numbers this program will generate a random number at each command.
4. Number of Officers Selected, Number of Selection: A total of five (6) officers will be selected each time. The frequency and date of selection shall be at the sole discretion of the Chief of Police. In any case the total number of officers tested during the year will be equal to or greater than 20% of all sworn officers.
5. Annual Random Anabolic Steroid Testing: Shall be equal to or greater than 1% of all sworn officers, conducted by the office of the Camden County Prosecutor.
6. A member of the Superiors Officers Association and the Patrolman's Association may witness the selection process within the Collingswood Police Department.
7. The Chief of Police, Internal Affairs Officer, Operations Commander, SOA & POA representatives shall sign a form verifying the numbers selected. (Appendix C)
8. The Chief of Police and Internal Affairs Officer shall sign a confidential form that shows the Number-Name conversion. (Appendix D)

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9. Exemptions: **There shall be no exemptions to the testing.** Officers off-duty, on vacation, injured, on medical or personal leave, who have been randomly selected shall be tested upon their return to duty.
 10. Any member of the Collingswood 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 the urine specimens, will be subject to disciplinary action.
 11. Urine specimens shall be collected according to the procedures in section F. The specimen will be collected on the same day that the random selection is made, if the officer is working and available. If the officer is off or otherwise not available due to an officially excused absence, the specimen will be collected on the first weekday the officer returns to duty.
- A negative result to the random selection drug test is a condition of employment as a sworn officer, and a positive result will result in:
1. The officers termination from employment.
 2. Inclusion of the officer's name in the central drug registry maintained by the Division of State Police.
 3. The officer being barred from future law enforcement employment in New Jersey.
- Any officer who refuses to submit to a drug test when randomly selected is subject to the same penalties as those officers who test positive for the illegal use of drugs.

F. NOTIFICATION OF DRUG SCREENING

1. Law Enforcement Officers

- a. The police department rules and regulations and written policy in the form of this general order will serve as notification to all sworn officers that drug screening through urinalysis will be conducted when:

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- 1) An officer is randomly selected to participate in the drug testing procedure as described in this general order.
- 2) There exist facts that provide a reasonable objective basis to suspect that an officer is illegally using drugs.
-) In addition, any officer who has reasonable suspicion to believe that a fellow officer is illegally using drugs must immediately report that fact to the Chief of Police or his designee. **Any officer who produces a confirmed positive test result for illegal use of drugs will be:**
 - a) Terminated from the agency;
 - b) Included in a central registry maintained by the Division of State Police to be accessed only through court order or as a part of a confidential investigation related to law enforcement employment.
 - c) Reported to the county prosecutor;
 - d) Permanently barred from sworn law enforcement employment in New Jersey.
- 4) In addition, notification is hereby provided that any officer who refuses to provide a urine sample upon a lawful request made upon individualized reasonable suspicion will also be dismissed.

2. Applicants for Sworn Law Enforcement Positions

- a. All advertisements and announcements of law enforcement positions will include notification that drug screening through urinalysis is mandatory during pre-employment and again during training. This notification will also indicate that a negative result is a condition of employment both before and during probation appointment.
- b. An applicant for a sworn law enforcement position will be requested to sign a waiver (See Attachment B) consenting to the sampling and testing of urine

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during the employment screening process. This waiver will include notification that an applicant who produces a confirmed positive test result for illegal use of drugs will be:

- (1) Rejected for employment;
 - (2) Included in a central registry maintained by the Division of State Police to be accessed only through court order or as part of a confidential investigation related to law enforcement employment.
 - (3) Barred from obtaining sworn law enforcement employment for a period of two years from the date of a positive test. In addition, if the applicant is employed in another sworn law enforcement position at the time he produces a positive result, his law enforcement employer will be notified of the positive test result and the individual will be dismissed from that sworn law enforcement position and permanently barred from sworn law enforcement employment in New Jersey
- c. This waiver will also include information that failing to provide the sample will result in rejection for employment.
- d. Although criminal proceedings would not ordinarily be justified in the case of a positive drug test obtained as a result of a mandatory unannounced testing, the chief executive officer of the department may report positive drug results to the county prosecutor in appropriate circumstances

