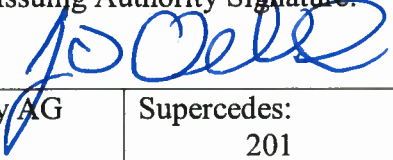


MAPLEWOOD POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: Drug Testing		Number: 2.20	No.of Pages: 17	Effective Date: 1/4/18
Issuing Authority: Chief Jim DeVaul		Issuing Authority Signature: 		Signed Date: 5/14/18
Source Documents: New Jersey AG Drug Testing Policy		Supercedes: 201	Accreditation Standards: 1.4.3 (NJLEAC)	
Reviewed/Revised Dates: 5/14/18				

Purpose

The purpose of this policy is to provide all employees with notice of the provisions of the Maplewood Police Department's drug testing policy, including applicant and trainee drug testing.

Policy

It is the policy of this department with its critical mission of law enforcement to have a drug free work environment. To ensure that the department has a drug free work environment, the department will institute 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 the public's confidence in it are diminished. This confidence is further eroded by the potential for corruption created by drug use. 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 sworn law enforcement officers.

Definitions

Alcohol The intoxicating agent in the alcoholic beverage, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.

Alcohol Concentration The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 milliliters of breath as indicated by a breath test, or the alcohol measured by grams of alcohol per 100 milliliters of blood.

Alcohol Use The consumption of any beverage, mixture or preparation, including medications, containing alcohol.

Applicant A person applying for employment or an employee applying for a position with the Maplewood Police Department.

Cancelled Test A drug test that has been declared invalid by a State of New Jersey testing facility or other facility utilized for testing employees. Subject is neither a verified positive nor negative test, and includes a specimen rejected for testing by a laboratory.

Chain of Command The unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution. The chain of command shall also be carried in reverse.

Confirmation Test A second analytical procedure to identify the presence of a specific drug or metabolite, independent of the screening test, which uses a different technique and chemical principle to ensure reliability and accuracy. In alcohol testing, a second test following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Controlled Substances The terms "drugs" and "controlled substances" shall include all derivatives of the following classes of drugs: amphetamine/methamphetamine; barbiturates; benzodiazepine; cannabinoids; cocaine; methadone; phencyclidine; opiates; steroids or any controlled substance as defined in N.J.S.A. 2C:35.

Criminal Drug Statute A federal or state statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

County Property County property includes the following, wherever located: all property, facilities, land, buildings, structures, trucks, automobiles, and all other vehicles, whether owned, leased or used by the county.

Drug Any substance, other than alcohol, that has a known mind or function altering effects on a human subject, specifically, including any psychoactive substance and including, but not limited to a controlled substance.

Employee any person, sworn or unsworn, who works in any capacity for the Maplewood Police Department. This also includes paid or unpaid interns and volunteers.

Long Term A period of time exceeding thirty (30) days or more.

Possess To have on one's person or in one's personal effects or under one's control, whether constructive or actual.

Prohibited Drug Prohibited drugs shall include, but not be limited to the following: amphetamine/methamphetamine; barbiturates; benzodiazepine; cannabinoids; cocaine; methadone; phencyclidine; opiates; steroids or any controlled substance as defined in N.J.S.A. 2C:35, unless lawfully subscribed by a physician licensed within the State of New Jersey.

Reasonable Suspicion 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" (Caldwell v. New Jersey Department of Corrections). Reasonable suspicion is less than probable cause in that:

The amount of evidence needed is less than what is necessary to meet the probable cause standard and the type of information used to meet the reasonable suspicion standard maybe "less reliable than required to show probable cause" (Drake v. County of Essex).

Refusal to Submit to a Test After having received notice of the requirement to be tested in accordance with the provisions of this policy, failure of an applicant, trainee, or employee to provide adequate breath samples for alcohol testing, or urine specimen and/or blood sample for drug testing as directed. Also, engaging in conduct that clearly obstructs the testing process.

