



LONGPORT POLICE DEPARTMENT

2305 Atlantic Avenue • Longport, New Jersey 08403-1196
609-822-2141 • Fax 609-822-0682

Frank Culmone
Chief of Police

<h2 style="margin: 0;">S.O.P.</h2> <h3 style="margin: 0;">Title: Drug Testing</h3>				Effective Date: 11.21.2018			
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SUBJECT: Drug Testing
2.13 (27 pages)

- I. Applicability
 - A. This policy applies to:



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

B. Law enforcement agencies have an independent obligation to undertake the drug testing of applicants, trainees, and sworn law enforcement officers when there is reasonable suspicion to believe that the person is illegally using drugs.

C. Random drug testing of sworn law enforcement officers shall be done bi-annually.

II. Employment Status

A. Applicants

1. Applicants for a position as a law enforcement officer shall be required to submit a urine specimen at any time prior to appointment as a condition of employment
2. Applicants may be tested as many times as this agency deems necessary to ensure an applicant is not engaged in illegal use of drugs.
3. During the Pre-employment process, the Longport Police Department, in compliance with the Americans with Disabilities Act (ADA) will refrain from making any medical inquiries. The medication information form will not be used at the applicant stage, unless a positive result requires and explanation by the prospective employee.



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B. Law enforcement trainees

1. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. All drug testing conducted during mandatory basic training will comply with rules and regulations established by the Police Training Commission.
2. 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. 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 executive officer of the trainee's agency, or the academy director.

C. Sworn law enforcement officers

1. Urine specimens shall be ordered from a sworn law enforcement officer when there exists reasonable suspicion to believe that the officer is illegally using drugs. Urine specimens shall not be ordered from an officer without the approval of the county prosecutor or the chief executive officer of the officer's agency.
2. Urine specimens may be ordered from sworn law enforcement officers who have been randomly selected to submit to a drug test. Random selection shall be defined as a method of selection in which each and every sworn member of the law enforcement agency, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.
3. Urine specimens may be collected from law enforcement officers during a regularly scheduled and announced medical examination or a fitness for duty examination and the analysis of these collections is not governed by this policy



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4. Civilian employees shall not be included in this policy but shall adhere to Borough of Longport Employee Handbook

III. Types of Testing

A. Random Testing

Random drug testing of all state, county and local sworn law enforcement officers is required by AG Directive 2018-2. Random selection is defined as a method of selecting employees for drug testing in which every member of the agency, regardless of rank or assignment, has an equal chance of being selected each and every time a selection is made. The number of officers to be selected each time a random test is conducted shall be less than the total number of sworn officers employed by the agency.

B. Reasonable Suspicion

1. Agencies must undertake drug testing when there is reasonable suspicion to believe a law enforcement officer is engaged in the illegal use of controlled substances. Reasonable suspicion "requires objective facts which, with inferences, would lead a reasonable person to conclude that drug-related activity is taking or has taken place and that a particular individual is involved in that drug activity."¹
2. 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:

- a. Nature and source of information;



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- b. Whether the information constitutes direct evidence or is hearsay in nature;
 - c. The reliability of the informant or source;
 - d. Whether corroborating information exists and the degree to which it corroborates the accusation;
 - e. Whether and to what extent the information may be stale.
 3. Prior to any reasonable suspicion testing, a written report documenting the basis for the test must be prepared and submitted to the Chief of Police for approval. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report. If the Chief wishes to discuss whether the information they possess is sufficient for conducting a reasonable suspicion test, the County Prosecutor's Office may be contacted for advice.

IV. Notification of drug testing procedures

A. Applicants

1. Applicants shall be notified that the pre-employment process will include drug testing through the "Drug Testing Applicant Notice and Acknowledgement" (see attachment). 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



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- 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. 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 officer will be terminated from employment and permanently barred from future 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 officer's termination from employment;
 - b) Inclusion of the trainee's name in the central drug registry maintained by the Division of State Police;
 - c) The officer 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.
- 3. Each police academy will include in its rules and regulations, a provision implementing drug testing during basic training.

