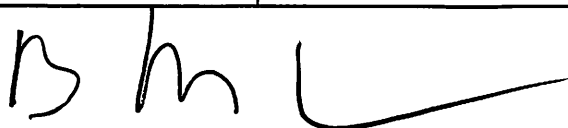


Lawrence Township Police Department

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Subject Drug Screening				Section Name Personnel Function
Source Document New Jersey Attorney General's Law Enforcement Drug Testing Policy (Rev. 12/2020) New Jersey Law Enforcement Drug Testing Manual Lawrence Township Police Department General Order 2000-01 Lawrence Township Police Department Memorandum 2000-72, Supplement to General Order 2000-01			Status New Revised XXX <hr/> Supersedes Order Number G.O. 2.05 dated 12/2018	
Author Lt. Timothy Drew		Special Instructions Appendix A-F attached		
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This directive was developed by the Lawrence Township Police Department for internal management, and is not intended to expand or enlarge the civil or criminal liability of any employee in any way. This directive should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this written directive may be used only to form the basis for administrative disciplinary action within this agency.

I. PURPOSE

The illegal use of drugs is incompatible with service in law enforcement. This agency is committed to ensuring that sworn law enforcement personnel are physically and mentally capable of performing their duties and fulfilling their responsibilities. Officers are required to obey all laws and ordinances, including those concerning the illegal use of drugs. Violations of these laws are intolerable. The purpose of this policy is to safeguard this agency from sworn law enforcement personnel who may engage in the illegal use of drugs. This Department will maintain a zero-tolerance stance of illegal drug use by sworn law enforcement personnel.

II. POLICY

A. This policy applies to

1. All sworn members of the Lawrence Township Police Department.
2. Applicants for a position as a law enforcement officer.
3. Law enforcement officer trainees subject to the Police Training act while they attend a mandatory basic training course.

B. It is the policy of the Lawrence Township Police Department that sworn law enforcement personnel are subject to urine testing for illegal drug use as follows:

1. When reasonable suspicion exists to believe that the officer is illegally using drugs, or
2. When officers have been randomly selected to submit to a drug screen.

C. It is the policy of the Lawrence Township Police Department that a negative test result is a condition of employment as a sworn employee. Any officer or trainee, who has a test that is positive for illegal drug use, as specified below, or who refuses to submit to a drug test upon a lawful order, shall be terminated from the Lawrence Township Police Department.

III. PROCEDURES

A. Employment Status

1. Applicant Testing

- a. The Lawrence Township Police Department recognizes that drug testing is an important component of a pre-employment background investigation.

Thus, prospective employees shall be drug tested during the pre-employment process and as a condition of employment.

- b. Applicants for employment may be tested as many times as the Lawrence Township Police Department 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, the Lawrence Township Police Department must ensure that it complies with the provisions of the Americans with Disabilities Act (ADA) by refraining from making any medical inquiries. Therefore, the medication information form should not be used at the applicant stage, unless a positive test result requires an explanation by the prospective employee.

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.
- b. 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.
- c. 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.

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.
- 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.

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

B. Types of Testing:

1. Reasonable Suspicion Testing

- a. Urine specimens shall be ordered from an officer when reasonable suspicion exists that the officer is illegally using drugs.
- b. Upon a report from any source that an officer may be illegally using drugs, the Chief of Police and the Internal Affairs Officer shall immediately be notified through the chain of command.
- c. Upon the direction of the Chief of Police, the Internal Affairs unit will initiate an investigation to establish whether a basis exists for reasonable suspicion of illegal drug use. The following factors should be evaluated to determine the quality and relevance of the information acquired by the law enforcement agency:
 - i. The nature and source of the information;
 - ii. Whether the information constitutes direct evidence or is hearsay in nature;
 - iii. The reliability of the informant or source;
 - iv. Whether corroborating information exists and the degree to which it corroborates the accusation; and
 - v. Whether and to what extent the information may be stale.
- d. The Internal Affairs unit shall document the findings in a written report. The written report shall be submitted to the Chief of Police for determination if reasonable suspicion exists that an officer has engaged in illegal drug use. Under emergent circumstances, approval may be given by the Chief of Police for a reasonable suspicion test on the basis of a verbal report. In such case, a written report shall be made not more than 72 hours after approval is sought.

- e. If the Chief of Police determines that reasonable suspicion of illegal drug use exists, the officer shall be ordered to submit a urine sample for drug screening in accordance with the procedures listed below.
- f. Sworn law enforcement officers who refuse to submit to a drug test based upon reasonable suspicion 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.
- g. 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.

