

CHERRY HILL CAMPUS POLICE DEPARTMENT



GENERAL ORDER No. 19-01

SUBJECT: SUBSTANCE ABUSE SCREENING

NEW



REVISED



EFFECTIVE DATE: 03-01-19

REVIEW DATE: 03-01-26

REVISION DATE: 03-01-23

SOURCE DOCUMENT / AUTHORITY

- Attorney General Law Enforcement Directive #2018-2
- Attorney General's Law Enforcement Drug Testing Policy April 2021
- Attorney General's Law Enforcement Drug Testing Policy February 2023

ACCREDITATION STANDARD(S) INVOLVED

N/A

REVISION HISTORY

<u>DATE</u>	<u>REASON</u>	<u>AUTHOR(S)</u>
03-01-19	Implementation of New Order	Dir. Anthony Saporito
03-01-20	No Changes	Dir. Anthony Saporito
05-01-21	Changes in the collection process as per NJ Attorney General policy update	Dir. Anthony Saporito
03-01-22	No changes	Dir. Anthony Saporito
03-01-23	Changes in the collection process as per NJ Attorney General policy update	Dir. Anthony Saporito
03-01-24	No Changes	Dir. Anthony Saporito
03-01-25	No Changes	Dir. Anthony Saporito

- I. PURPOSE
- II. POLICY
- III. PROCEDURES

Methods and Procedures for drug screening for sworn law enforcement officers

APPENDIX:

APPENDIX A Central Drug Registry Notification Form

APPENDIX B Sworn Officer Testing

Cover Sheet	Drug Screening Program Monitor: Sworn Police Officers
Cover Sheet	Drug Screening Program Monitor: Reasonable Suspicion
Form B-1	Sworn Police Officer "Summary"
Form B-2	Order to Submit Form CHCP
Form B-3	Order to Submit Form CCPO
Form B-4	"Medication Information"
Form B-5	Laboratory Specimens "Continuity of Evidence"
Form B-6	Sworn Officer Notice and Acknowledgement

THE PURPOSE OF THIS POLICY IS TO PROVIDE PROCEDURAL GUIDANCE TO ALL DEPARTMENTAL PERSONNEL. IT IS DESIGNED TO BE COMPREHENSIVE AND CONSISTENT WITH RELEVANT LEGAL STANDARDS AND CONTEMPORARY POLICE PRACTICES. IT IS NOT INTENDED TO RESTRICT AUTHORITY AS PROVIDED BY LAW, STATUTE OR REGULATION. NOTHING IN THIS POLICY AND ITS' ATTACHMENTS, OR ASSOCIATED DOCUMENTS IS INTENDED TO CREATE OR DOES CREATE AN ENFORCEABLE LEGAL RIGHT OR PRIVATE RIGHT OF ACTION.

I. PURPOSE

- A. This order provides for the proper handling of Sworn Regular Law Enforcement Officers who are suspected of substance abuse, and random drug screening procedures. This order also provides for substance abuse screening of police department officers, substance abuse shall include the presence of intoxicating beverages or the unlawful use of any controlled dangerous substance, narcotics or hallucinogens.

II. POLICY

- A. Employees of the Cherry Hill Campus Police Department are prohibited from the manufacturing, distribution, possession, use or being under the influence of a controlled dangerous substance while employed by the department. Employees who violate this policy are subject to discipline up to and including dismissal.
- B. It shall be the policy of the Cherry Hill Campus Police Department to provide a timely and consistent procedure for the detection, documentation and testing of suspected substance abuse by employees.
- C. Sworn officers will be required to submit to mandatory testing whenever mandatory testing of all officers is ordered by the Camden County Prosecutor.
- D. All employees must report evidence of suspected drug use by other employees to department superiors.
- E. All Sworn Officers who are authorized to carry a weapon, pursuant to the provisions of N.J.S.A. 2C:39-6, or any employee who operates a Board owned or leased vehicle, shall make proper notification to the Director of Security of any prescribed or over-the-counter medicine which is likely to affect physical or emotional reactions or which may impair his/her performance or judgment.
- F. The Internal Affairs Officer shall be responsible for acquiring urine specimens from police employees and serving as the official monitor.
- G. The results of such blood alcohol tests, blood, breath or urine tests for controlled dangerous substances are not admissible in any criminal proceeding against the employee when he/she has been ordered to comply. The Criminal Justice Guidelines does require that positive test results be reported to the County Prosecutor.
- H. An order to provide a urine sample for any substance abuse testing is a direct order. No sworn member has the right to refuse the order. No sworn member has

the right to have a union representative or attorney present at the time the specimen is provided. No sworn member has the right to delay the order for any reason.