3. Trainee for Sworn Law Enforcement Positions

- a. All advertisements and announcements of law enforcement positions will include notification that drug screening through urinalysis is mandatory during pre-employment and again during training. This notification will also indicate that a negative result is a condition of employment both before and during the probationary appointment.
- b. A trainee for a sworn law enforcement position will sign a waiver (see attachment B) consenting to the periodic unannounced sampling and testing of urine during attendance at a law enforcement academy. This waiver will include notification that a trainee who produces a confirmed positive test result for illegal use will be:

1. Dismissed from the academy and from the law enforcement agency.
 2. Included in a central registry maintained by the Division of State Police to be accessed only through court order or as part of a confidential investigation related to law enforcement employment.
 3. Permanently barred from sworn law enforcement employment in New Jersey.
- c. This waiver will also include the information that failing to provide the sample will result in dismissal from the academy.
- d. Although criminal proceedings would not ordinarily be justified in the case of a positive drug test obtained as a result of mandatory unannounced testing. The school director of the chief executive officer of the department may report positive drug test results to the county prosecutor in appropriate circumstances.

G. Specimen Acquisition Procedures

1. Preliminary Acquisition Procedures

- a. The law enforcement agency shall designate a member of its staff to serve as a monitor of the specimen acquisition process. The monitor shall always be 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.
- b. The monitor of the specimen acquisition process shall be responsible for:
- (1) Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.
 - (2) Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen.

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- (3) Complying with chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey Toxicology Laboratory within the Division of Criminal Justice for analysis.
- c. Prior to 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.(see attachment A) The form shall also advise the applicant that a negative result is a condition of employment and that a positive result will:
 - (1) Result in the applicant being dropped from consideration for employment.
 - (2) Cause the applicant's name to be reported to the Central Drug Registry maintained by the Division of State Police
 - (3) Preclude the applicant from being considered for future law enforcement employment for a period of two years. Applicants shall not complete a medical questionnaire (See 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, 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.
- d. 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 as 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 trainees name to be reported to the central drug registry maintained by the Division of State Police;
 - d) 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

medication, both prescription and over the counter (non-prescription), that were ingested in the past 30 days.

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

4. Specimen Collection

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

- e. Individuals that are initially 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 constitutes a refusal to cooperate with the drug testing process.
- f. 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.
 - 1. 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.
 - 2. 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.
 - 3. The second specimen shall be released by the law enforcement agency under the following circumstances:
 - (a) The law enforcement agency is notified by the State Toxicology Laboratory the first specimen tested positive for a controlled dangerous substance.
 - (b) The law enforcement agency is informed by the individual whose specimen tested positive that the individual wishes to have the specimen independently tested; and

- © The officer must designate a laboratory that is licensed as a clinical laboratory by the New Jersey Department of Health under New Jersey Clinical Laboratory Improvement Act to conduct independent tests.
- d. A representative of the licensed clinical laboratory designated by the individual takes possession of the second specimen in accordance with accepted chain of custody procedure within 60 days of the date the specimen was produced.

H. Submission of Specimens for Analysis

1. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will constitute the sole facility for the analysis of law enforcement drug test. Law enforcement agencies are not permitted to use any other facility or laboratory for the purposes of analyzing urine specimens.
2. 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 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

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- a Submission of specimens to the State Toxicology laboratory may be accomplished by personnel from the law enforcement agency or commercial carrier.
- b Should a law enforcement agency choose to have specimens delivered to the State Toxicology Laboratory by commercial courier, the following safeguards must be taken.
 - 1. All submissions must be taken by next day delivery
 - 2. 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.
 - 3. The State Toxicology Laboratory are required to reject specimens that it has reason to believe have been subject to tampering.

