


<b>BEDMINSTER TOWNSHIP POLICE DEPARTMENT</b>		
<b>STANDARD OPERATING PROCEDURES</b>		
<b>SUBJECT: Law Enforcement Drug Testing Policy</b>		
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<b>BY THE ORDER OF: Chief of Police Francesco Bernardo</b>		

**PURPOSE:** To describe the Law Enforcement Drug Testing Policy of the Bedminster Township Police Department.

**POLICY:** In order to ensure the integrity of the Bedminster Township Police Department and to preserve public trust and confidence in a fit and drug-free law enforcement profession, all Bedminster Township Police Department Officers shall adhere to the policies, procedures and provisions from this policy as outlined below.

## **PROCEDURE:**

### **I. Applicability**

#### **A. Personnel.**

1. Applicants for a position as a law enforcement officer who, if appointed, will be responsible for the enforcement of the criminal laws of this State and will be authorized to carry a firearm under N.J.S.A. 2C:39-6.
2. Law enforcement officer trainees subject to the Police Training Act while they attend a mandatory basic training course.
3. Bedminster Township Police Department sworn law enforcement officers (Regular and Special 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.
4. The Law Enforcement Drug Testing Policy does not apply to civilian employees of the Bedminster Township Police Department.

#### **B. Employment Status.**

Drug testing may be categorized by the employment status of the individual being tested and the method by which the individual was selected for testing. These methods include applicant testing, trainee testing, and officer testing. Testing is required of all police applicants and trainees. Pursuant to AG Directive 2018-2, law enforcement agencies are required to implement a random drug testing program for all sworn officers in their departments. Further, law enforcement agencies have an independent obligation to undertake drug testing of individual officers and trainees when there is reasonable suspicion to believe that the officer or trainee is illegally using drugs or is under the influence of a controlled dangerous substance or cannabis during work hours.

##### **1. Applicant Testing.**

- a. Prospective employees shall be drug tested as a condition of employment. This agency while engaged in the hiring process will drug test prospective employees during the pre-employment process.
- b. Applicants for employment may be tested as many times as this agency deems necessary to ensure that the applicants are not engaged in the illegal use of drugs. For example, applicants who have been drug tested as part of the application process may be tested again if a significant amount of time has elapsed since the previous step in the employment process.
- c. During the pre-employment process, this agency must ensure that it complies with the provisions of the Americans with Disabilities Act (ADA) by refraining from making any medical inquiries. Therefore, the Drug Testing Medication information form should not be used at the applicant stage, unless a positive test result requires an explanation by the prospective employee. The Drug Testing Medication Information form shall be used if a conditional offer of employment has been made to the applicant.

##### **2. Trainee Testing.**

- a. Individuals hired as law enforcement officers who are required to attend and successfully complete a mandatory basic training course approved by the Police Training Commission are subject to drug testing during their attendance at a police academy. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. The drug testing of law enforcement trainees will be conducted by the police academy staff under rules and regulations adopted by the Police Training Commission.
  - b. Individual trainees shall also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee is illegally using drugs or is under the influence of a controlled dangerous substance or cannabis during work/training hours. A trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the County Prosecutor, the Chief of Police, or the academy director.
- 3. 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 this agency, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.
  - b. 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 or is under the influence of a controlled dangerous substance or cannabis during work hours. An officer shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the Somerset County Prosecutor or the Chief of Police.

C. Types of Testing.

- 1. Random Testing.
  - a. 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 this agency, regardless of rank or assignment, has an equal chance of being selected each and every time a selection is made.
  - b. 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 this agency. AG Directive 2018-2 requires a minimum of ten percent of the sworn officers within an agency be randomly tested each time. The Bedminster Township Police Department will test two (2) officers each time random testing is conducted. If the total number of sworn officers becomes greater than twenty (20), this number will be adjusted as needed to meet the AG requirement.
  - c. This agency will perform the random test at least twice in every calendar year.
  - d. The date and time of a random test shall not be made known to the officers in this agency until immediately prior to the test. There shall be no advanced notification that would allow an officer to be absent from or create the ability to defraud the administration of the test.
  - e. 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.

