I. POLICY

It is the policy of this County that drug tests shall be conducted of all law enforcement trainees while attending a mandatory basic training course and of all law enforcement officers and trainees when reasonable suspicion exists to believe the use of drugs illegally. Random drug tests shall be conducted in accordance with the random drug-screening program established in the following procedures. In all cases, drug testing shall be consistent with the provisions of the Attorney General’s Law Enforcement Drug Testing Policy and the following procedures.

II. PURPOSE

The purpose of this policy is to provide Cape May County law enforcement officials with uniform guidelines and standard operating procedures governing law enforcement drug testing.

III. DEFINITIONS

Applicant – persons who apply 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

Law Enforcement Trainee – persons who are subject to the Police Training Act while they attend a mandatory basic training course. For purposes of this policy, trainee includes Class I and Class II officers.
Law Enforcement Officers – sworn law enforcement personnel 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.

Random Selection – 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.

IV. PROCEDURES

A. Applicability

1. Applicants may, upon the discretion of the Chief Executive Officer, be required to submit a urine specimen at any time prior to appointment.

2. Law Enforcement Trainees shall be required to submit one or more urine specimens for testing while they attend the course. Individual trainees shall also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe the trainee is illegally using drugs. A drug test based on reasonable suspicion shall only be ordered of a trainee with the prior review of the County Prosecutor or his designee.

3. Sworn Law Enforcement Officers can be ordered to submit a urine specimen for drug testing under the following circumstances:
   a. Urine specimens shall be ordered, with the prior review of the County Prosecutor or his designee and Chief Executive Officer of the agency where the officer is employed, when there exists reasonable suspicion to believe that the officer is illegally using drugs.
   b. Urine specimens shall be ordered from officers who have been randomly selected.
   c. Urine specimens may be collected 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.

NOTE: THE COUNTY PROSECUTOR AND ASSISTANT COUNTY PROSECUTORS WILL BE SUBJECT TO THE REASONABLE SUSPICION AND RANDOM DRUG TESTING PROCEDURES OF THIS POLICY.

B. Notification of Drug Testing

1. Applicants

   a. Agencies that choose to test applicants for law enforcement positions must notify those applicants that the pre-employment process will include drug testing. The notification must indicate that a negative result is a condition of employment and that a positive result will cause:
      1.) the applicant being dropped from consideration for employment; and
      2.) cause the applicant’s name to be reported to the central drug registry maintained by the Division of the State Police; and
      3.) preclude the applicant from being considered for future law enforcement for a period of two years.

   b. In addition, 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
an officer will be terminated from employment and permanently barred from future law enforcement employment in New Jersey.

2. Trainees.

   a. All trainees shall be informed that drug testing is mandatory during basic training. Trainees shall also be informed that a negative result is a condition of employment and that a positive result will cause:
      1.) the officer’s termination from employment; and
      2.) inclusion of the officer’s name in the central drug registry maintained by the Division of State Police; and
      3.) the officer being permanently barred from future law enforcement in New Jersey.

   b. Trainees 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.

   c. The Cape May County Police Academy will include in its rules and regulations a provision implementing drug testing during basic training.

3. Sworn Law Enforcement Officers – Reasonable Suspicion Testing

   a. All law enforcement agencies in Cape May County shall include in its rules and regulations as defined in N.J.S.A. 40A:14-118 or appropriate standard operating procedures, 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.

   b. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, the agency shall prepare a written report which documents the basis for the reasonable suspicion. The report shall be reviewed by the County Prosecutor and the Chief Executive Officer of the agency where the officer is employed before a reasonable suspicion test may be ordered. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.

   c. The agency's rules and regulations or appropriate standard operating procedures shall also provide that a negative result is a condition of employment as a sworn officer and that a positive result will cause:
      1.) the officer's termination from employment; and
      2.) inclusion of the officer's name in the central drug registry maintained by the Division of State Police; and
      3.) the officer being permanently barred from future law enforcement employment in New Jersey.

   d. The agency's rules and regulations or appropriate standard operating procedures shall further provide that officers who refuse to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so are subject to the same administrative penalties as those officers who test positive for the illegal use of drugs.


   a. All law enforcement agencies in Cape May County, with the exception of the New Jersey State Police, who follow an existing State policy, shall include in its rules and regulations as defined in N.J.S.A. 40A:14-1.18 for municipal law enforcement agencies,
or by appropriate standard operating procedures for county agencies, a provision that individual law enforcement officers shall be ordered to submit to a drug test when randomly selected for drug testing. Random drug testing cannot be implemented until rules and regulations establishing such a procedure have been in effect for a minimum of 60 days.

b. All law enforcement officers in the agency are eligible for random drug testing, regardless of rank or assignment.

c. The random selection for basic drug testing shall occur on an annual basis, at a minimum. The Chief Executive Officer shall cause 20% of the law enforcement officers in his or her agency to be randomly selected after certifying the list of eligible officers.