I. Analysis of Specimens

- 1. The State Toxicology Laboratory will utilize the following test procedures to analyze urine specimens for law enforcement agencies.
 - a. All Specimens are subjected to an initial test utilizing fluorescence polarization immunoassay analysis.
 - b. Those specimens that test positive for a controlled dangerous substance following fluorescence polarization immunoassay, are subject to a gas chromatography/mass spectrophotometry analysis to confirm the presence of the controlled substance.
 - c. 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 compares 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

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not explain the test result, the medical review officer shall issue a report indicating that the specimen tested positive.

- d. The state Toxicology Laboratory analyzes each specimen for the following substances and their metabolites:
 - (1) amphetamine/methamphetamine
 - (2) barbiturates
 - (3) benzodiazepine
 - (4) cannabinoids
 - (5) cocaine
 - (6) methadone
 - (7) phencyclidine
 - (8) opiates

J. Drug Test Results

- 1. 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 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 for analysis tested negative.
- 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 the medical review officer has reviewed the results of that test with the medical questionnaire pertinent to that specimen.
- 3. 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 form the State

Toxicology Laboratory. Upon request the individual may receive a copy of the laboratory report.

4. 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.

K. Consequences of a Positive Test Result.

1. When an applicant tests positive for illegal drug use:
 - A. The applicant shall be immediately removed from considerations for employment by the agency.
 - B. The applicant shall be reported to the Central Drug Registry maintained by the Division of State police by the law enforcement agency to which the individual applied.
 - C. The applicant shall be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two years.
 - D. Where the applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer shall be notified of the positive test result. Under these circumstances, in accordance with the Attorney General Guidelines, the officer's current employer is required to dismiss the officer from employment and also report his or her name to the Central Drug Registry maintained by the Division of State police.
2. When a trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission:
 - A. The Trainee shall be immediately dismissed from basic training and suspended from employment by his or her appointing authority.
 - B. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the appointing authority.

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

L. Consequences of a Refusal to Submit to a Drug Test

- 1. Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for a period of (2) two years. In addition, the appointing authority shall forward the applicants name to the Central Drug Registry maintained by the Division of State Police and note that the individual refused to submit to a drug test.
- 2. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New jersey. In addition, the appointing authority shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- 3. Sworn law enforcement officers who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon 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

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appointing authority shall forward the officer's name to the Central Registry and note that the individual refused to submit to a drug test.

M. Record Keeping

1. The Internal Affairs Officer shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.
2. Collingswood Police Department's testing records shall include, but not be limited to:
 - a. For all drug testing:
 - (1) the identity of those ordered to submit urine samples
 - (2) the reason for that order.
 - (3) the date the urine was collected.
 - (4) the monitor of the collection process
 - (5) the chain of custody of the urine sample from the time it was collected until the time it was received by the State Toxicology Laboratory.
 - (6) the results of the drug testing.
 - (7) copies of notifications to the subject.
 - (8) for any positive result or refusal, appropriate documentation of disciplinary action.
 - b. For random drug testing, the records will also include the following information:
 - (1) a description of the process used to randomly select officer for drug testing.
 - (2) the date the selection was made.

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- (3) a copy of the document listing the identity of those selected for drug testing.
 - (4) a list of those who were actually tested.
 - (5) the date(s) those officers were tested.
3. Drug Testing records shall be maintained with the level of confidentiality required for internal affairs files pursuant to the New Jersey Internal Affairs Policy and Procedures.

N. Notification to Central Drug Registry

1. 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 tested positive for the illegal use of drugs or refuses an order to submit a urine sample.
2. Notifications to the Central Drug Registry shall include the following information as to 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. substance the individual tested positive for, or circumstances of the refusal to submit a urine sample.
 - h. date of dismissal from the agency.
 - i. whether the individual was an applicant, trainee or sworn law enforcement officer.

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3. Notifications to the Central Registry shall be sent:

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

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

- A. In response to any inquiry from a law enforcement agency as part of the background investigation process for prospective or newly appointed personnel.
- B. In response to a court order.