III. PROCEDURES

METHODS AND PROCEDURES FOR DRUG SCREENING FOR SWORN LAW ENFORCEMENT OFFICERS

A. Applicability

1. Personnel

- a. Sworn law enforcement officers who are responsible for the enforcement of the criminal laws of this State, come under the jurisdiction of the Police Training Act and are authorized to carry a firearm under N.J.S.A. 2C:39-6.

2. Officer Testing

- a. Sworn law enforcement officers shall be ordered to submit a urine specimen for testing when they have been randomly selected to submit to a drug test. Random selection shall be defined as a method of selection in which each and every sworn member of the law enforcement agency, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.

Sworn law enforcement officers shall also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the officer is illegally using drugs. An officer shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the county prosecutor or the chief executive officer of the officer's agency.

Urine specimens may also be collected from law enforcement officers during a regularly scheduled and announced medical examination or a fitness for duty examination. However, the collection and analysis of these specimens are not governed by this policy.

3. Types of Testing

a. Random Testing

- 1). Random drug testing of all state, county and local sworn law enforcement officers is required by AG Directive 2018-2. Random selection is defined as a method of selecting employees for drug testing in which every member of the agency, regardless of rank or assignment, has an equal chance of being selected each and every time a selection is

made. The number of officers to be selected each time a random test is conducted shall be less than the total number of sworn officers employed by the agency. AG Directive 2018-2 requires a minimum of ten percent of the sworn officers within an agency be randomly tested each time. Each agency must perform the random test at least once in 2018 and at least twice in every subsequent calendar year.

Agencies must establish a random drug testing program by rule, regulation or procedure. A municipal police department should have the appropriate authority adopt a rule or regulation as defined by N.J.S.A. 40A:14-118 mandating random drug testing. County, State or campus police agencies should have the appropriate administrative, executive or law enforcement official adopt a policy or procedure mandating random drug testing. Random drug testing cannot be implemented until the rule, regulation or procedure has been in effect for a minimum of 60 days. The Cherry Hill Campus Police Department adopted a Random Drug Testing Policy in March 2019 as per Camden County Prosecutor's Office Policy and will continue such testing as per AG Directive 2018-2.

The agency must choose a method of random selection which ensures that every sworn officer in the agency has an equal chance of being selected each and every time a selection takes place. In other words, an officer who has been selected on one or more previous occasions for a random drug test is not excused from future tests. The mechanism for selecting officers can be as simple and inexpensive as placing names in a hat, or as complex and expensive as a custom computer program.

The random selection process should be verified and documented. The agency should permit representatives of the affected collective bargaining units to witness the selection process. Everyone present at the time of the selection, however, must understand that anyone who discloses the identity of an officer selected for random testing, or the fact that a random selection is scheduled to take place prior to the collection of urine specimens, will be subject to discipline.

b. Process of Random Selection

- 1). A representative of the collective bargaining unit shall be notified of each scheduled selection and will be given an opportunity to witness the selection process.
- 2). The Internal Affairs officer will be responsible for the selection and testing process.