- f. The method of random selection must ensure that every sworn officer in this 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.
- g. Procedure for Random Selection of Names.
  - 1) The Internal Affairs Supervisor will enter every sworn member's name on a Random Drug Test Master List form (annexed in Appendix A) in alphabetical order by last name. Each officer will be randomly assigned a number 1,2,3,4,etc.,
    - i. The Internal Affairs Supervisor will utilize a random sequence generator from the internet to get a string of numbers in random order. For example, if this agency employs eighteen (18) sworn officers, the Internal Affairs Supervisor will use a random sequence generator to get a random string of eighteen (18) numbers from one through eighteen (1-18). The random number sequence will then be assigned to the officers names that are listed in alphabetical order on the Random Drug Test Master List.
    - ii. The Internal Affairs Supervisor will turn over the completed Random Drug Test Master List to the Chief of Police (or his/her designee).
  - 2) The process (random selection of names) shall be monitored and witnessed by one (1) representative from this agency's bargaining unit, the Chief of Police or his/her designee in their absence and the Internal Affairs Supervisor.
  - 3) Numbered wooden balls (1,2,3,4..etc) will be deposited into a container. The amount of wooden balls will equal the amount of sworn law enforcement officers currently employed in this agency. For example, if this agency employs eighteen (18) sworn officers, then wooden balls numbered from 1-18 will be deposited into the container. The member of the bargaining unit witnessing the selection process will confirm that the correct number of numbered wooden balls are in the container.
  - 4) One numbered wooden ball will be randomly drawn by the member of the bargaining unit witnessing the selection process. The member of the bargaining unit will disclose what number was selected.
  - 5) The Chief of Police (or his/her designee) will match the number picked to the Random Drug Test Master List containing the officer's names to determine which officer was chosen.
  - 6) The numbered wooden ball that was selected will be returned to the container. Another numbered wooden ball will be randomly drawn by the member of the bargaining unit witnessing the selection process. If the member chooses the same numbered wooden ball that was previously chosen, the numbered wooden ball will be returned to the container and another numbered wooden ball will be drawn. Once a different numbered wooden ball is drawn, the member of the bargaining unit will disclose what number was selected.

- 7) The Chief of Police (or his/her designee) will match the number picked to the Random Drug Test Master List containing the officer's names to determine which officer was chosen.
- 8) The two numbers that were chosen (1,2,3 etc.) will be documented on the Random Drug Testing Selection Witness Form (Appendix B). All parties witnessing the selection process will sign that form to acknowledge which numbers were chosen. Both the Random Drug Test Master List and the Random Drug Testing Selection Witness Form will be sealed into an envelope. The member of the bargaining unit that picked the numbers and the Chief of Police (or his/her designee) will sign and date the back of the sealed envelope. That envelope will be turned over to the Internal Affairs Supervisor for filing.
- 9) After the random selections have been made, and prior to the names of the officers selected revealed, the member of the bargaining unit will leave the room. The Chief of Police (or his/her designee) will reveal the names of the officers selected to the Internal Affairs Supervisor.
- 10) The Internal Affairs Supervisor or his/her designee will provide for the collection and submission of samples in accordance with this policy.

h. Individual Selected for Random Drug Testing Not Available.

- 1) In the event that an individual is randomly selected for drug testing and they are not available, (i.e., vacation, sick or other short term-absence), they will provide a specimen to be tested to the monitor on their next working day.
- 2) If the individual who has been randomly selected is on extended leave, (i.e., sick or medical leave, suspension, terminal leave, etc.), an alternate individual will be randomly selected to replace said officer.

i. Employment Status.

- 1) Testing of sworn law enforcement officers is the responsibility of this agency and shall include any officers who are temporarily assigned to other agencies, task forces, teams or the like. Said temporarily assigned officers shall therefore be included with every other officer employed by this agency as a potential officer to be randomly tested. It is not the responsibility of the agency to which the officer is temporarily assigned to include that assigned officer in its pool of sworn officers subject to random testing. It is the responsibility of the agency to which the officer is temporarily assigned to make that officer available to this agency if the assigned officer is randomly chosen by this agency to be drug tested.
- 2) It is also the responsibility of the agency to which the officer is temporarily assigned to report any behavior or other facts to this agency that could result in reasonable suspicion to believe that the assigned officer is engaged in the illegal use of controlled substances.

2. Reasonable Suspicion.

- a. This agency must undertake drug testing when there is reasonable suspicion to believe a Bedminster Township law enforcement officer is engaged in the illegal use of controlled

substance, or is under the influence of a controlled dangerous substance, including unregulated marijuana, or cannabis during work hours. 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."

- b. 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 this 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.
- c. Before the Chief of Police may order an individual officer to undergo reasonable suspicion testing, this agency shall prepare a written report documenting the basis for the test. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report. The Chief of Police may discuss whether the information he/she possesses is sufficient to conduct a reasonable suspicion test by contacting the Somerset County Prosecutor's Office for advice.

### 3. Reasonable Suspicion Testing for Cannabis Use.

- a. Consuming or being under the influence of cannabis while at work or during work hours is strictly prohibited. Officers shall be tested for cannabis in the following situations:
  - 1) Upon reasonable suspicion of the officer's use of a cannabis item while engaged in the performance of the officer's duties, or
  - 2) Upon a finding of observable signs of intoxication related to the use of a cannabis item while engaged in the performance of the officer's duties.

In the above situations, the drug test shall include a physical evaluation by a Workplace Recognition Expert (WIRE) to determine the officer's state of impairment and a urinalysis.