C. Sworn law enforcement officers: Reasonable suspicion testing



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1. A Longport Police Officer shall be ordered to submit to a drug test when there is reasonable suspicion to believe that the officer is illegally using drugs.
2. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, a written report, which documents the basis for the reasonable suspicion. The report shall be reviewed by the county prosecutor or the chief executive officer of the law enforcement agency before a reasonable suspicion test may be ordered. Under emergency circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.
3. When a drug test is ordered based on reasonable suspicion, a negative result is a condition of employment and as a sworn officer and that a positive result will result in:
 - 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;
 - c) The officer being permanently barred from future law enforcement employment in New Jersey as per the Attorney General's Drug Policy Guidelines.
4. If an officer should refuse to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so, the officer shall be subject to the same penalty as those officers who test positive for illegal use of drugs.

D. Sworn law enforcement officers: Random drug testing

1. The Longport Police Department has chosen to implement a random drug testing program. This program will become effective 60 days after the implementation date of this policy.
2. Drug testing Process:



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- a) All officers, regardless of rank or position, shall be subject to Random Drug Testing each time a selection is collected
- b) This agency will randomly select 30% of its officers or a minimum of three (3) officers with selection taking place at minimum of twice a year, but not to exceed six times a year.
- c) This agency will utilize an officers social security number or part of the social security number placed in a container for selection.
- d) This agency will utilize the chief of police for the selection process and may be witnessed by the PBA president or a designee of the PBA by PBA President's selection.
- e) Permit for a representative of the collective bargaining unit(s) to witness the selection process in the absence of the PBA President.
- f) Any member of the agency 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 shall be subject to discipline
- g) Once the selection is made, the monitor shall personally notify the selected officer as soon as possible immediately prior to the acquisition of the specimen. The monitor shall attempt to obtain a specimen at the next tour of duty of the officer selected. If this is not possible, the monitor will notify the selected officer at the most recent, reasonable and available time immediately prior to the specimen acquisition. If one of the witnesses to the selection is picked, they shall be required to immediately produce a specimen. If the Monitor is selected, the Chief of Police shall act as monitor for collection purposes.



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- h) Any officer(s) who refuse to submit to a drug test when randomly selected is/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

V. Specimen acquisition procedures

A. Preliminary acquisition procedures

1. The Chief of Police 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
2. The monitor of the specimen acquisition process shall be responsible for:
 - a) Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen
 - b) Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen
 - c) 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
3. 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



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(Drug Testing Applicant Notice and Acknowledgement Form). This form advises the applicant 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
 - c) Preclude the applicant from being considered *for* future law enforcement employment for a period of two years. Applicants shall not complete a medical questionnaire 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 the Drug Testing Medication Information Form if, following the submission of their specimen to the State Toxicology Laboratory for analysis, the police department receives a report indicating that the specimen tested positive for a controlled substance
4. Prior to the submission of a urine specimen, a trainee enrolled in a basic training course shall execute the form "Drug Testing Trainee Notice and Acknowledgement" advising the trainee that a negative is a condition of employment and that a positive result will:
- a) Result in the trainee being dismissed from basic training;
 - b) Cause the trainee to be dismissed from employment as a law enforcement officer by his or her appointing authority
 - c) Cause the trainee's name to be reported to the central drug registry maintained by the Division of State Police;



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- d) 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 carries the same penalties as testing positive. Trainees shall also complete the Drug Testing Medication Information Form which clearly describes all medications, both prescription and over-the-counter (non-prescription), that were ingested in the past 14 days
5. Prior to the submission of a urine specimen, sworn law enforcement officers shall complete the Drug Testing Medication Information Form which clearly describes all medications, both prescription and over-the-counter (non-prescription), that were ingested in the past 14 days.