- 3). The Cherry Hill School District employee numbers for all sworn members will be placed into a closed container. Anyone witnessing this process may elect to act as the person selecting said numbers.
- 4). The numbers will be drawn in the presence of all witnessing participants.
- 5). The selected numbers will be recorded on the Number to Name Conversion Form. All witnesses will sign this form to verify the selected employee number(s).
- 6). The Internal Affairs officer will take custody of the Conversion Form and will complete the conversion of numbers to names.
- 7). There will be no exemptions to the testing process. All selected personnel, whether on or off duty, or on any form of leave will be tested upon their return to duty.
- 8). At the conclusion of the testing process, the Number to Names Conversion Form will be available to any employee or collective bargaining union representative for the verification of the selection process.
- 9). The Cherry Hill Campus Police Department has included the testing of anabolic steroids as part of its commitment to a drug free work environment and to ensure the integrity of this agency. Accordingly, the Director of Security maintains the right to randomly test for the presence of anabolic steroids under the following procedures:
 - a). The Director of Security will announce, prior to the random selection of any sworn member that that specific test will include the testing for anabolic steroids.
 - b). Once announced, the testing process will proceed as outlined in the above procedures to include the acquisition of the urine sample as required by the state Laboratory.
- 10). Any employee who discloses the identity of the individual selected, or the fact that random testing is scheduled, is subject to disciplinary action.

7. Reasonable Suspicion

- a. The Cherry Hill Campus Police Department must undertake drug testing when there is reasonable suspicion to believe a law enforcement officer is engaged in the illegal use of controlled substances. 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."

The reasonable suspicion standard is "less demanding" than the probable cause standard in two ways. First, the amount of evidence needed to satisfy the reasonable suspicion standard is less than that

needed to satisfy the probable cause standard. Second, the type of information used to satisfy the reasonable suspicion standard may be "less reliable than that required to show probable cause." The following factors should be evaluated to determine the quality and relevance of the information acquired by the law enforcement agency:

- 1). The nature and source of the information;
- 2). Whether the information constitutes direct evidence or is hearsay in nature;
- 3). The reliability of the informant or source;
- 4). Whether corroborating information exists and the degree to which it corroborates the accusation; and
- 5). Whether and to what extent the information may be stale.

B. Notification of Drug Testing Procedures

1. Sworn Law Enforcement Officers

- a. The Cherry Hill Campus Police Department shall include a provision that individual law enforcement officers will be ordered to submit to a drug test when there is a reasonable suspicion to believe that the officer is illegally using drugs. It shall also include notice that individual law enforcement officers are subject to mandatory random drug testing pursuant to AG Directive 2018-2.

The Cherry Hill Campus Police Department shall further provide a provision that officers who refuse to submit to a drug test based on reasonable suspicion or random drug testing after being lawfully ordered to do so are subject to the same penalties as those officers who test positive for the illegal use of drugs.

C. Specimen Acquisition Procedures

1. Preliminary acquisition procedures

- a. The Director of Security shall designate the Internal Affairs officer to serve as monitor of the specimen acquisition process. The monitor shall always be of the same gender as the individual being tested (the donor). In the event there is no member of the same gender available from the agency collecting the specimens, the agency may request that a member of the same gender from another law enforcement agency serve as monitor of the process.
- b. Prior to the submission of a urine specimen, an officer shall execute a Drug Testing Officer Acknowledgement Form (Form B-7) advising the officer that a negative result is a condition of employment and that a positive result will result in consequences. The form shall also advise the officer that the refusal to participate in the test process carries the same penalties as testing positive.

Sworn officers shall complete the Drug Testing Medication Information Form (Form B-4) listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements and nutritional supplements that were ingested by the officer during the past 14 days. The Drug Testing Medication Information form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal using his or her employee number. The seal provided on the Forensic Urine Drug Testing Custody and Submission Form shall be affixed to the outside of the envelope