Sworn Member Any person who has taken a sworn Oath of Office with the Maplewood Police Department.

Verified Negative Drug Test Result A drug test result determined, by the testing facility, not to be evidence of use of alcohol or a prohibited drug.

Verified Positive Drug Test Result A drug test result determined, by the testing facility, to be evidence of use of a prohibited drug or alcohol.

Prohibited Activity

The following rules shall apply to all applicants, probationary and sworn employees, while on or off duty:

No employee shall illegally possess any controlled substance.

No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.

Any employee who unintentionally ingests or is made to ingest a controlled substance shall immediately report the incident to their supervisor so that the appropriate medical steps may be taken to ensure the officer's health.

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 their supervisor of the known side effects of such medication, and the prescribed period of use.

Supervisors shall document this information through the use of an internal memorandum in a secured file.

The employee may be temporarily reassigned to other duties, where appropriate.

No employee shall ingest any prescribed or over-the-counter medication in amounts beyond the recommended dosage.

PROCEDURE

Applicant

Applicants will be advised, in writing, that they will be required to submit a urine sample for drug use analysis as part of the pre-employment selection process. The advisement will also indicate that a negative result is a condition of employment and that a positive result will:

Result in the applicant being immediately removed from consideration for employment.

Cause the applicant's name to be reported to the Central Drug Registry maintained by the Division of State Police.

Preclude the applicant from being considered for future law enforcement employment for a period of two years.

In addition, if the applicant is currently a law enforcement officer with another agency and tests positive, the officer's agency will be notified of the test results and the officer will be terminated from employment and the officer being permanently barred from future law enforcement employment in New Jersey.

Applicants will further be informed that a refusal to submit to a drug test will result in their immediate removal for consideration for law enforcement employment in New Jersey.

Trainees

Newly appointed law enforcement officers will be informed that drug testing is mandatory during basic training. Newly appointed officers will also be informed that a negative result is a condition of employment and a positive result will result in:

The trainee being dismissed from basic training.

The trainee's termination from employment.

Inclusion of the trainee's name in the Central Drug Registry maintained by the Division of State Police

The trainee being permanently barred from future law enforcement employment in New Jersey.

Newly appointed officers will be further informed that a refusal to submit to a drug test will result in the dismissal from employment and a permanent ban from future law enforcement employment in New Jersey. In addition, the trainee's name will be forwarded for inclusion in the Central Drug Registry maintained by the Division of State Police.

Sworn Law Enforcement Officer- Reasonable Suspicion Testing

Before an officer may be ordered to submit to a drug test based on reasonable suspicion, the department will prepare a written report which documents the basis for the reasonable suspicion and test. When making a determination about the quality and relevance of the information obtained, the following factors should be evaluated:

The nature and source of the information.

Whether the information constitutes direct evidence or is hearsay in nature.

The reliability of the informant or source.

Whether corroborating information exists and the degree to which it corroborates the accusation.

Whether and to what extent the information may be stale.

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. In the event the Chief of Police wishes to discuss whether the information for the basis of the test is sufficient to conduct reasonable suspicion testing should contact the County Prosecutor's Office for advice.

The officer tested will be informed that a negative result is a condition of employment as a sworn officer and that a positive result will result in:

The officer's termination from employment.

Inclusion of the officer's name in the Central Drug Registry maintained by the Division of State Police

The officer being permanently barred from future law enforcement employment in New Jersey.

The officer will also be advised that a refusal to submit to a drug test based on reasonable suspicion, after being lawfully ordered to do so, will subject him/her to the same penalties as those officers who test positive for illegal use of drugs. In the event an officer resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and fails to provide the specimen will be deemed to have refused to submit to the drug test.

Sworn Law Enforcement Officer- Random Drug Testing

All sworn members of the department, regardless of rank or assignment, will be subject to random drug testing. The selection process will be completed in a manner in which each and every sworn member, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.

The number of officers selected shall be equal to 10% of the department or a minimum of six (6) officers per test. Testing shall occur at a minimum of twice per calendar year.