- i. Until such time as the WIRE program is developed and WIREs are implemented in the respective police agencies, law enforcement shall refer to the interim guidance for reasonable suspicion testing for cannabis issued by the Cannabis Regulatory Commission, annexed in Appendix C.

## **II. Notification of Drug Testing Procedures**

### **A. Applicants.**

1. This agency must notify applicants for law enforcement positions that the pre-employment process will include drug testing. The notification will also indicate that a negative result is a condition of employment and that a positive result will:
  - a. Result in the applicant being dropped from consideration for employment;
  - b. Cause the applicant's name to be reported to the central drug registry maintained by the Division of State Police; and
  - c. Preclude the applicant from being considered for future law enforcement employment for a period of two years from the date of the drug test.
2. The notification will indicate that if the applicant is currently employed by another agency as a sworn law enforcement officer and the officer tests positive for illegal drug use, the officer's employing agency will be notified of the test results and the officer will be terminated from employment and permanently barred from future law enforcement employment in New Jersey.
3. Applicants shall be further informed that their refusal to submit to a drug test shall result in their no longer being considered for law enforcement employment in New Jersey.

### **B. Trainees.**

1. All newly appointed law enforcement officers shall be informed that drug testing is mandatory during basic training. Newly appointed officers shall also be informed that a negative result is a condition of employment and that a positive result will result in:
  - a. The trainee being dismissed from basic training;
  - b. The trainee's termination from employment;
  - c. Inclusion of the trainee's name in the central drug registry maintained by the Division of State Police; and
  - d. The trainee being permanently barred from future law enforcement employment in New Jersey.
2. Newly appointed officers shall be further informed that the refusal to submit to a drug test shall result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey and inclusion of the trainee's name in the central drug registry maintained by the Division of State Police.

### **C. Sworn Law Enforcement Officers.**

1. Individual Bedminster Township 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 or is under the influence of a controlled dangerous substance or cannabis during work hours, as well as they are subject to mandatory random drug testing pursuant to AG Directive 2018-2.

2. A negative result is a condition of employment as a sworn officer and a positive result for an illegal substance will result in the following:
  - a. The officer's termination from employment;
  - b. Inclusion of the officer's name in the central drug registry maintained by the Division of State Police; and
  - c. The officer being permanently barred from future law enforcement employment in New Jersey.
3. 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. 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.

### **III. Specimen Acquisition Procedures**

#### **A. Preliminary acquisition procedures.**

1. This agency shall designate a member of its staff 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 this agency collecting the specimen, this agency may request that a member of the same gender from another law enforcement agency serve as monitor of the process.
2. Prior to the submission of a specimen, an applicant for a law enforcement position shall execute a form consenting to the collection and analysis of their urine for illegal drugs (Appendix D). The form shall also advise the applicant that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section II A of this policy. Applicants are not required to complete a Drug Testing Medication Information form at this time, unless a positive test result requires an explanation by the prospective employee. The Drug Testing Medication Information form (Appendix F) shall be used if a conditional offer of employment has been made to the applicant.
3. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course shall execute a form (Appendix E) advising the trainee that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section II B of this policy. The form shall also advise the trainee that the refusal to participate in the test process carries the same penalties as testing positive. Trainees shall complete a Drug Testing Medication Information form (Appendix F) 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, and write their unique identifier (Donor ID) on the envelope.
4. Prior to the submission of a urine specimen, an officer shall execute a form (Appendix G) advising the officer that a negative result is a condition of employment and that a positive result will result in the consequences outlined in Section II C of this policy. 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 (Appendix F) 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, and write their unique identifier (Donor ID) on the envelope.

**B. Monitor's Responsibilities.**

1. The monitor of the specimen acquisition process shall be responsible for the following:
  - 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 for individual privacy while ensuring the integrity of the specimen. Individual specimens and forms shall be identified throughout the process by the use of donor identification numbers (Donor ID). At no time shall a name appear on any form or specimen container sent to the Laboratory.
  - c. Complying with chain of custody procedures established by the Laboratory for the collection and submission for analysis of urine specimens.
  - d. Specimens shall be collected utilizing split collection kits supplied by the Laboratory. Under no circumstances shall a specimen be collected and submitted for analysis in a specimen container that has not been approved by the NJ State Medical Examiner Toxicology Laboratory. It is the responsibility of this agency to contact the Laboratory to obtain the Split Specimen Kits and Forensic Urine Drug Testing Custody and Submission Forms (CSF).
  - e. Collecting and submitting urine specimens in accordance with procedures established by the 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.

**C. 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).

- c. 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.
9. The monitor prints his/her name, signs and dates the monitor/agency acknowledgement section of the CSF.
10. The monitor instructs the donor to place both specimens in the front pouch of the specimen bag that contains the absorbent pad.
11. 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.
12. 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.
13. Any remaining urine and the specimen collection container may be discarded.
14. 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 IV. Submission of Specimens for Analysis below).