D. Monitor's Responsibilities

1. The monitor of the specimen acquisition process shall be responsible for:
 - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen (the donor).
 - b. Collecting specimens in a manner that provides individual privacy while ensuring the integrity of the specimen. Individual specimens and forms shall be identified throughout the process using social security numbers. At no time shall a name appear on any form or specimen container sent to the State Toxicology Laboratory.
 - c. Complying with chain of custody procedures established by the New Jersey State Toxicology Laboratory for the collection and submission for analysis of urine specimens.
 - d. Specimens shall be collected utilizing equipment and supplies approved by the State Toxicology Laboratory. Under no circumstances shall a specimen be collected and submitted for analysis in a specimen container that has not been approved by the State Toxicology Laboratory. It is the responsibility of each agency to contact the Laboratory to obtain the appropriate supplies and equipment including the Forensic Urine Testing Custody and Submission Form (CSF)
 - e. Collecting and submitting urine specimens in accordance with procedures established by the State Toxicology laboratory.
2. In order to ensure the accuracy and integrity of the collection process a monitor may:
 - a. Direct an individual officer who has been selected for drug testing to remove outer clothing (jackets, sweaters etc.), empty their pockets, and wash their hands under running water, before they produce a specimen.
 - b. Add tinting agents to toilet water and secure the area where the specimens are to be collected prior to specimen collection.
3. If the monitor has reason to believe that an individual officer will attempt to adulterate or contaminate a specimen, substitute another substance or liquid for their specimen, or compromise the integrity of the test process, the monitor may conduct a direct observation of the individual officer. If a

monitor concludes that direct observation is necessary, he or she must document the facts supporting the belief that the officer will attempt to compromise the integrity of the test process before there can be direct observation.

E. Urine Specimen Collection Procedure

1. Unless otherwise noted, all steps must be completed by the donor in the presence of the monitor.
2. The monitor completes the agency information, donor identification, and test information sections of the Custody and Submission Form (CSF).
3. The monitor allows the donor to select one NJ Medical Examiner State Toxicology Laboratory issued sealed split specimen collection kit.
4. The donor unseals the split specimen collection kit, removes the specimen bag and specimen containers from the specimen collection container, and places all items on a clean surface:
 - a. The specimen containers shall be kept closed/unsealed at this time.
 - b. The specimen collection container and specimen containers should be kept within view of both the donor and the monitor.
5. The monitor instructs the donor to void a specimen of **at least** 45 mL into the specimen collection container, to not flush the toilet, and return with the specimen container immediately after the specimen is produced.
6. The monitor checks the specimen for adequate volume and the temperature indicator strip on the specimen container within 4 minutes.
 - a. A color change between 90° and 100°F indicates an acceptable specimen temperature. The monitor indicates if the temperature is acceptable by marking either the “Yes” or “No” box in the specimen collection section of the CSF. If a temperature strip does not indicate the acceptable temperature, the monitor must consider the possibility that the officer attempted to tamper with the collection.
 - b. The monitor must follow the “shy bladder” procedure for donors that initially are unable to produce an adequate amount of urine (See Section D, “Shy Bladder” Procedure).
7. The monitor instructs the donor to split the collected specimen into the specimen containers.
 - a. The donor opens both specimen containers and pours **at least** 30 mL of urine from the collection container in the primary specimen container and **at least** 15 mL of urine from the collection container in the secondary specimen container.

- b. The donor secures both specimen containers by placing and securing the lids/caps on the specimen containers.
- 8. The monitor instructs the donor to seal the specimen containers with tamper-evidence seals from the CSF.
 - a. The donor carefully removes the Bottle A Specimen Container Security Seal from the CSF and places it over the lid/cap and down the sides of the primary specimen container with the greater volume of urine (30 mL).
 - b. The donor carefully removes the Bottle B (SPLIT) Specimen Container Security Seal from the CSF and places it over the lid/cap and down the sides of the secondary specimen container with the lesser volume of urine (15 mL).
- 9. After the seals are placed on the specimen containers, the donor writes the collection date and his or her initials in the space provided on the security seals to certify that the specimen containers contain the specimen that he or she provided.
- 10. The monitor prints his/her name, signs and dates the monitor/agency acknowledgement section of the CSF.
- 11. The monitor instructs the donor to place both specimens in the front pouch of the specimen bag that contains the absorbent pad.
- 12. The monitor separates the white laboratory copy of the CSF, folds it, and places it in the rear pouch of the specimen bag along with the sealed medication information sheet, if provided.
- 13. The monitor seals the specimen bag by removing the release liner from the flap and folding the blue adhesive flap to cover the cross hatch slit opening.
- 14. Any remaining urine and the specimen collection container may be discarded.
- 15. The monitor will take possession of the sealed specimen bag and ensure that it is delivered to the NJ State Medical Examiner Toxicology Laboratory in a timely manner (See Section V. Submission of Specimens for Analysis below).

