

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

New Jersey State Police
Supplemental Investigative Questionnaire
167th State Police Class

New Jersey State Police Academy

1. For completion by an applicant upon reporting to the New Jersey State Police Academy for training.
2. The following questions apply from the day you were interviewed by the New Jersey State Police investigator, regarding your application for enlistment, to the present. Any questions answered "yes" must be explained on the reverse side giving date, violation, and/or charge, location, court disposition or sentence, the police agency concerned and other particulars where it applies.
 - a. Have you received a summons or were you arrested for any motor vehicle violations? Yes () No ()
 - b. Is your motor vehicle registration, driver's or other vehicle operator's license on the revoked list or are they in jeopardy? Yes () No ()
 - c. Have you been involved in a motor vehicle accident which resulted in personal injury or property damage to you or anyone else? Yes () No ()
 - d. Have you, or your spouse, been summoned or subpoenaed to court in a civil action or is such a proceeding pending? Yes () No ()
 - e. Have you been arrested for or charged with a violation of the Disorderly Persons Act? Yes () No ()
 - f. Have you received a summons or were you arrested for any violation of the Fish and Game Laws? Yes () No ()
 - g. Have you been arrested for, indicted or convicted for any violation of the Criminal Law? Yes () No ()
 - h. Have you been held as a Material Witness? Yes () No ()
 - i. Have you been held as a suspicious person, or investigated by any Law Enforcement Agency for any reason? Yes () No ()
 - j. Have you been summoned, subpoenaed, requested or otherwise required to testify before any municipal, state or federal agency, committee, or other investigative body? Yes () No ()
 - k. Have you acquired any loans, garnishing, wage assignment or judgement pending against you? Yes () No ()
 - l. Is there any reportable information of personal concern that would affect your present application? Yes () No ()

Print Name: _____

Signature: _____

Date: _____

New Jersey State Police
Recruit Assistance Program

167th State Police Class

New Jersey State Police Academy

I, _____, as a
member of the New Jersey State Police Recruit Class acknowledge that I have
been advised of and understand the New Jersey State Police Academy Recruit
Assistance Program (R.A.P.).

(Signature of Recruit)

Date: _____

New Jersey State Police
Sick Call Acknowledgment

167th State Police Class

New Jersey State Police Academy

I, _____, as a
member of the New Jersey State Police Recruit Class acknowledge that I have
received, read, and understand the New Jersey State Police Training Bureau
Sick Call Policy.

(Signature of Recruit)

Date: _____

New Jersey State Police

Mentor Program

167th State Police Class

New Jersey State Police Academy

I, _____, as a member of
the New Jersey State Police Recruit Class acknowledge that I have received, read, and
understand the New Jersey State Police Academy Mentor Program.

(Signature of Recruit)

Date: _____

NEW JERSEY STATE POLICE ENLISTED PERSONNEL INFORMATION

ENTER NEW INFORMATION ONLY

Full Name: (Last)		(First)		(Middle)	
Home Address:					Phone Number:
Date and Place of Birth:			Cell Phone Number:		State Issued Cell Phone Number:
Blood Type	Eye Color	Hair Color	Complexion	Height	Weight

Last Name:
Badge Number:
Social Security Number:
Date:

EDUCATION

Highest Level Completed:	High School Name:	College Name:	Degree(s):
Special Schools or Courses: (Name of School, type of course, dates attended, etc.)			

CLUBS/ORGANIZATIONS (Social, Political, Religious, Service, Civic, Fraternal, Educational)

List all Clubs and/or Organizations in which you hold membership and office held, if any:

EMPLOYMENT SKILLS (Prior to State Police Enlistment)

FOREIGN LANGUAGES

Speak: ☐	Read: ☐	Write: ☐
Speak: ☐	Read: ☐	Write: ☐
Speak: ☐	Read: ☐	Write: ☐

MILITARY SERVICE (Branch and Dates)

FAMILY INFORMATION

Marital Status:	Date of Marriage/Union:	Name of Spouse/Civil Union Partner: (Include maiden name)	Spouse/Partner Date of Birth:				
Children	NAME	BIRTH DATE	GENDER	Children	NAME	BIRTH DATE	GENDER
1				4			
2				5			
3				6			
Parents: (Name(s) and Address(es))							
Person to be notified in case of emergency: (Include address, telephone number and relationship.)							