1. Random selection shall be made by using a computer program to assign a random number to each eligible employee. The employee list shall be sorted in the ascending order of the randomly assigned number. Those employees who fall in the top 20% of the randomly sorted list will be tested.

2. The selection process shall be conducted by the Captain of County Detectives with the list of randomly selected employees furnished to the agency's Internal Affairs Unit.

3. The process shall be done in its entirety each and every time a selection takes place, with no regard to previous selections.

4. One representative of the organization representing the law enforcement officers shall be invited to witness the selection process.

5. Any employee of the agency who discloses the identity of an individual selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to disciplinary action.

d. A random selection for steroid drug testing shall occur on an annual basis, at a minimum, and will occur when the Chief Executive Officer causes the random selection for basic drug testing.

1. One employee from each agency shall be selected from the randomly selected list of employees generated for basic drug testing. The employee who falls in the top position of the randomly sorted list shall be tested for steroids.

2. The selection process shall be conducted by the Captain of County Detectives with the list of randomly selected employees for the agency furnished to the agency's Internal Affairs Unit.

3. The process shall be done in its entirety each and every time a selection takes place, with no regard to previous selections.

4. One representative of the organization(s) representing the law enforcement officers shall be invited to witness the selection process.
5. Any employee of the agency who discloses the identity of an individual selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to disciplinary action.

C. Specimen acquisition procedures

1. Preliminary acquisition procedures

a. Each Cape May County law enforcement 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 sex as the individual being tested. In the event there is no member of the same sex available from the agency collecting the specimens, the agency may request that a member of the same sex from another law enforcement agency serve as monitor of the process.

b. The monitor of the specimen acquisition process shall be responsible for:

1.) Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.

2.) Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen.

3.) Complying with chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice for analysis.

c. Prior to the submission of a specimen, an applicant for a law enforcement position shall execute a form for the collection and analysis of their urine for illegal drugs. (Attachment A) The form shall also advise the applicant that a negative result is a condition of employment and that a positive result will:

1.) cause the applicant being dropped from consideration for employment; and

2.) cause the applicant's name to be reported to the central drug registry maintained by the Division of State Police; and

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

Applicants shall not be required to complete a medical questionnaire (Attachment B) prior to the submission of a specimen unless they have already received a conditional offer of employment. However, applicants who have not received a conditional offer of employment can be required to complete a medical questionnaire if, following the submission of their specimen to the State Toxicology Laboratory for analysis, the law enforcement agency receives a report indicating that the specimen tested positive for a controlled substance.

d. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course shall execute a form (Attachment C) advising the trainee that a negative result is
a condition of employment and that a positive result will:
   1.) cause the trainee being dismissed from basic training; and
   2.) cause the trainee to be dismissed from employment as a law enforcement
       officer by his or her appointing authority;
   3.) cause the trainee’s name to be reported to the central drug registry
       maintained by the Division of State Police; and
   4.) cause the trainee to be permanently barred from future law enforcement
       employment in New Jersey.

The form shall also advise trainees that the refusal to participate in the test process
holds the same administrative penalties as testing positive. Trainees shall also
complete a medical questionnaire (Attachment B) which clearly describes all
medications, both prescription and over-the-counter (non-prescription), that were
ingested in the past 30 days.

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

2. Specimen collection

   a. Throughout the test process, the identity of individual applicants, trainees and sworn
      law enforcement officers shall remain confidential. Individual specimens shall be
      identified throughout the process by the use of social security numbers. At no time shall
      an individual’s name appear on any form or specimen container sent to the State
      Toxicology Laboratory.

   b. Specimens will be collected utilizing equipment and supplies approved by the State
      Toxicology Laboratory. Under no circumstances may a specimen be collected and
      submitted for analysis in a specimen container that has not been approved by the State
      Toxicology Laboratory.

   c. Urine specimens will be acquired and processed in accordance with procedures
      established by the State Toxicology Laboratory.