D. "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 in an attempt to induce the production of a specimen. The monitor shall not direct the donor to ingest more than 40 ounces of fluid.
  - 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.

E. Split Specimen.

1. A donor whose specimen tested positive may only challenge the positive test result by having the split specimen independently tested by an accredited laboratory. The first specimen will not be retested.
2. The split specimen will be maintained at the Laboratory for a minimum of 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 Laboratory under the following circumstances:
  - a. This agency is notified by the Laboratory that the first specimen tested positive for a controlled substance;
  - b. This agency notifies the donor that the first specimen tested positive for a controlled substance; and
  - c. This 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.

#### **IV. Submission of Specimens for Analysis**

- A. The NJ State Medical Examiner 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.
- B. Urine specimens should be submitted to the Laboratory as soon as possible after their collection. In the event specimens cannot be submitted to the Laboratory within one working day of collection, the law enforcement agency shall store the specimens in a controlled access refrigerated storage area until submission to the Laboratory (Appendix H).
- C. Specimens may be submitted to the Laboratory by commercial courier using “next day delivery” or in person (appointments only).
- D. The 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.
- E. In addition to ensuring that the appropriate documentation has been completed and submitted for each specimen, the Laboratory shall inspect each specimen for damage and evidence of tampering.
  1. The Laboratory may reject any specimen it has reason to believe has been tampered with or is damaged; and
  2. Notify the submitting agency in writing with the reason for rejection clearly stated.

#### **V. Analysis of Specimens**

- A. The analysis of the first specimen shall be done in accordance with currently accepted procedures adopted by the 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 final reports. In addition to the controlled substances listed below, the Chief of Police may request that specimens be analyzed for the presence of steroids.
- B. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:
1. Amphetamines.
  2. Barbiturates.
  3. Benzodiazepines.
  4. Cocaine.
  5. Methadone.
  6. Opiates.
  7. Oxycodone/Oxymorphone.
  8. Phencyclidine.
  9. 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 I.C.2 and I.C.3 herein).
    - a. This agency shall treat a positive test result in these instances consistent with Sections VI and VII.
- C. The Laboratory utilizes a two-stage procedure to analyze specimens.
1. 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.
  2. 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.
- D. When a specimen tests positive at both the initial stage and the second stage, a medical review officer assigned to the 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.

- E. Applicants for law enforcement employment are not required to submit a Drug Testing Medication Information form with their specimen. Therefore, if an applicant tests positive, this agency, following notification from the Laboratory, must have the candidate complete the Drug Testing Medication Information form (Attachment F) listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements, and nutritional supplements that were ingested by the donor during the 14 days prior to the specimen collection. 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, and write their Donor ID on the envelope. This agency is responsible for submitting the envelope to the Laboratory. A review of the form will be conducted by the medical review officer as outlined above.
- F. In addition to the testing outlined above, specimens submitted to the Laboratory may be tested for additional substances at the request of this agency. The Laboratory has the ability through its own facilities, as well as facilities employed as reference laboratories, to arrange drug testing for steroid abuse, as well as other currently abused substances.

## **VI. Drug Test Results**

- A. The 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.
- B. In some cases, the Laboratory will report that a specimen tested positive for a particular substance and that the information on the Drug Testing 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, trainee, or applicant had a valid prescription for that drug. Officers who do not have a valid prescription are subject to disciplinary action including termination by this agency.
- C. Under no circumstances will the Laboratory provide this agency with verbal reports of drug test results. In addition, no individual or this agency may ask the Laboratory to conduct a second analysis of a specimen that has already been analyzed.

## **VII. Consequences of a Positive Test Result**

- A. When an applicant tests positive for illegal drug use:
  - 1. The applicant shall be immediately removed from consideration for employment by this agency.
  - 2. The applicant shall be reported by this agency to the Central Drug Registry maintained by the Division of State Police.
  - 3. 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.
  - 4. Where the applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer shall be notified of the positive test result. Under these circumstances, the officer's current employer is required to dismiss the officer from employment.

and also report his or her name to the Central Drug Registry maintained by the Division of State Police.

- B. When a trainee tests positive for illegal drug use, or is found to have been consuming or being under the influence of cannabis or marijuana while at work/training or during work/training hours, subject to rules adopted by the Police Training Commission:
  - 1. The trainee shall be immediately dismissed from basic training subject to rules adopted by the Police Training Commission and suspended from employment by his or her appointing authority.
  - 2. Upon final disciplinary action by the appointing authority, the trainee shall be terminated from employment as a law enforcement officer.
  - 3. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police.
  - 4. The trainee shall be permanently barred from future law enforcement employment in New Jersey.
- C. When a sworn law enforcement officer tests positive for illegal drug use, or is found to have been consuming or being under the influence of cannabis or marijuana while at work or during work hours:
  - 1. The officer shall be immediately suspended from all duties.
  - 2. The officer shall be administratively charged and, upon final disciplinary action, terminated from employment as a law enforcement officer.
  - 3. The officer shall be reported by this agency to the Central Drug Registry maintained by the Division of State Police.
  - 4. The officer shall be permanently barred from future law enforcement employment in New Jersey.