Previous State, County or Municipal Service (Name of agency, type of work performed and dates of employment):

Interrupted service dates:

Date Entered Academy

Class

Date of Enlistment

ASSIGNMENTS

[illegible]

SPECIAL SKILLS (e.g., Scuba, etc.)

[illegible]

Signature: _____

New Jersey State Ethics Commission
Outside Activity Questionnaire

Name: _____

Work Address: _____

Office Email Address: _____

Department: _____

Division/Bureau: _____ Office Telephone: _____

Title: _____ Functional Title (If different): _____

Job Duties:

1) Are you currently engaged in, or planning to engage in, any business, trade, profession and/or part-time or full-time employment, paid or unpaid, outside of or in addition to your State employment?

☐ Yes ☐ No

If no, skip to question 6.

2) Name of Outside Employer(s) or Business(es).

Please indicate if you are an owner, partner, or corporate officer.

Address: _____

Type of Business: _____

Description of responsibilities: _____

Specify Days Worked Per Week (i.e. Mon., Tues., Wed., etc.):

Work Hours: _____

5) In your current or proposed outside employment or business do you or will you contract with or receive compensation from any New Jersey State agency?

☐ Yes ☐ No

If yes, indicate name of State agency and attach a copy of the contract. If no contract exists, provide a description of your business arrangement with the State agency.

If you have a contract with the State, did you receive the approval of the State Ethics Commission prior to entering into the contract?

☐ Yes ☐ No

6) Do you hold a license, permit, registration, certification, certificate or commission issued by a New Jersey State agency that entitles you to engage in a particular business profession, trade or occupation (e.g. Real Estate, Teaching)?

☐ Yes ☐ No

If yes, type of license, permit, registration, certification, certificate or commission.

When was the license, permit, registration, certification, certificate or commission issued?

Is the license, permit, registration, certification, certificate or commission active?

7) Do you currently hold, or plan to hold, any outside voluntary position(s)?

☐ Yes ☐ No

If yes, explain.

Does this position require you to have contacts with any New Jersey State agency?

☐ Yes ☐ No

If yes, explain.

11) Are you or any members of your immediate family employed by a New Jersey casino license holder or applicant¹?

☐ Yes ☐ No

Immediate family means a spouse, civil union partner, domestic partner, child, parent, or sibling residing in your household.

If yes, state:

Family Member's name _____ Relationship: _____

Name of Casino: _____

Position Held: _____

12) Are you or any members of your immediate family employed by a New Jersey medical cannabis permit holder, applicant, or entity²?

☐ Yes ☐ No

Immediate family means a spouse, civil union partner, domestic partner, child, parent, or sibling residing in your household.

If yes, state:

Family Member's name _____ Relationship: _____

Name of Entity: _____

Position Held: _____

13) Are you or any members of your immediate family employed by a New Jersey personal use cannabis license holder, applicant, or entity³?

☐ Yes ☐ No

Immediate family means a spouse, civil union partner, domestic partner, child, parent, or sibling residing in your household.

If yes, state:

Family Member's name _____ Relationship: _____

Name of Entity: _____

Position Held: _____

Decision of Ethics Liaison Officer:

☐

Approved

☐

Disapproved

Signature: _____

Date: _____

Comments:

Notification of decision was provided to employee on: _____

(Date)

NOTE: Under the Uniform Ethics Code ("UEC") a State employee may appeal an agency Ethics Liaison Officer's decision to disapprove an outside activity. An appeal must be submitted in writing to the State Ethics Commission within 60 days of the employee's receipt of the agency's decision. For more information on appeals, see UEC Section VI.