         1.) After the monitor has inspected the appropriate forms for accuracy, the
             applicant, trainee or sworn officer shall void into the specimen collection
             container.

         2.) After a specimen has been produced, the person submitting the specimen
             shall seal his or her specimen in the specimen container and deliver it to the
             monitor.

         3.) Once the monitor is satisfied that the required documentation is accurate and
             he or she has inspected the specimen container to determine that a specimen
             has been produced, the monitor shall take possession of the specimen and
             ensure that it is delivered to the State Toxicology Laboratory for analysis.

   d. Persons giving a specimen will void without the direct observation of the monitor
unless there is reason to believe that the individual will adulterate the specimen or otherwise compromise the integrity of the test process. Under these circumstances, the production of a specimen may be directly observed by the monitor. Law enforcement agencies must document the facts underlying their belief that an individual may adulterate a specimen or compromise the integrity of the test process.

e. Persons giving a specimen who initially are unable to produce a urine specimen may remain under the supervision of the test monitor until the monitor is satisfied that the individual cannot produce a specimen. While the individual is under supervision, the monitor may allow the individual to drink fluids in an attempt to induce the production of a specimen. If the individual remains unable to provide a specimen after a reasonable period of time, the monitor may have the individual examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.

f. **Trainees and sworn law enforcement officers shall provide the monitor with a second urine specimen at the same time the first specimen is collected.**

   1.) The second specimen shall be collected in the same fashion as the first specimen. The monitor shall take possession of the second specimen and place it in a secured refrigerated storage area.

   2.) The law enforcement agency shall maintain possession of the second specimen for a period of 60 days or until the agency receives notification from the State Toxicology Laboratory that the first specimen tested negative for the presence of controlled substances.

   3.) The second specimen shall be released by the law enforcement agency under the following circumstances:

   a.) The law enforcement agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance; and

   b.) The law enforcement agency is informed by the individual whose specimen tested positive that the individual wishes to have the specimen independently tested; and

   c.) The officer must designate a laboratory that is licensed as a clinical laboratory by the New Jersey Department of Health under the New Jersey Clinical Laboratory Improvement Act to conduct the independent test; and

   d.) A representative of the licensed clinical laboratory designated by the individual takes possession of the second specimen in accordance with accepted chain of custody procedures within 60 days of the date the specimen was produced.

D. **Submission of specimens for analysis**

(rev. 6/13/2002)
1. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice will constitute the sole facility for the analysis of law enforcement drug tests. Law enforcement agencies are not permitted to use any other facility or laboratory for purposes of analyzing urine specimens.

2. Urine specimens should be submitted to the State Toxicology Laboratory within one working day of their collection. In the event a specimen cannot be submitted to the laboratory within one working day of its collection, the law enforcement agency shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.

   a. Submission of specimens to the State Toxicology Laboratory may be accomplished by personnel from the law enforcement agency or commercial courier.

   b. Should a law enforcement agency choose to have specimens delivered to the State Toxicology Laboratory by commercial courier, the following procedural safeguards must be taken:

      1.) All submissions must be by "next day delivery."

      2.) In addition to the sealed container, all submissions must be packaged in a manner that includes two additional seals to provide for the integrity of the test specimens.

      3.) The State Toxicology Laboratory must reject specimens that it has reason to believe have been subject to tampering.

E. Analysis of specimens

1. The State Toxicology Laboratory will utilize the following test procedures to analyze urine specimens for basic drugs for law enforcement agencies:

   a. All specimens will be subject to an initial test utilizing fluorescence polarization immunoassay analysis.

   b. Those specimens that test positive for a controlled substance following the fluorescence polarization immunoassay, shall be subject to a gas chromatography/mass spectrophotometry analysis to confirm the presence of the controlled substance.

   c. In the event a specimen is confirmed to be positive for a controlled substance following the gas chromatography/mass spectrophotometry, a medical review officer at the laboratory shall compare the test results with the medical questionnaire submitted with the specimen to determine whether any substance listed on the questionnaire would explain the test result. The medical review officer may direct the agency that collected the specimen to obtain further information from the individual being tested concerning the medications listed on the questionnaire. In the event the questionnaire does not explain the test result, the medical review officer shall issue a report indicating that specimen tested positive.

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

e. The analysis of each specimen shall be done in accordance with procedures adopted by
the State Toxicology Laboratory. These procedures shall include but not be limited to
security of the test specimens, chain of custody, metabolite cut-off levels and the
issuance of test reports.