F. “Shy Bladder” Procedure

- 1. When a donor initially produces an inadequate amount of urine, the monitor must take the following steps:

- a. Advise the donor to remain on the premises and under the supervision of the test monitor until the monitor is satisfied that the donor cannot produce a specimen.
 - b. While the donor is under supervision, allow the donor to drink up to 40 ounces of fluids distributed reasonably over a period of up to three hours to induce the production of a specimen.
 - c. Under no circumstances should multiple voids be combined to produce an adequate sample volume.
2. If the donor remains unable to provide a specimen after a reasonable period of time, the monitor may have the donor examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process. The monitor shall notify the Director of Security in conjunction with the Superintendent of Schools, for approval, prior to having the donor submit to a medical examination.

G. Split Specimen

1. A donor whose specimen tested positive may only challenge the positive test result by having the second specimen independently tested. The first specimen will not be retested.
2. The split specimen will be maintained at the State Toxicology Laboratory for a minimum of 1 (one) year following the receipt of a positive drug test result from the laboratory by the submitting agency.
3. The Split specimen will be released by the NJSTL under the following circumstances:
 - a. The agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance;
 - b. The agency notifies the donor that the first specimen tested positive for a controlled substance; and
 - c. The agency is informed by the donor whose specimen tested positive that he/she wishes to challenge the positive test result.
4. A representative of the second test laboratory may, in person, take possession of the second sample in accordance with accepted chain of custody procedures or the sample may be sent to the second test laboratory by commercial courier also following accepted chain of custody procedures.
5. Following testing of the split specimen, the independent laboratory will report the result of the split specimen drug test to the donor, to the submitting agency, and to the NJ State Medical Examiner Toxicology Laboratory medical review officer.

H. Submission of Specimens for Analysis

1. The State Toxicology Laboratory is the only facility approved for the analysis of law enforcement drug tests conducted under the Law Enforcement Drug Testing Policy. Law enforcement agencies are not permitted to use any other facility or laboratory for the purpose of analyzing urine specimens for illegal drug use by law enforcement officers.
2. Urine specimens should be submitted to the State Toxicology Laboratory as soon as possible after their collection. In the event specimens cannot be submitted to the laboratory within one working day of its collection, the law enforcement agency shall store the specimens in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory
3. Submission of specimens to the State Toxicology Laboratory may be accomplished by personnel from the law enforcement agency by appointment only or commercial courier using “next day delivery.” Specimens submitted by commercial courier must be packaged to ensure integrity.
4. All specimens must be accompanied by the Law Enforcement Drug Testing Custody and Submission Form which can be obtained from the lab and the sealed envelope containing the Medication Information Form. The State Toxicology Laboratory will inspect all documentation to ensure that it has been properly completed. Failure to include the appropriate documentation with each submission will cause the Laboratory to delay conducting an analysis of the specimen or specimens until the missing documentation is submitted.
5. In addition to ensuring that the appropriate documentation has been completed and submitted for each specimen, the State Toxicology Laboratory shall inspect each specimen for damage and evidence of tampering.
 - a. The Laboratory may reject any specimen it has reason to believe has been tampered with or is damaged; and
 - b. Notify the submitting agency in writing with the reason for rejection clearly stated.

Analysis of Specimen

1. The analysis of the first specimen shall be done in accordance with currently accepted procedures adopted by the State Toxicology Laboratory. These procedures shall include but not be limited to security of the test specimens, chain of custody, initial screening and confirmation testing, parent drug and metabolite cut-off levels and the issuance of test reports. In addition to the controlled substances listed below, the Director of Security may request that specimens be analyzed for the presence of steroids.
2. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Methadone
- Opiates
- Oxycodone/Oxymorphone
- Phencyclidine
- Marijuana/Cannabis (**only** to be included in the testing process when: the officer is assigned to a federal task force; the officer holds a federally regulated license, which requires testing (e.g. pilot or commercial driver's license); the law enforcement agency is specifically required to test by the terms of a federal contract or federal grant; or as outlined in the reasonable suspicion sections.