OPERATIONS INSTRUCTION

SP-439 (Rev. 7/95)

REFERENCE S.O.P. B10 and D14 New Jersey State Police (NJSP) Rules & Regulations Conscientious Employee Protection Act (CEPA) Department of Law & and Public Safety Supplementary Code of Ethics N.J.S.A. 34:19-1, et seq, 52:13D-12 et seq, 52:13D-23 New Jersey Workplace Violence Policy New Jersey State Policy Prohibiting Discrimination in the Workplace	EFFECTIVE DATE October 27, 2023	NUMBER 23-33
	SUBJECT PERSONAL USE OF SOCIAL MEDIA, BLOGS, CELL PHONE APPLICATIONS, AND ANY OTHER WEBSITES	
	EXPIRES October 31, 2024	O.P.I. NUMBER 0100
	RESCINDS O.I. 22-21	

This order establishes the guidelines concerning the personal use of social media blogs, cell phone applications, and any other websites by members of the New Jersey State Police (NJSP/Division). This order is also intended to protect the Division and its members from harm and liability but does not apply to work-related social media use or authorized use in an official NJSP capacity. The direct effect of this policy is to ensure that personal online activities of members do not compromise professionalism, integrity, or public trust in the Division along with providing guidance on the administration and oversight of the personal use of social media accounts.

This order consists of the following numbered sections:

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I. Policy:

- A. The personal use of social media, blogs, cell phone applications, and any other websites may bear directly and negatively on members in their official capacities, as well as directly and negatively affect the Division's ability to exercise its authority to maintain order and the discipline of its members.
- B. Members are representatives of the NJSP and must strive to maintain public trust and confidence. This responsibility extends beyond a member's professional capacity and includes their personal conduct, to include a member's online presence and activities.

O.I. 23-33

- H. Members may utilize NJSP issued computers, or NJSP issued smart phones or other mobile devices, for the use of social media, blogs, cell phone applications, or any other websites **only** for work-related reasons or otherwise in their official capacities as may be specifically authorized by the NJSP.
- I. Members (on or off-duty) shall not utilize NJSP issued computers, or NJSP issued smart phones or other mobile devices, for the personal use of social media, blogs, cell phone applications, or any other websites as stated in S.O.P. D14 "Purchase, Use, and Management of Computer Hardware, Software, and Related Equipment."

II. Definition of Terms:

- A. **Blog**: A personal or professional website consisting of posts written by either one person or a group containing commentary, descriptions of events, or other information or content including graphics or videos that can allow for readers to leave comments.
- B. **Comment**: User responses to a blog post, news article, social media entry, or any other social media post that can include text, videos, images, or hashtags.
- C. **Content**: Any posted audio or visual form of communication. This definition includes communications posted in private groups, forums, or from private accounts. Privacy agreements of social media platforms are constantly in flux, and posts are always susceptible to "screen-shots" or other forms of capturing content for dissemination.
- D. **Online Dating Service**: A type of social media or website through which individuals can find and contact each other and publish or exchange information or other content, with the objective of developing platonic, romantic, or sexual relationships.
- E. **Post**: (noun) Any information or content published on social media or a website. For the purposes of this order, a "like," "repost," "retweet," or comment is equivalent to a post.
- F. **Posting**: (verb) The act of publishing any information or content on social media or a website.
- G. **Profile**: Any member created, run, or used account, regardless of provided personal information, use of their own name, or associations with the Division.
- H. **Social Media or Social Media Platform**: Is a category of Internet-based resources that integrate user-generated content and user participation. Users of social media share information, ideas, personal messages, and other content in the form of text,

O.I. 23-33

6. Post or otherwise display any firearm (whether imitation or real), either privately owned or owned by the Division, being handled, carried, maintained, or displayed in a careless manner and/or without the care prescribed by the NJSP or in a manner which is deemed to bring personal discredit to the member or the Division
 7. Post or otherwise display any contraband, whether imitation or real
 8. Post or otherwise display any content or information related to a criminal or civil proceeding associated with the Division, including allegations of misconduct
 9. Post or otherwise display any content containing ethnic slurs, profanity, personal insults, material that is harassing, defamatory, fraudulent, or discriminatory, or other content that would not be acceptable in the workplace under Division policy or practice
 10. Post or otherwise display content that includes sexually explicit images, cartoons, jokes, or messages
 11. Post or otherwise display content violating copyright, fair use, trademark, or any other confidential business information of any person or entity
 12. Post or otherwise display content containing private facts and personal information about another person without their permission. This extends to depicting or using another person's date of birth, address, social security number, and other pedigree information deemed to be personal, without that person's permission.
- B. For safety and security reasons, members who use social media, blogs, cell phone applications, or any other websites in their personal capacity are, cautioned not to disclose their employment with the NJSP.