2. The State Toxicology Laboratory will utilize the following test procedures to analyze urine
specimens for steroids for law enforcement agencies:

   a. A specimen selected for steroid drug testing shall first undergo basic drug testing.
      Following the completion of the basic drug testing process and regardless of the
      results of that process, the specimen shall undergo testing for the presence of
      steroids. Steroid drug testing shall be conducted according to procedures adopted
      by the State Toxicology Laboratory. To assist with the implementation and
      administration of the steroid drug testing process, the State Toxicology Laboratory
      may utilize the services of one or more clinical laboratories that provide steroid drug
      testing programs.

   b. Should the State Toxicology Laboratory utilize a steroid drug testing program
      provided by another clinical laboratory, the State Toxicology Laboratory shall follow
      accepted scientific and chain of custody procedures to ensure the integrity of the
      steroid drug test process. These procedures shall encompass the preparation,
      packaging and referral of the specimen to the clinical laboratory.

   c. Steroid drug test results generated by another clinical laboratory shall be reported to
      the State Toxicology Laboratory for review. Should the State Toxicology Laboratory
      concur with the results reported by the clinical laboratory, the Laboratory shall report
      the same to the subject officer's employing agency. The authority to issue reports
      concerning steroid drug testing to the subject officer's employing agency is expressly
      limited to the State Toxicology Laboratory.

   d. Under no circumstances shall an officer selected for random testing whose specimen
      is designated for steroid testing be required to provide an additional specimen to his
      or her agency to effectuate the steroid drug testing program.

F. Drug test results

   1. The State Toxicology Laboratory shall notify the submitting law enforcement agency of any
      positive test results from the specimens submitted for analysis. All reports of positive test results
      shall be in writing and sent to the agency within 15 working days of the submission. The State
      Toxicology Laboratory will, upon request, provide the submitting agency with written
documentation that one or more specimens submitted for analysis tested negative.

2. The State Toxicology Laboratory shall not report a specimen as having tested positive for a controlled substance until the specimen has undergone a confirmatory test and the medical review officer has reviewed the results of that test with the medical questionnaire pertinent to that specimen.

3. The submitting agency shall notify the applicant, trainee or sworn officer of the results of a positive test result as soon as practical after receipt of the report from the State Toxicology Laboratory. Upon request, the individual may receive a copy of the laboratory report.

4. Under no circumstances may an agency or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be re-tested.

G. Consequences of a Positive Test Result

1. When an applicant tests positive for illegal drug use:
   a. The applicant shall be immediately removed from consideration for employment by the agency;
   b. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the law enforcement agency to which the individual applied; and
   c. The applicant shall be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two years.
   d. Where the applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer shall be notified of the positive test result. Under these circumstances, the officer's current employer is required to dismiss the officer from employment and also report his or her name to the Central Drug Registry maintained by the Division of State Police.

2. When a trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission:
   a. The trainee shall be immediately dismissed from basic training and suspended from employment by his or her appointing authority;
   b. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the appointing authority;
   c. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police; and
   d. The trainee shall be permanently barred from future law enforcement employment in New Jersey.
3. When a sworn law enforcement officer tests positive for illegal drug use:

   a. The officer shall be immediately suspended from all duties;

   b. The officer shall be terminated from employment as a law enforcement officer, upon final disciplinary action;

   c. The officer shall be reported to Central Drug Registry maintained by the Division of State Police by his or her employer; and

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

H. Consequences of a refusal to submit to a drug test

1. Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration for future law enforcement employment for period of two years. 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.

2. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon 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.

3. Sworn law enforcement officers who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon 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.

I. Record keeping

1. Each law enforcement agency's Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.

2. Each agency's drug testing records shall include but need not be limited to:

   a. For all drug testing:

      1.) the identity of those ordered to submit urine samples;

      2.) the reason for that order;
3.) the date the urine was collected;

4.) the monitor of the collection process; 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;

5.) the results of the drug testing;

6.) copies of notifications to the subject; and

7.) for any positive result or refusal, appropriate documentation of disciplinary action.

b. For random drug testing, the records will also include the following information:

1.) a description of the process used to randomly select 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 actually 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.