3. The State Toxicology Laboratory utilizes a two stage procedure to analyze specimens.
 - a. In the first stage, all specimens will undergo an initial screening. The initial screening determines whether one or more of the nine substances listed and/or their metabolites are present at or above a designated cutoff. All presumptive positive specimens will undergo a second and more specific type of testing.
 - b. The second type of testing will employ mass spectrometry detection for the definitive identification and quantitation of drugs and/or metabolites presumptively identified by the initial screen.
4. When a specimen tests positive at both the initial stage and the second stage, a medical review officer assigned to the State Toxicology Laboratory will review the test results together with the medication information form submitted for the specimen. The medical review officer will seek to determine whether any of the substances listed on the form would explain the positive test result. The medical review officer may direct the agency that collected the sample to obtain further information from the individual being tested concerning the medications listed on the medical information form. The medical review officer will then issue a report indicating whether or not the sample tested positive due to a listed medication on the medication information form.
5. In addition to the testing outlined above, specimens submitted to the State Toxicology Laboratory may be tested for additional substances at the request of the law enforcement agency submitting the specimen. The State Toxicology Laboratory has the ability through its own facilities, as well as facilities employed as references laboratories, to arrange drug testing for steroid abuse, as well as other currently abused chemicals.

J. Drug Test Results

1. The State Toxicology Laboratory will provide written test results for every specimen submitted for analysis. All efforts will be made to deliver these reports within 15 working days of the submission. Reports will be addressed to the contact person listed on the specimen submission record. Positive test results will be sent to the contact person by certified mail.
2. In some cases, the State Toxicology Laboratory will report that a specimen tested positive for a particular substance and that the information on the medication information form explains the test result. For example, the Laboratory may report that a specimen tested positive for barbiturates and a prescription for that barbiturate was listed on the form by the officer. At this point, it is the responsibility of the submitting agency to determine whether the officer had a valid prescription for that drug. Officers who do not have a valid prescription are subject to disciplinary action, including termination by the agency.
3. Under no circumstances will the State Toxicology Laboratory provide law enforcement agencies with verbal reports of drug test results. In addition, no individual or agency may ask the Laboratory to conduct a second analysis of a specimen that has already been analyzed.

K. Consequences of a Positive Test Result

1. 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 administratively charged and, upon final disciplinary action, terminated from employment as a law enforcement officer.
 - c. The officer shall be reported by his or her employer to Central Drug Registry maintained by the Division of State Police.
 - d. The officer shall be permanently barred from future law enforcement employment in New Jersey.

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

2. Sworn law enforcement officers who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon a finding that the officer did in fact refuse to submit a sample, the officer shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test. Please note that if there is no valid reason why an officer cannot produce a specimen, the officer's actions will be treated as a refusal. In addition, a sworn law enforcement officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

M. Resignation/Retirement in Lieu of Disciplinary Action

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

N. Record Keeping

1. The Director of Security shall maintain all records relating to the drug testing of law enforcement officers.
2. The drug testing records shall include but not be limited to:
 - a. 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, documentation from the officer's physician that the medication was lawfully prescribed and does not render the officer unfit for duty;
 - 9). for any positive result or refusal, appropriate documentation of disciplinary action.
 - b. Random drug testing, the records shall also include the following information:
 - 1). a description of the process used to randomly select officers for drug testing;
 - 2). the date selection was made;
 - 3). a copy of the document listing the identities of those selected for drug testing;
 - 4). a list of those who were tested; and
 - 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.

O. 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 test positive for the illegal use of drugs or refuse an order to submit to a drug test

2. A sworn law enforcement officer who tests positive for illegal drug use or refuses to submit to a drug test, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported by his or her employer to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.
3. Notifications to the Central Drug Registry shall include the following information as to each individual:
 - a. Name and address of the submitting agency, and contact person;
 - 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 known);
 - g. Gender;
 - h. Race;
 - i. Eye color;
 - j. Substance the individual tested positive for, or circumstances of the refusal to submit a urine sample;
 - k. Date of the drug test or refusal;
 - l. Date of final dismissal or separation from the agency; and
 - m. Whether the individual was an applicant, trainee or sworn law enforcement officer.
4. The certification section of the notification form must be completed by the Director of Security and notarized with a raised seal.
5. 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
6. Information contained in the central registry may be released by the Division of State Police only under the following circumstances:
 - a. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel; and in response to a court order.