The Internal Affairs Captain or his/her designee and representatives from the Police Unions will attend the selection process. The Internal Affairs Captain or his/her designee will prepare the materials needed and will oversee the selection process.

A member from the Police Unions will be used to randomly select the officers to be tested and the months that the testing will be conducted in.

During the month of January and prior to February 1st, the months of testing shall be selected for the current calendar year. This shall be accomplished by randomly drawing two numbers from a container with numbers one (1) through twelve (12) written on index

cards. The number one shall refer to the first month in the year; two shall refer to the second month in the year and so on.

The day of the month that the testing will occur on will be the fifth day of any month that is selected. If the fifth day falls on a Saturday or Sunday, the testing day will be adjusted to either Friday or Monday as necessary.

The selection of officers to be tested randomly will be achieved by a member of the Police Unions randomly drawing index cards from a container. Each index card will contain only the last four number of the officer's social security number. The index card's numbers will coincide with a separate master list containing all sworn officers' names and social security numbers. This master list will be utilized to identify and notify the selected officer.

Two of the officers who were randomly selected for drug testing will also be tested for steroid use for each of the two annual tests. The selection process to select the two officers to be tested for steroids per test will be accomplished by placing the index cards that were selected for random drug testing inside a container and drawing two (2) index cards out of the container.

If the randomly selected officer is scheduled to be off on the day of the scheduled test they will be tested on the first day they return to work. If the selected officer is on military leave, attending a long term training seminar, or is out on long term sick or injury leave they shall be deemed unavailable for the test and another officer will be selected utilizing the same selection process as used initially.

The Internal Affairs Officer will record and maintain a file of the results of the selection process.

Any officer or employee who discloses the identity of an officer selected for random testing or the fact that a random test is scheduled to take place prior to the collection of all urine specimens shall be subject to severe disciplinary action.

Any member of the department who refuses to submit to drug testing when randomly selected will be subject to the same penalties as those officers who test positive for the illegal use of drugs.

SPECIMEN ACQUISITION PROCEDURES

Preliminary Procedures

The Internal Affairs Captain or his/her designee shall 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 a member of the same gender is unavailable, a monitor from another agency may be utilized.

An applicant for a law enforcement position shall execute a form consenting to the collection and analysis of their urine for illegal drugs prior to the submission of a specimen (Attachment A). The form shall also advise the applicant that a negative result is a condition of employment as well as the consequences for a positive result. Applicants are not required to complete a Drug Testing Medication Information form at this time.

A trainee enrolled in a basic training course shall execute a form (Attachment B) advising the trainee that a negative result is a condition of employment as well as the consequences for a positive result prior to the submission of a urine specimen. The form shall also advise that refusal to participate in the test process carries the same penalties as a positive result. Trainees shall complete a Drug Testing Medication Information form (Attachment D) listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements and nutritional supplements that he/she ingested during the past 14 days. The Drug Testing Medication Information form shall be placed in an envelope that is sealed by the donor. The donor shall date and initial the seal.

An officer shall execute a form (Attachment C) advising the officer that a negative result is a condition of employment as well as the consequences of a positive result prior to the submission of a urine sample. The form shall also advise that refusal to participate in the test process carries the same penalties as a positive result. Sworn officers shall also complete a Drug Testing Medication Information form (Attachment D) listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements and nutritional supplements that he/she ingested during the past 14 days. The Drug Testing Medication Information form shall be placed in an envelope that is sealed by the donor. The donor shall date and initial the seal.

It is the responsibility of the monitor to ensure that all documentation is fully and accurately completed by the donor submitting the specimen and to ensure compliance with the chain of custody procedures established by the New Jersey State Toxicology Laboratory. In addition, the monitor shall ensure urine specimens are acquired and processed in accordance with procedures established by the State Toxicology Laboratory.

Throughout the testing process the identity of individual submitting the specimen 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.

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.