J. 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 refuses an order to submit a urine sample.

2. Notifications to the Central Drug Registry shall include the following information as to each individual:

   a. name and address of the submitting agency;

   b. name of the individual who tested positive;

   c. last known address of the individual;

   d. date of birth;

   e. social security number;

   f. SBI number (if applicable);
g. substance the individual tested positive for, or circumstances of the refusal to submit a urine sample;

h. date of dismissal from the agency; and

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

3. Notifications to the central registry shall be sent to:

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

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

   a. In response to an inquiry from a law enforcement agency as part of the background investigation process for prospective or newly appointed personnel.

   b. In response to a court order.
Attachment "A"

DRUG TESTING
MEDICATION INFORMATION

As part of the drug testing process, it is essential that you inform us of all medications you have recently taken. Please carefully complete the information below.

☑ all that apply:

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

<table>
<thead>
<tr>
<th>Name of Medication</th>
<th>Prescribing Physician</th>
<th>Date Last Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ B. During the past 14 days, I have taken the following non-prescription medications (cough medicine, cold tablets, aspirin, diet medication, nutritional supplements etc.) or, during the past 30 days, I have taken the following hemp oil or hemp supplement.

<table>
<thead>
<tr>
<th>Non-Prescription Medication</th>
<th>Date Last Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

Social Security Number & Initials

Date

Signature of Witness

Date
(ATTACHMENT B)

DRUG SCREENING THROUGH URINALYSIS
APPLICANT NOTICE AND ACKNOWLEDGEMENT

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 certain medical and physical examinations, which will include drug screening through urinalysis.

I understand that a negative result on the drug screening is a condition of employment.

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

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

I understand that if I produce a positive test result for illegal drug use, that information will be forwarded to a central registry maintained by the Division of State Police. Information from that registry will 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 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. After this two year period, the positive test result may be considered in evaluating my fitness for future law enforcement 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 accordance with the Attorney General’s Guidelines. I will be dismissed from my law enforcement position and I will be permanently barred from law enforcement employment.

I further understand that I will undergo unannounced drug screening by urinalysis during my attendance at academy training. I acknowledge receipt of a copy of the methods and procedures for drug screening applicants for sworn law enforcement positions.

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

___________________________   ____________________________
SIGNATURE OF APPLICANT       DATE

___________________________   ____________________________
SIGNATURE OF WITNESS          DATE
(ATTACHMENT C)

DRUG SCREENING THROUGH URINALYSIS
TRAINEE NOTICE AND ACKNOWLEDGEMENT

I, ____________________, understand that as part of the program of training at the ____________, I undergo unannounced drug screening by urinalysis during the training period.

I understand that a negative result is a condition of my continued attendance at the academy.

I understand that I can refuse to undergo the testing. I understand that if I refuse, I will be dismissed from the academy 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 and in accordance with the Attorney General Guidelines I will be permanently dismissed from my law enforcement position.

I understand that if I produce a positive test result for illegal drug use, that information will be forwarded to a central registry maintained by the Division of State Police. Information from that registry will 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 New Jersey.

I acknowledge receipt of a copy of the methods and procedures for drug screening trainees for sworn law enforcement positions.

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

SIGNATURE OF TRAINEE ___________________________________ DATE ________________

SIGNATURE OF WITNESS ___________________________________ DATE ________________
LICENSED CLINICAL LABORATORIES THAT PERFORM URINE DRUG TESTING

Bio Labs USA
1265 Paterson Plank Road
Secaucus, NJ 07094
(201) 866-6316

Bio Reference Labs
481 Edward H. Ross Drive
Elmwood Park, NJ 07407
(201) 791-3600

Lab Corp. of America
(MAIN OFFICE)
69 First Avenue
Raritan, NJ 08869
(800) 762-4522

129 Madison Avenue
Mt. Holly, NJ 08060
(609) 702-9170

MD Lab Inc.
2816 Route 73 North
Maple Shade, NJ 08052
(856) 727-1400

NOTE: No service courier

Quest Diagnostics Inc./SmithKline
(MAIN OFFICE)
One Malcolm Avenue-QA
Teterboro, NJ 07806
(201) 393-5000

795 Parkway Avenue
Unit #7
Trenton, NJ
(609) 406-0900

1225 White Horse, St. 201
Mercerville, NJ
(609) 581-7767

1930 E. Rt. 70 Ste. 159
Cherry Hill, NJ

United Medical Laboratory
12 Overlook Avenue
Rochelle, NJ 07662-3226
(201) 843-7750

NOTE: Every effort shall be made to maintain a current list, however, revised lists are not routinely provided. Contact the Prosecutor's Office prior to contracting with the above laboratories to assure their licensed status.

(6/17/2003)