#### **VIII. Consequences of a Refusal to Submit to a Drug Test**

- A. Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for a period of two 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.
- B. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the appointing authority shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- C. 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, this agency 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.

**IX. Resignation/Retirement in Lieu of Disciplinary Action**

- A. 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 this agency to the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

**X. Record Keeping**

- A. The Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.
- B. The drug testing records shall include but not be limited to:
  - 1. All drug testing:
    - b. The identity of those ordered to submit urine samples;
    - c. The reason for that order;
    - d. The date the urine was collected;
    - e. The monitor of the collection process;
    - f. The chain of custody of the urine sample from the time it was collected until the time it was received by the Laboratory;
    - g. The results of the drug testing;
    - h. Copies of notifications to the subject;
    - i. 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;
    - j. For any positive result or refusal, appropriate documentation of disciplinary action.
  - 2. Random drug testing, the records shall also include the following information:
    - a. A description of the process used to randomly select officers for drug testing;
    - b. The date selection was made;



- c. A copy of the document listing the identities of those selected for drug testing;
  - d. A list of those who were actually tested; and
  - e. The date(s) those officers were tested.
- C. 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.

#### **XI. Central Drug Registry**

- A. This 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; are found to have been consuming or being under the influence of cannabis while at work/training or during work/training hours; or refuse an order to submit to a drug test (Appendix I).
- B. A sworn law enforcement officer who tests positive for illegal drug use; is found to have been consuming or being under the influence of cannabis or marijuana while at work or during work hours; 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 this agency to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.
- C. Notifications to the Central Drug Registry shall include the following information as to each individual:
  - 1. Name and address of the submitting agency, and contact person;
  - 2. Name of the individual who tested positive;
  - 3. Last known address of the individual;
  - 4. Date of birth;
  - 5. Social security number;
  - 6. SBI number (if known);
  - 7. Gender;
  - 8. Race;
  - 9. Eye color;
  - 10. Substance the individual tested positive for, the circumstances of the officer being found to have been consuming or being under the influence of cannabis or marijuana while at work or during work hours, or circumstances of the refusal to submit a urine sample;
  - 11. Date of the drug test or refusal;
  - 12. Date of final dismissal or separation from the agency; and

13. Whether the individual was an applicant, trainee or sworn law enforcement officer.
- D. The certification section of the notification form must be completed by the Chief of Police, and notarized with a raised seal.
- E. 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
- F. Information contained in the central registry may be released by the Division of State Police only under the following circumstances:
1. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel; and
  2. In response to a court order.

**XII. Notification to County Prosecutor**

- A. In the event of (1) a positive drug test by an officer, (2) a refusal by an officer to take the drug test, or (3) administration of a reasonable suspicion drug test to an officer, the Chief of Police or a designee shall provide a confidential written notice to the Somerset County Prosecutor or his/her designee within 10 days.
- B. Upon completion of any disciplinary action, this agency shall report the discipline to the Somerset County Prosecutor or designee.
- C. By December 31st of each year, the Bedminster Township Police Department shall provide written notice to the Somerset County Prosecutor or his/her designee including:
1. The dates of testing conducted during the prior year.
  2. The total number of sworn officers employed by this agency.
  3. The total number of sworn officers tested.
  4. The total number of sworn officers who tested positive.

**XIII. Public Accessibility and Confidentiality**

- A. This policy shall be made available to the public upon request and shall be posted on the police department's website. Refer any request to the Chief of Police.
- B. All written reports created or submitted pursuant to this policy that identify specific officers are confidential and not subject to public disclosure.



BEDMINSTER TOWNSHIP POLICE DEPARTMENT

55 Miller Lane

Bedminster, NJ 07921

Phone: 908-234-0585 Fax: 908-212-7003

Random Drug Test Master List

YEAR: \_\_\_\_\_

<u>Random Number</u>	<u>Officer</u>

Date and Time: \_\_\_\_\_

Officer Drawing Numbers: \_\_\_\_\_

First # Randomly Selected: \_\_\_\_\_

Second # Randomly Selected: \_\_\_\_\_



## BEDMINSTER TOWNSHIP POLICE DEPARTMENT

55 Miller Lane

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Phone: 908-234-0585 Fax: 908-212-7003

### Random Drug Testing Selection Witness Form

On \_\_\_\_\_ Officer \_\_\_\_\_ drew two numbers for the  
Date and Time Officer's Name