APPENDIX

A

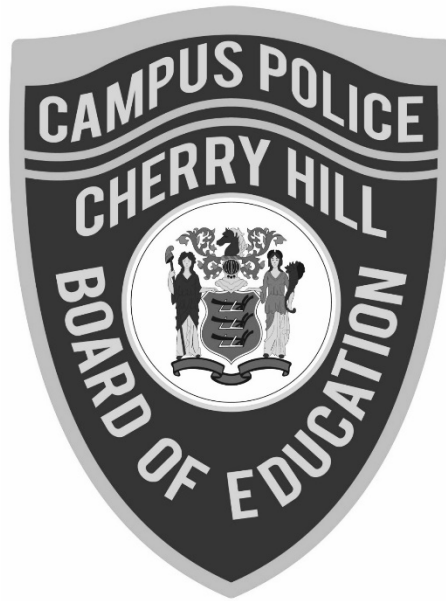
[illegible]

(6/01)

G.O. 19-01, Substance Abuse Screening

APPENDIX

B



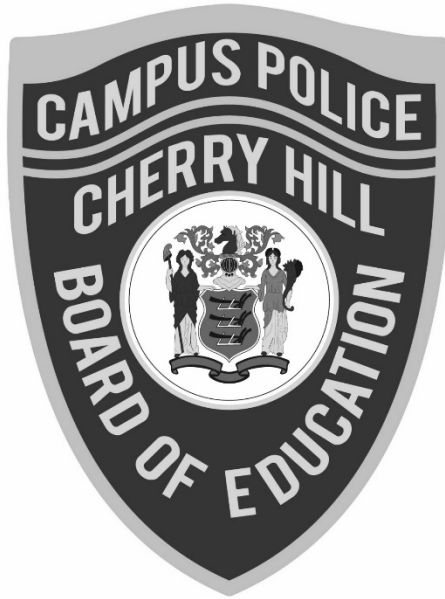
Drug Screening Program Monitor

Reasonable Suspicion

Anthony Saporito
Director of Security

Confidential
Internal Affairs

Soc. Security No. _____ **Name** _____



Drug Screening Program Monitor

Random/Applicant Testing Campus Police Officers

**Anthony Saporito
Director of Security**

Confidential Internal Affairs

Employee ID:

Name:

CHERRY HILL CAMPUS POLICE DEPARTMENT
DRUG SCREENING THROUGH URINALYSIS

SWORN POLICE OFFICER

“SUMMARY”

DATE: _____

TIME: _____

APPLICANT: _____

EMPLOYEE ID
NUMBER: _____

MONITOR: _____ ID#: _____

WITNESS: _____ ID#: _____

TIME BEGAN AT: _____ ENDED AT: _____

CHECK OFF
LIST: _____

_____ SWORN OFFICER “ORDER TO SUBMIT” FORM

_____ “MEDICATION FORM” COMPLETED AND SIGNED

_____ CONTINUITY OF EVIDENCE

SAMPLE OBTAINED: _____
DATE TIME

_____ SAMPLE CONSISTS _____ ML. OF URINE
OF: _____

_____ APPLICANT UNABLE TO VOID/FOUR HOUR PERIOD BEGAN AT

_____ WHEREUPON _____ ML. VOIDED
TIME

_____ APPLICANT REFUSED TO SUBMIT TO THE TEST

INTERNAL AFFAIRS FORM B 1

*CHERRY HILL CAMPUS POLICE DEPARTMENT
DRUG TESTING THROUGH URINALYSIS*

ORDER TO SUBMIT FORM

The Director of Security has ordered all sworn law enforcement officers within the Campus Police Department to submit to a random/applicant drug test.