NOTE: If a member identifies themselves as an employee of the State, the Department of Law & Public Safety, or the Division, or their employment status would be apparent to the viewer of a blog, comment, posting, or other speech, the member shall include a disclaimer that states any opinions expressed are personal and not those of the State of New Jersey, the Department of Law & Public Safety, the Office of the Attorney General of New Jersey, or the Division of State Police.

O.I. 23-33

- I. Members are also reminded that many social media, blogs, cell phone applications, and other websites are not private or secure; and that other social media, blogs, cell phone applications, and other websites that may be private and secure at one point in time may cease to be so in the future.
- J. Members are cautioned that their use of social media, blogs, cell phone applications, and other websites, including, but not limited to, the information or other content they post, may result in unintended consequences such as:
 - 1. Limiting future career opportunities involving sensitive assignments, such as, assignments requiring a security clearance, criminal investigations, and undercover or covert operations
 - 2. Manipulation and use by defense counsel to undermine a member's credibility or integrity, hindering a successful prosecution
 - 3. Being viewed, altered, printed, and distributed by members of criminal organizations or other individuals with intent to cause harm to the member, the member's family, or others
- K. Members should expect that any content or information created, transmitted, downloaded, exchanged, or discussed in a public Internet forum may be accessed by the NJSP at any time without prior notice.

NOTE: If a member learns that any social media account or website they use or maintain becomes compromised in any way, they shall immediately notify their chain of command on a Special Report (form S.P. 329).

- L. A member violating this order may be subject to disciplinary action.

NOTE: Corrective and/or disciplinary action may be taken for interactions with comments or posts (e.g., likes, re-posts, comments, and retweets) determined to be in violation of this Operations Instruction, any NJSP Standing Operating Procedure, NJSP Rules and Regulations, and Attorney General Directives, including the NJ Anti-Discrimination Policy.

IV. Conscientious Employee Protection Act (CEPA):

- A. A member's communication in social media, blogs, cell phone applications, or other websites could be a disclosure that is protected under the Conscientious Employee Protection Act (CEPA or Whistleblower Act), N.J.S.A. 34:19-1, et seq.

New Jersey State Police

Social Media

167th State Police Class

New Jersey State Police Academy

I, _____, as a member of the New Jersey State Police Recruit Class acknowledge that I have received, read and understand New Jersey State Police Operations Instruction 23-33 concerning personal use of social media, blogs, cell phone applications, and any other websites.

Note: Access to any social media sites are strictly prohibited while on Academy grounds.

(Signature of Recruit)

Date: _____



State of New Jersey

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TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

COLONEL PATRICK J. CALLAHAN
Superintendent

New Jersey State Police Photo Release Form

Date: _____

Participant Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Consent and Release:

I, the undersigned, hereby grant permission to the New Jersey State Police to photograph, film, or otherwise capture my likeness, image, voice, and/or performance (collectively referred to as "Media"). I understand that these Media may be used for various purposes, including but not limited to:

- Promotional materials
- Websites and social media
- Advertisements
- Educational content
- Publications

I acknowledge and agree that:

1. I will not receive any compensation for the use of my Media unless otherwise agreed in writing.
2. The New Jersey State Police retains the rights to edit, modify, or adapt the Media as necessary.
3. The Media may be shared publicly and/or reproduced without further notification to me.
4. This release is irrevocable, worldwide, and perpetual.
5. I waive any rights to inspect or approve the Media or any related materials.
6. I release and hold harmless the New Jersey State Police from any claims, damages, or liabilities resulting from the lawful use of the Media.

Signature:

Participant Signature: _____ Date: _____



"An Internationally Accredited Agency"

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