Drug Testing Random Selection Process. The following two numbers were selected:

\_\_\_\_\_ and \_\_\_\_\_  
First # Selected Second # Selected

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_



## NEW JERSEY CANNABIS REGULATORY COMMISSION GUIDANCE ON “WORKPLACE IMPAIRMENT”

Pursuant to N.J.S.A. 24:6I-52a(2)(a), the New Jersey Cannabis Regulatory Commission (“NJ-CRC”) is charged with prescribing standards for a Workplace Impairment Recognition Expert (“WIRE”) certification, to be issued to full- or part-time employees, or others contracted to perform services on behalf of an employer, based on education and training in detecting and identifying an employee’s usage of, or impairment from, a cannabis item or other intoxicating substance, and for assisting in the investigation of workplace accidents.

This document is intended to serve as guidance until the NJ-CRC formulates and approves standards for WIRE certifications. Additionally, a template “Reasonable Suspicion” Observation Report Form is included for download and use. Please note that the sample form is not cannabis-specific.

Cannabis is a drug that can remain in the bodily fluids of users for a long period of time and although tests are improving in accuracy there is no perfect test for detecting present cannabis impairment. Therefore, best practice has been for employers to establish evidence-based protocols for documenting observed behavior and physical signs of impairment to develop reasonable suspicion, and then to utilize a drug test to verify whether or not an individual has used an impairing substance in recent history.

Although N.J.S.A. 24:6I-52 provides that Workplace Impairment Recognition Experts can be certified and assist in the documentation of the physical and behavioral signs of intoxication, the statute does not impede the ability of employers to continue to utilize established protocols for developing reasonable suspicion of impairment and using that documentation, paired with other evidence, like a drug test, to make the determination that an individual violated a drug free workplace policy. In some industries, these protocols are federally mandated.

**ALL EMPLOYERS**, whether operating in the cannabis industry or otherwise, shall be guided accordingly:

Pursuant to N.J.S.A. 24:6I-52a(1), and in accordance with all state and federal laws, an employee shall not be subject to any adverse action by an employer solely due to the presence of cannabinoid metabolites in the employee’s bodily fluid as a result of engaging in conduct permitted under N.J.S.A. 24:6I-31 *et al.* However:

- Employers have the right to maintain a drug free workplace consistent with the requirements of N.J.S.A. 24:6I-52; and
- Employers may require an employee to undergo a drug test upon reasonable suspicion of an employee’s usage of cannabis or cannabis products while engaged in the performance of the employee’s work responsibilities, or upon finding any observable signs of impairment related to usage of cannabis or cannabis products, or as part of a random drug test program, or following a work-related accident subject to investigation by the employer.

**A scientifically reliable objective testing method that indicates the presence of cannabinoid metabolites in the employee’s bodily fluid alone is insufficient to support an adverse employment action. However, such a test combined with evidence-based documentation of physical signs or other evidence of impairment during an employee’s prescribed work hours may be sufficient to support an adverse employment action.**

In order to demonstrate physical signs or other evidence of impairment sufficient to support an adverse employment action against an employee for suspected cannabis use or impairment during an employee’s prescribed work hours employers may:

- Designate an interim staff member to assist with making determinations of suspected cannabis use during an employee’s prescribed work hours. This employee:

- Should be sufficiently trained to determine impairment and qualified to complete the Reasonable Suspicion Observation Report; and
  - May be a third-party contractor.
- Utilize a uniform “Reasonable Suspicion” Observation Report (see below) that documents the behavior, physical signs, and evidence that support the employer’s determination that an employee is reasonably suspected of being under the influence during an employee’s prescribed work hours. The employer should establish a Standard Operating Procedure for completing such a report that includes:
  - the employee’s manager or supervisor or an employee at the manager or supervisor level; and
  - an interim staff member that has been designated to assist with determining whether an employee is reasonably suspected of being impaired during an employee’s prescribed work hours, or a second manager or supervisor.
- An example form is attached to this guidance, however, if employers already utilize a Reasonable Suspicion Observation Report to determine when drug testing is necessary, they may continue to do so.
- An employer may use a cognitive impairment test, a scientifically valid, objective, consistently repeatable, standardized automated test of an employee’s impairment, and/or an ocular scan, as physical signs or evidence to establish reasonable suspicion of cannabis use or impairment at work.

**Note on Federal Contracts:** N.J.S.A. 24:6I-52b(1)(b) specifically provides that if it is determined that any of the provisions set forth in that section of the law result in a provable adverse impact on an employer subject to the requirements of a federal contract, then the employer may revise their employee prohibitions to be consistent with federal law, rules, and regulations. As such, employers may be required by federal contract or law to follow specific protocols related to determining reasonable suspicion and drug testing and are permitted under N.J.S.A. 24:6I-52 to continue to do so.