B. Specimen collection

1. Unless otherwise noted, all steps must be completed by the donor in the presence of the monitor
2. The monitor allows the donor to select two sealed specimen container kits
3. The donor unseals both kits and remove the kit contents on a clean surface
4. Using an ordinary pencil, the donor writes his/her SSN and the Letter "A" below the SSN on one of the I.D. labels, and places the label inside one of the specimen containers printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle A" and "first specimen" respectively.
5. Next, using an ordinary pencil, the donor writes his/her SSN and the Letter "B" below the SSN on the second I.D. label, and places the label inside the second specimen container printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle B" and "second specimen", respectively



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6. The monitor checks that the donor SSN on both labels matches the SSN provided on the submission form.
7. The monitor instructs the donor to void a specimen between 45mL and 60mL into each specimen container, to not flush the toilet, and return with both specimens immediately after the specimen is produced.
 - The monitor must follow the “shy bladder” procedure for donors that initially are unable to produced and adequate amount of urine (See Shy Bladder procedure below)
8. The monitor checks each specimen for adequate volume and temperature indicator strip on the specimen container within 4 minutes. A color change between 90° and 100° F indicates an acceptable specimen temperature. The monitor indicates if the temperature is acceptable in the “Yes/No” column for each specimen and writes the collection date and his/her initials in the spaces provided on the submission form. 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
9. If the monitor is satisfied that all test requirements are met and the required documentation is accurate, he/she shall request the donor to seal each one of the specimen containers

VI. “Shy Bladder” Procedure

- A. When donor initially produces an inadequate amount of urine, the monitor must take the following steps:
 1. 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
 2. While the donor is under supervision, allow the donor to drink up to 40 ounces of fluids distributed reasonably over



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a period of up to three hours in an attempt to induce the production of a specimen

3. Under no circumstances, should multiple voids be combined to produce an adequate sample volume.

- B. 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

VII. Submission of specimens for analysis

- A. 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
- B. Urine specimens should be submitted to the State Toxicology Laboratory as soon as possible after 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
 1. Submission of specimens to the State Toxicology Laboratory may be accomplished by personnel from the police department or commercial courier.
 2. Should the police department agency choose to have specimens delivered to the State Toxicology Laboratory by commercial courier, the following procedural safeguards must be taken:
 - a) All submissions must be by "next day delivery."
 - b) In addition to the sealed container, all submissions must be packaged in a manner that includes two



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additional seals to provide for the integrity of the test specimens

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

VIII. Analysis of specimens

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

1. The State Toxicology Laboratory shall analyze each specimen for the following substances and their metabolites:
 - a) Amphetamine/methamphetamine;
 - b) Barbiturates;
 - c) Benzodiazepine;
 - d) Cannabinoids;
 - e) Cocaine;
 - f) Methadone;
 - g) Phencyclidine; and
 - h) Opiates
2. **The Chief of Police may request that one or more specimens be analyzed for the presence of steroids**
3. 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

IX. Second Specimen

A. A donor whose specimen tested positive may only challenge the positive test result by having the second specimen independently tested. The first specimen will not be retested.



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- B. The second specimen will be maintained at the State Toxicology Laboratory for 60 days following the receipt of a positive drug test result from the laboratory by the submitting agency
 - C. The second specimen will be released by the NJSTL under the following circumstances:
 - 1. The agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance;
 - 2. The agency notifies the donor that the first specimen tested positive for a controlled substance; and
 - 3. The agency is informed by the donor whose specimen tested positive that he/she wishes to challenge the positive test result
 - D. The positive urine donor must designate, from a list maintained by the NJSTL, a laboratory that is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) and accredited by the College of American Pathologists (CAP) to conduct workplace urine drug testing, and pay all costs associated with the reception and testing of the sample (The State Toxicology Laboratory maintains an up-to-date list of SAMSHA and CAP certified laboratories and will furnish that list upon request)
 - E. 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 laboratory by pre-paid tracking mail also following accepted chain of custody procedures
 - F. Following testing of the second specimen, the independent laboratory will report the result of the second specimen drug test to the donor, to the submitting agency, and to the medical review officer
- X. Drug test results
- A. The State Toxicology Laboratory shall notify the police department of any positive test results from the specimens submitted for analysis. The Laboratory will also, upon request, provide the Police Department with



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written documentation that one or more specimens submitted for analysis tested negative.