The monitor may direct an individual submitting a specimen to remove outer clothing (jackets, sweaters, etc.), empty their pockets and wash their hands prior to submitting the specimen. In addition, the monitor may add tinting agents to toilet water and secure the area where collection will take place to ensure the accuracy and integrity of the process.

If the monitor has reason to believe that an individual officer will attempt to compromise the integrity of the process by adulterating or contaminating; substituting another substance or liquid for their specimen, the monitor may conduct a direct observation of the officer. However, if a monitor decides direct observation is necessary, he/she must document the facts supporting the belief the officer would compromise the integrity of the process before direct observation can be conducted.

Collection Procedure

Steps are to be completed in the presence of the monitor.

The donor is permitted to select two sealed specimen container kits.

The kits are unsealed and removed by the donor on a clean surface.

Using a pencil, the donor writes his/her SSN and the letter A below the SSN on one of the ID labels and places the label inside one of the specimen containers with the label facing outward. Bottle A will represent the first specimen.

Using a pencil, the donor writes his/her SSN and the letter B below the SSN on one of the ID labels and places the label inside one of the specimen containers with the label facing outward. Bottle B will represent the second specimen

After the monitor has inspected and ensured the SSN on both labels matches the SSN on the submission form, the monitor will instruct the donor to void a specimen between 45 mL and 60 mL into each container, to not flush the toilet and to return immediately after producing the specimens.

The monitor then ensures the containers there is adequate volume and checks the temperature indicator strip on the container within 4 minutes. A color change between 90° and 100°F is needed for an acceptable specimen temperature. The monitor then records if the temperature is acceptable or not by writing in the yes/no column for each specimen and writes the collection date and his/her initials in the appropriate spaces on the submission form. If the temperature strip does not indicate an acceptable temperature, the monitor must consider the possibility that the officer attempted to tamper with the collection.

After a specimen has been produced and the monitor is satisfied the test requirements were met and the required documentation is accurate, he/she shall request the donor seal the specimen containers. The monitor will take control of the specimens and documentation and ensure all specimens, including the second specimen are delivered to the State Toxicology Laboratory for analysis in a timely manner.

Individuals that initially are unable to produce an inadequate amount of urine will be advised that they are to remain on the premises under the supervision of the monitor until the monitor is satisfied that the donor cannot produce a specimen. While under the supervision of the monitor, the donor will be permitted to drink up to 40 ounces of fluids distributed

reasonably over a period of 3 hours in an attempt to enable to donor to produce a specimen. Under no circumstances should multiple voids be combined to obtain an adequate sample volume. If the individual remains unable to provide a specimen after a reasonable period of time, the monitor may have the individual examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.

In the event a donor tests positive, they may challenge the test result by having the second specimen independently tested. The second specimen will be maintained at the State Toxicology Laboratory for a period of 60 days following the receipt of a positive drug result from the laboratory by the submitting agency.

The second specimen will be released by the State Toxicology Laboratory under the following circumstances:

The submitting agency is notified that the first specimen tested positive.

The agency notifies the donor that the first specimen tested positive.

The agency is informed by the donor that tested positive and receives in writing that he/she wants to challenge the test result.

The individual challenging the test result must designate a laboratory that is certified by the Substance Abuse and Mental Health Services Administration and accredited by the College of American Pathologists to conduct workplace urine drug testing and pay all costs associated with the reception and testing of the sample. The laboratory is to be selected from a list that is maintained by The New Jersey State Toxicology Laboratory.

A representative from the laboratory selected by the individual that tested positive may, in person, take possession of the sample in accordance with accepted chain of custody procedures or the sample may be sent to the laboratory by pre-paid tracking mail also following accepted chain of custody procedures. Following the test of the second sample, the independent laboratory will report the result to the donor, the submitting agency and to the medical review officer.

Submission of specimens for Analysis

The New Jersey State Toxicology is the sole facility approved for the analysis of law enforcement drug tests that are conducted under the Law Enforcement Drug Testing Policy. The Maplewood Police Department will not use any other facility or laboratory for urine analysis of urine specimens to test for illegal drug use by law enforcement officers.