**DISCLAIMER:** The purpose of this guidance is to clarify and explain the NJ-CRC’s understanding of the existing legal requirements under the governing law. This guidance does not impose any additional requirements that are not included in the law and does not establish additional rights for any person or entity. Please note, however, that adverse employment actions may impact employees’ protected rights under various laws including, but not limited to, state and federal anti-discrimination laws. When incorporating this guidance, employers should ensure compliance with all state and federal employment laws.

Issued: September 9, 2022



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Jeff Brown  
Executive Director  
New Jersey Cannabis Regulatory Commission

# REASONABLE SUSPICION OBSERVED BEHAVIOR REPORT

Behavior that provides reasonable suspicion supporting a test for controlled substances or alcohol use must be observed and documented by a supervisor. If possible, the behavior should be observed and documented by two supervisors. The documentation of the employee's conduct shall be prepared by the observing supervisor(s) within 24 hours of the observed behavior or before the results of the tests are released, whichever is earlier. Distribute this report to appropriate authorities based on agency policy and procedures while maintaining employee confidentiality.

Employee Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Employee Job Title \_\_\_\_\_ Agency \_\_\_\_\_

Employee is reporting for duty \_\_\_\_\_ Employee is already on duty \_\_\_\_\_

**Behavioral observation timeline:**

From (date/time) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_am/pm To (date/time) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_am/pm

**Site or Location where observation(s) occurred:**

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**CAUSE FOR REASONABLE SUSPICION**

**NOTE:** A manager or supervisor must complete this form. A combination of one or more observable signs and symptoms of drug or alcohol use must be observed to establish reasonable suspicion. Determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, body odors or speech (ABBS) of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances. In making a determination of reasonable suspicion, additional factors may include, but are not limited to the following:

- Pattern of unsatisfactory job performance or work habits;
- Occurrence of a serious or potentially serious work-related accident that may have been caused by human error or flagrant violations of safety, security, or other operating procedures;
- Evidence of illegal substance use, possession, sale, or delivery while on duty and/or possession of drug paraphernalia;
- Information provided by either a reliable or credible source independently corroborated or having corroborative evidence from a supervisor;

**Physical Signs or Symptoms** (CIRCLE ALL THAT APPLY)

Flush/pale/sweaty face	Dry mouth/lip smacking	Odor of alcohol
Profuse/excessive sweating	Vomiting/excessive belching	Odor of marijuana
Red/bloodshot eyes	Shaking hands/body tremors/twitching	Odor of chemicals
Glassy/watery eyes	Disheveled appearance	
Closed eyes	Needle tracks or puncture marks	
Droopy eyelids	Frequent sniffing	
Dilated/constricted pupils	Shortness of breath/difficulty breathing	
	Runny nose/sores around nostrils	

**Behavioral Indicators** (CIRCLE ALL THAT APPLY)

Agitated/insulting speech	Irritable/angry/impulsive	Sad, depressed, withdrawn
Combative/threatening speech	Use of profanity/argumentative	Anxious/fearful
Incoherent/slurred/slow speech	Swaying/stumbling/staggering	Cannot control machinery/equipment
Rapid/rambling/repetitive speech	Lack of coordination	Excessive yawning/fatigue/lethargy
Delayed/mumbling speech	Disoriented/confused	Unaccounted time/extended breaks
Shouting/whispering/silent	Euphoric	Loss of inhibition
Uncharacteristically talkative	Tearful	Inappropriate wearing of sunglasses
	Impaired judgment	Falling down/reaching for support
	Sleepy/stupor	In appropriate wearing of outerwear



**Description of actions or behaviors** Provide a detailed description of the behaviors or indicators you observed.  
*Apply BOAS* - Describe Behavior, O odors, A ppearance, S peech when documenting observations.

**Post Accident** (Complete if applicable) Specify indicators of drug or alcohol use as a potential factor in this accident:

**Employee Interview** Ask employee, "Explain the behaviors we have observed" and provide employee response:

**Checklist** Answer the following questions to establish reasonable cause for testing. Consult with your Human Resources Business Partner, Human Resources Representative, Appointing Authority or designee to determine appropriateness of testing upon answering the following questions.