- B. The submitting police department shall notify the applicant, trainee or sworn officer of the results of a positive test results 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
 - C. Under no circumstances will the police department or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be retested
- XI. 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 the police department;
 - 2. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the police department to which the individual applied; and
 - 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, subject to rules adopted by the Police Training Commission:
 - 1. The trainee shall be immediately dismissed from basic training and suspended from employment by his or her police department;



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2. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the appointing authority;
3. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police; and
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:

1. The officer shall be immediately suspended from all duties;
2. The officer shall be terminated from employment as a law enforcement officer, upon final disciplinary action;
3. The officer shall be reported by his or her employer to Central Drug Registry maintained by the Division of State Police; and
4. The officer shall be permanently barred from future law enforcement employment in New Jersey.

XII. 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 period of two years from the date of the refusal. In addition, the appointing authority shall forward the applicants 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 employment by the police department and permanently barred from future law enforcement employment in New Jersey, In addition, the appointing authority shall



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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, 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.

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

XIV. Record keeping

A. The Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.

B. Drug testing records shall include but not be limited to:

- 1. For all drug testing:
 - a) The identity of those ordered to submit urine samples
 - b) The reason for that order;
 - c) The date the urine was collected;
 - d) The monitor of the collection process;
 - e) 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;
 - f) The results of the drug testing;
 - g) Copies of notifications to the subject;



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- h) 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:**
 - i) **For any positive result** or refusal, appropriate documentation of disciplinary action
2. For random drug testing, the records will 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.

XV. Central Drug Registry

- A. The police department 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 on the form titled **"Notification To The Central Drug Registry"** (see attachment).
- B. 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



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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, or circumstances of the refusal to submit a urine sample
 11. Date of the drug test of refusal
 12. Date of final dismissal of separation from the agency; and
 13. Whether the individual was an applicant, trainee or sworn law enforcement officer
- C. The certification section of the notification form must be completed by the Chief or Director, and notarized with a raised seal
- D. Notifications to the central registry shall be sent to:
- Division of State Police
State Bureau of Identification
Central Drug Registry
P.O. Box 7066
West Trenton, New Jersey 08628-0068
- E. Information contained in the central registry may be released by the Division of State Police only under the following circumstances:



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1. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel
2. In response to a court order

This by Order of:

Frank Culmone Chief of Police



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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 for employment.

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

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

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

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

I have read and understand the information contained on 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



Frank Culmone
Chief of Police

LONGPORT POLICE DEPARTMENT

2305 Atlantic Avenue • Longport, New Jersey 08403-1196
609-822-2141 • Fax 609-822-0682

DRUG TESTING

TRAINEE NOTICE AND ACKNOWLEDGMENT

I, _____ understand that as part of the program of training at Longport Police Department, I will undergo unannounced drug testing 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. In addition, I will be permanently dismissed from my law enforcement position.

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

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

I have read and I 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 Applicant Date

Signature of Witness Date



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DRUG TESTING OFFICER NOTICE AND ACKNOWLEDGMENT

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

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



Frank Culmone
Chief of Police

LONGPORT POLICE DEPARTMENT

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RANDOM URINE SAMPLING SELECTIONS VERIFICATION

DATE: _____

LOCATION: _____

1. _____
2. _____
3. _____
4. _____

MONITOR: _____
SIGNATURE

CHIEF OF POLICE: _____
SIGNATURE

UNION REPRESENTATIVE: _____
SIGNATURE



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URINE

CHAIN OF EVIDENCE

INCIDENT #: _____

URINE SPECIMEN #: _____

OFFICER'S SOCIAL SECURITY #: _____

From SS#: _____ Initials: _____ Time: _____ Date: _____

To: _____ Time: _____ Date: _____

From: _____ Time: _____ Date: _____

To: _____ Time: _____ Date: _____

From: _____ Time: _____ Date: _____

To: _____ Time: _____ Date: _____

From: _____ Time: _____ Date: _____

To: _____ Time: _____ Date: _____

From: _____ Time: _____ Date: _____

To: _____ Time: _____ Date: _____

From: _____ Time: _____ Date: _____

To: _____ Time: _____ Date: _____



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Medical Questionnaire

Incident #: _____

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 medications 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	Reason for Use	Date Last Taken
1			
2			
3			

Social Security Number and Initials

Date

Signature of Witness

Date