The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will constitute the sole facility for the analysis of law enforcement drug tests. No other facility or laboratory will be utilized for purposes of analyzing urine specimens.

Urine specimens should be submitted to the State Toxicology Laboratory as soon as possible or within one working day of their collection. In the event a specimen cannot be submitted to the laboratory within one working day of its collection, the monitor will store the specimen in a controlled access refrigerated area until submission to the State Toxicology Laboratory.

Submission of specimens to the State Toxicology Laboratory may be accomplished by personnel from the department or commercial carrier using "next day delivery". Submissions delivered via commercial carrier must be packaged to ensure their integrity. Under no circumstances will a tested officer transport the specimens.

All specimens submitted must be accompanied by the sealed envelope containing the medication information form along with the Law Enforcement Drug Testing Custody and Submission Form which can be obtained from the lab.

The lab will ensure the appropriate documentation has been completed for each specimen. In addition, the lab will inspect each specimen for damage or evidence of tampering.

The State Toxicology Laboratory may reject specimens that it has reason to believe have been subject to tampering and will notify the submitting agency in writing clearly stating the reason for rejection.

Analysis of Specimen

The lab will analyze the first specimen in accordance with currently accepted procedures by the State Toxicology Laboratory.

Specimens will be screened for the following controlled substances:

Amphetamines

Barbituates

Benzodiazepines

Cocaine

Marijuana

Methadone

Opiates

Oxycodone/Oxymorphone

Phencyclidine

In addition, every Law Enforcement executive may request that specimens be analyzed for the presence of steroids.

The State Toxicology Laboratory utilizes a two stage procedure to analyze specimens. The first/initial stage is used to determine if one or more of the nine listed substances and/or their metabolites are present at or above the designated cutoff. All presumptive positive specimens will undergo a second and more specific type of testing. The second type of testing will employ mass spectrometry detection for the definitive identification and quantification of drugs and or metabolites presumptively identified by the identified in the initial screen.

In the event a specimen tests positive in the initial and second stage, a review of the test results with the medical information form submitted for the specimen is conducted by a medical review officer assigned to the State Toxicology Laboratory. The medical review officer will seek to determine if information provided on the medical information form explains a positive result. If necessary, the medical review officer may contact the submitting agency to gather additional information from the individual being tested. The medical review officer will then issue a report indicating whether or not the positive test result was due to a listed medication on the medication information form.

Law enforcement applicants are not required to submit a Medication Information Form. However, if an applicant's specimen tests positive, the State Toxicology Laboratory, will notify the law enforcement agency and the agency must then have the candidate complete the Medication Information Form. The medical information officer will then conduct a review in the same manner as is conducted for a positive result for an officer.

Drug Testing Results

The State Toxicology Laboratory will notify the department in writing of the test results for all specimens submitted for analysis. Whenever possible, results will be delivered to the department within 15 working days of the submission. Positive test results will be sent to the contact person via certified mail.

In some cases, the State Toxicology Laboratory will report that a specimen tested positive for a particular substance that was explained by the information on the medical information form. It is then the responsibility of the department to determine whether or not the officer had a valid prescription for the drug. Officers that do not have a valid prescription are subject to disciplinary action, including termination by the department.

Under no circumstances will the State Toxicology Laboratory provide law enforcement agencies with verbal results. Further, no agency may ask the Laboratory to conduct a second analysis of a specimen that was already analyzed.

Consequences of a Positive Drug Test

When a law enforcement applicant tests positive for illegal drug use:

The applicant shall be immediately removed from consideration for employment.

The applicant shall be reported to the Central Drug Registry.

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.

If 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. The officer's current employer is required to terminate the officer from employment and report his/her name to the Central Drug Registry.

When a law enforcement trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission:

The trainee shall be immediately dismissed from basic training subject to rules adopted by the Police training Commission and suspended from employment by his/her appointing agency.