1. Has impairment been displayed by the employee in their workplace appearance, actions and/or performance?  
☐ Yes ☐ No
2. Could the impairment result from the possible use of drugs and/or alcohol?  
☐ Yes ☐ No
3. Is the impairment current?  
☐ Yes ☐ No
4. Did you personally witness the situation and/or the concerning appearance, actions, behavior or performance?  
☐ Yes ☐ No
5. Are observers able to (and/or have they) document(ed) facts about the situation?  
☐ Yes ☐ No

**Observer Information (Must be a manager or supervisor)**

Supervisor/Manager Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**IMPORTANT NOTE: SECONDARY OBSERVER must complete a separate, original form. Always seek a secondary observation from another supervisor, manager, or team lead.**





## Additional Documentation



# BEDMINSTER TOWNSHIP POLICE DEPARTMENT

55 Miller Lane

Bedminster, NJ 07921

Phone: 908-234-0585 Fax: 908-212-7003

## DRUG TESTING

### APPLICANT NOTICE AND ACKNOWLEDGMENT

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date



## BEDMINSTER TOWNSHIP POLICE DEPARTMENT

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Phone: 908-234-0585 Fax: 908-212-7003

### DRUG TESTING

#### TRAINEE NOTICE AND ACKNOWLEDGMENT

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Trainee                      Date

\_\_\_\_\_  
Signature of Witness                      Date



## BEDMINSTER TOWNSHIP POLICE DEPARTMENT

55 Miller Lane

Bedminster, NJ 07921

Phone: 908-234-0585 Fax: 908-212-7003

### DRUG TESTING MEDICATION INFORMATION

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

Check all that apply:

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

	Name of Medication	Prescribing Physician	Date Last Taken
1			
2			
3			

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

	Name of Medication	Date Last Taken
1		
2		
3		

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

\_\_\_\_\_  
Donor ID and Initials

\_\_\_\_\_  
Date



## BEDMINSTER TOWNSHIP POLICE DEPARTMENT

55 Miller Lane

Bedminster, NJ 07921

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### DRUG TESTING

#### OFFICER NOTICE AND ACKNOWLEDGMENT

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

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

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

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

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

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

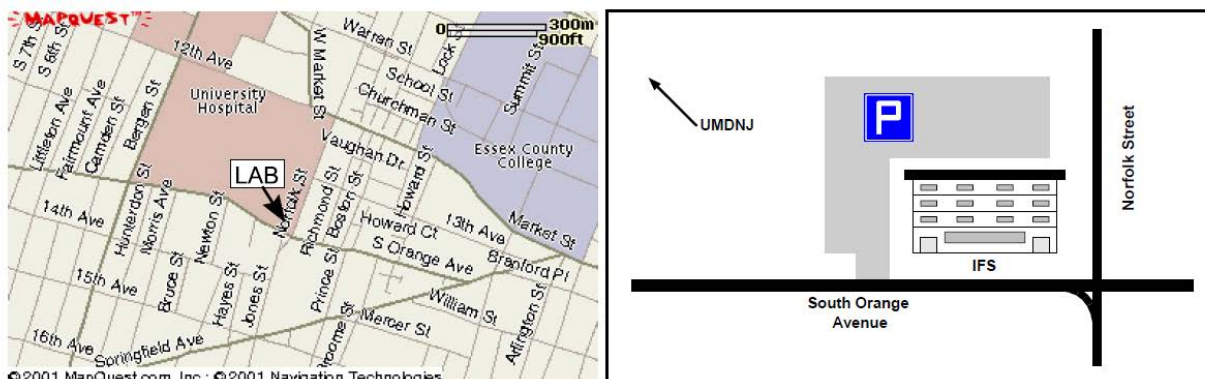
I understand that if I resign or retire after receiving a lawful order to submit a urine specimen for drug testing and do not provide the specimen, I shall be deemed to have refused to submit to the drug test.

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

\_\_\_\_\_  
Signature of Officer                      Date

\_\_\_\_\_  
Signature of Witness                      Date

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).



# BEDMINSTER TOWNSHIP POLICE DEPARTMENT

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## NOTIFICATION TO THE CENTRAL DRUG REGISTRY

AGENCY SUBMITTING					
AGENCY			PHONE		
ADDRESS		CITY	STATE	ZIP	
CONTACT PERSON		TITLE	PHONE		
PERSON TO BE ENTERED					
LAST NAME	FIRST NAME	INITIAL	GENDER	RACE	EYE COLOR
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		
DOB	SSN	SBI NUMBER (IF KNOWN)			
REASON FOR NOTIFICATION					
THE PERSON LISTED ABOVE <input type="checkbox"/> TESTED POSITIVE FOR _____ (IDENTIFY SUBSTANCE)					
OR					
<input type="checkbox"/> REFUSED TO SUBMIT A URINE SAMPLE					
DATE OF THE DRUG TEST OR REFUSAL			DATE OF FINAL DISMISSAL OR SEPARATION FROM AGENCY		
<b><u>CERTIFICATION (Must be completed by Chief or Director. Must be notarized with raised seal)</u></b>					
I hereby affirm that the above information is true and correct to the best of my knowledge.					
_____		_____		_____	
Print Name		Title		Signature	
Sworn and subscribed before me this _____ day of _____, _____.					
(Seal) _____					

Mail to: Division of State Police  
Records and Identification Section  
P.O. Box 7068  
West Trenton, New Jersey 08628-0068