Therefore, you are hereby ordered to submit a urine sample in accordance with the rules and regulations of the Cherry Hill Campus Police Department.

After the specimen has been obtained the specimen will be taken to the New Jersey Medical Examiner Toxicology Laboratory in Newark, New Jersey, which will be the sole facility for both the initial screening and confirmation analysis of urine. Anabolic steroid analysis will be provided by a private pharmaceutical laboratory specifically retained for the analysis of urine.

Do you have any questions? _____

EMPLOYEE

DATE

MONITOR

WITNESS

INTERNAL AFFAIRS FORM B 2

*CHERRY HILL CAMPUS POLICE DEPARTMENT
DRUG TESTING THROUGH URINALYSIS*

**ORDER TO SUBMIT FORM
MANDATORY DRUG TEST**

The Camden County Prosecutor has ordered all law enforcement officers within the Police County of Camden to submit to a *mandatory* drug test.

Therefore, you are hereby ordered to submit a urine sample in accordance with the rules and regulations of the Cherry Hill Campus Police Department.

After the specimen has been obtained the specimen will be taken to the New Jersey Medical Examiner Toxicology Laboratory in Newark, New Jersey, which will be the sole facility for both the initial screening and confirmation analysis of urine.

Do you have any questions? _____

EMPLOYEE

DATE

MONITOR

WITNESS

INTERNAL AFFAIRS FORM B 3

*CHERRY HILL CAMPUS POLICE DEPARTMENT
DRUG SCREENING THROUGH URINALYSIS*

“MEDICATION INFORMATION”

In order to ensure the accuracy of established urine screening and confirmation procedures, I am providing the following information:

- A. During the past 30 days, I have taken the following prescription medications:

	<u>Name of Medication</u>	<u>Prescribing Physician</u>	<u>Date Last Taken</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

If you do not know the exact name of medication, indicate illnesses for which the medication was prescribed in space designated for name of medication.

- B. During the past 30 days, I have taken the following non-prescription medications (Cough medicine, cold tablets, aspirin, etc.):

	<u>Non-Prescription Medication</u>	<u>Date Last Taken</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Signature of Witness

Social Security Number

Date

Date

INTERNAL AFFAIRS FORM B 4

*CHERRY HILL CAMPUS POLICE DEPARTMENT
DRUG TESTING THROUGH URINALYSIS*

Place: Cherry Hill Campus Police Department Date: _____

Applicant's Social Security Number: _____

Order to test employee issued by: _____

Time: _____ Date: _____

Order to void issued by: _____

Time Voided: _____ Date Voided: _____ Temperature of Specimen: _____

Monitor's Signature: _____

Specimen placed in evidence by: _____

Time: _____ Date: _____

Specimen removed from evidence by: _____

Time: _____ Date: _____

Specimen Transported to Independent Lab by: Federal Express

Time: _____ Date: _____

INTERNAL AFFAIRS FORM B 5

*CHERRY HILL CAMPUS POLICE DEPARTMENT
DRUG TESTING THROUGH URINALYSIS*

SWORN OFFICER NOTICE AND ACKNOWLEDGMENT

I, _____, understand that as part of the New Jersey Sworn Officer's Drug Testing Policy, I will be subject to random drug testing by urinalysis.

I understand that a negative result is a condition of my continued employment as a sworn officer for the Cherry Hill Campus Police Department.

I understand that I can refuse to undergo the testing. I understand that a refusal to submit to a drug test shall result in my dismissal from the Cherry Hill Campus Police Department as a sworn officer and a permanent ban from future law enforcement employment in New Jersey.

I understand that if I refuse to undergo the testing that this 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 law enforcement employment.

I understand that if I produce a positive result for illegal drug use, I will be dismissed from the Cherry Hill Campus Police Department and from my position as a sworn officer.

I understand that if I produce a positive test result for illegal drug use, 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 law enforcement employment.

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 the State of New Jersey.

I have read and I understand the information contained above on this "Sworn Officer Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the testing procedures for sworn officers.

Signature of Employee and I.D.

Date

Signature of Monitor

Date

INTERNAL AFFAIRS FORM B 6