The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the appointing authority.

The trainee shall be reported to the Central Drug Registry, maintained by the Division of State Police.

The trainee shall be permanently barred from future law enforcement employment in New Jersey.

When a sworn law enforcement officer tests positive for illegal drug use:

The officer shall be immediately suspended from all duties.

The officer shall be administratively charged and upon final disciplinary action, terminated from employment as a law enforcement officer.

The officer shall be reported by his/her employer to the Central Drug Registry, maintained the Division of State Police.

The officer shall be permanently barred from future law enforcement employment in New Jersey.

Consequences of a Refusal to Submit To a Drug Test

Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for period of two (2) years from the date of the refusal. In addition, the appointing authority shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.

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 to a drug test, they shall be terminated from law enforcement employment and shall be permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority will forward the trainee's name to the Central Drug Registry with a note that the individual refused to submit to a drug test.

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 to a drug test, the officer shall be subject to termination from all law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority will forward the officer's name to the Central Drug Registry with a note that the individual refused to submit to a drug test. If there is no valid reason why an officer is unable to produce a specimen, it shall be treated as a refusal. Further, if a sworn law enforcement officer resigns or retires after receiving a lawful order to submit to a drug test and does not provide the specimen shall be deemed to have refused to submit to a drug test.

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/her employer to the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

Record keeping- The Internal Affairs Bureau, within the Maplewood Police Department, shall maintain all records relating to the drug testing of law enforcement officers, trainees or applicants. All drug testing records shall include but not be limited to:

Identity of those ordered to submit urine samples.

Reason for that order.

Date the urine was collected.

Monitor for the collection process.

Chain of custody for the urine sample from the time it was collected until the time it was received by the State Toxicology Laboratory.

Results of the drug testing.

Copies of notifications to the subject;

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.

Documentation of disciplinary action for any positive result or refusal.

For random drug testing records shall also include the following information:

Description of the process used to randomly select employees for drug testing.

Date selection was made.

A copy of the document listing the identities of those selected for drug testing.

A list of those who were actually tested.

Date(s) those officers were tested.

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

Central Drug Registry

The Maplewood Police Department shall notify the Central Drug Registry, maintained by the Division of State Police, of the identity of any sworn law enforcement officer, applicant, or trainee who test positive for the illegal use of drugs or who refuses an order to submit to a drug test (Attachment F).

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

Notifications to the Central Drug Registry shall include the following information pertaining to each individual:

Name and address of the submitting agency, and contact person.

Name of the employee testing positive.

Last known address of the employee.

Date of birth.

Social security number.

SBI number (if known).

Gender

Race

Eye Color

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

Date of the drug test or refusal.

Date of final dismissal or separation from the agency.

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

The certification section of the notification form must be completed by the Chief of Police and notarized with a raised seal.

Notifications to the central registry shall be sent to:

Division of State Police
State Bureau of Identification
Central Drug Registry
P.O. Box 7068
West Trenton, New Jersey 08628-0068

Information contained in the Central Drug Registry may be released by the Division of State Police only under the following circumstances:

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

In response to a court order.

Employee Assistance Program

The Township of Maplewood provides an Employee Assistance Program (EAP). The purpose of this program is to provide employees or their family members confidential and professional counseling for any personal concerns.

The Maplewood Police Department makes the Employee Assistance Program available to all employees.

-END-

Attachment A: Maplewood Police Department Drug Testing Applicant Notice and Acknowledgement
Attachment B: Maplewood Police Department Drug Testing Trainee Notice and Acknowledgement
Attachment C: Maplewood Police Department Drug Testing Officer Notice and Acknowledgement
Attachment D: Maplewood Police Department Drug Testing Medication Information
Attachment E: Directions to State Toxicology Laboratory, Newark, NJ
Attachment F: Maplewood Police Department Notification to the Central Drug Registry

Law Enforcement Drug Testing Policy

Maplewood Police Department

**DRUG TESTING
APPLICANT NOTICE AND ACKNOWLEDGMENT**

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

I understand that as part of this process, I will undergo drug testing through urinalysis.

I understand that a negative drug test result is a condition of employment.

I understand that if I refuse to undergo the testing, I will be rejected for employment.

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

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

Law Enforcement Drug Testing Policy

Maplewood Police Department

**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 training program.

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

I understand that if I produce a positive test result for illegal drug use that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to 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 the "*Trainee Notice and Acknowledgment*" form. I agree to undergo drug testing through urinalysis as part of the academy training program.

Signature of Applicant

Date

Signature of Witness

Date

Law Enforcement Drug Testing Policy

Maplewood Police Department

**DRUG TESTING
OFFICER NOTICE AND ACKNOWLEDGMENT**

I, _____, understand that as part of my employment with the Maplewood Police Department, 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 Maplewood Police 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 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 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 the “*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

Law Enforcement Drug Testing Policy

Maplewood Police Department

**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.

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.			

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

	Non-Prescription Medication	Date Last Taken
1.		
2.		
3.		

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

Signature of Applicant

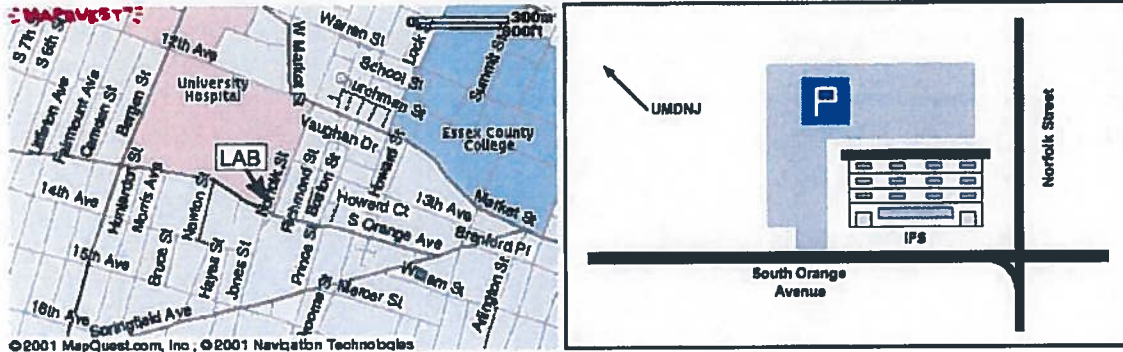
Date

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).

Law Enforcement Drug Testing Policy

Maplewood Police Department

NOTIFICATION TO THE CENTRAL DRUG REGISTRY

Type or Print

AGENCY SUBMITTING					
Agency Maplewood Police Department				Phone 973-762-3400	
Address 1618 Springfield Avenue		City Maplewood	State New Jersey	Zip 07040	
Contact Person		Title		Phone	
PERSON TO BE ENTERED					
Last Name	First Name	Initial	Gender	Race	Eye Color
DOB		SSN		SBI NUMBER (IF KNOWN)	
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
REASON FOR NOTIFICATION					
THE PERSON LISTED ABOVE					
<input type="checkbox"/> TESTED POSITIVE FOR _____ (IDENTIFY SUBSTANCE)					
<u>OR</u>					
<input type="checkbox"/> REFUSED TO SUBMIT A URINE SAMPLE					
DATE OF THE DRUG TEST OR REFUSAL			DATE OF FINAL DISMISSAL OR SEPARATION FROM AGENCY		
CERTIFICATION (Must be completed by the Chief. Must be notarized with raised seal)					
I hereby affirm that the above information is true and correct to the best of my knowledge.					
_____ Signature					
_____ Print Name			_____ Title		
Sworn and subscribed before me this _____ day of _____, _____ (Seal)					
_____ Notary					

Mall to: Division of State Police
State Bureau of Identification
Central Drug Registry
P.O. Box 7068
West Trenton, New Jersey 08628-0068