2. Random Drug Screening

- a. Random selection shall be defined as a method of selection in which each and every sworn member of the Lawrence Township Police Department, regardless of rank or assignment, has an equal chance to be selected for drug screening each time a random selection takes place.
- b. Members currently in a Police Training Commission certified basic police academy are not covered by this subsection of the General Order, as they would be considered Law Enforcement Trainees by the Attorney General's Guideline on Law Enforcement Drug Testing.
- c. The method of random selection shall be as follows:
 - i. The Chief of Police shall designate Internal Affairs to conduct the selection process. Random selection shall occur not less than twice per calendar year. The Internal Affairs Officer shall overview the random selection process and 15% of the sworn employees shall be selected for random drug screening.
 - ii. The Internal Affairs Officer shall acquire a current, numbered sworn member roster from the Office of the Chief of Police. The roster shall be in seniority order (time employed as a Lawrence Township police officer) and will list all current sworn members of the Lawrence Township Police Department, excluding police officer trainees who are enrolled in a police academy.
 - iii. The Internal Affairs Officer shall acquire an allotment of round "poker chips". These chips shall be of identical size, texture, and color. Each individual chip shall be numbered individually by using a label. The label numbers shall label each chip in

increasing numerical order, from the number one (1) to the total number of sworn officers at the time of the selection process.

- iv. The Chief of Police and the Internal Affairs officer shall select the date and time of the random selection process.
- v. On the date and time of the selection, the Internal Affairs Officer shall contact an on-duty member of the executive board of the collective bargaining unit. If no member of the executive board is on-duty, the Internal Affairs Officer shall select another on-duty member of the collective bargaining unit.
- vi. The Internal Affairs Officer and the member of the collective bargaining unit shall meet in the office of the Internal Affairs officer. Both persons shall inspect the allotment of chips to ensure proper labeling and to ensure that the number of chips match the total number of sworn officers listed on the official roster.
- vii. All of the chips shall be placed into an adequate sized can and thoroughly mixed. The can shall be constructed as such so that the chips are not visible from the side or bottom of the can. The can shall be held in such a manner so that its contents are not visible to the person selecting the chips.
- viii. The representative from the collective bargaining unit will be asked to draw the appropriate number of chips from the can. This shall be done one chip at a time. The Internal Affairs officer shall match the number on the chip to the number on the sworn member roster. The sworn member's name on the roster that matches the corresponding drawn number is now selected for drug screening. The Internal Affairs Officer will mark "selected" on the roster next to the selected officer's name. This process shall continue until fifteen (15) percent of the total number of sworn officers is selected for drug screening.
- ix. The Internal Affairs Officer shall document the date and time of the selection, the selection method used, all persons present at the time of the selection and the results of the selection.
- x. Any member of the Lawrence Township Police Department 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 Departmental discipline.

- xi. Sworn law enforcement officers who refuse to submit to a drug test when randomly selected 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.

3. Trainee Drug Screening:

- a. A trainee for a position as a sworn law enforcement officer who refuses to submit to a drug test based upon this policy or the policy of a certified police academy 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.
- b. A trainee for a position as 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.
- c. Trainee drug testing shall be performed by the police academy of trainee enrollment and in compliance with PTC regulations.

4. Applicant Drug Screening:

- a. Applicants for employment may be tested as many times as the law enforcement 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.
- b. Applicant drug screening will be performed as listed in section III.F of this order.

C. Notification of Officers

1. Sworn Officers:

- a. When it has been determined that reasonable suspicion exists, the Internal Affairs officer will go to the subject officer at the officer's work assignment and order that officer to accompany the Internal Affairs Officer to a designated lavatory to collect the urine specimen.

- b. Officers selected for random drug screening shall be contacted by the Internal Affairs officer at their work assignment and shall immediately report to the designated lavatory to submit a urine specimen. If the officer is not on duty or is on leave of any kind, the officer will be ordered to give a proper urine specimen immediately upon returning to work, regardless of the length or reason for the leave.
- c. The order to provide a urine sample for drug screening is a direct order from the Chief of Police. No officer has the right to refuse the order, nor has the right to have a union representative or attorney present at the time the specimen is collected; nor has the right to delay the order for any reason.
- d. A negative result is a condition of employment as a sworn officer and that a positive result will result in:
 - i. The officer's termination from employment;
 - ii. Inclusion of the officer's name in the central drug registry maintained by the Division of State Police;
 - iii. The officer being permanently barred from future law enforcement employment in New Jersey.

2. Applicants:

- a. Applicants for law enforcement positions will be notified that the pre-employment process will include drug testing.
- b. The notification will also indicate that a negative result is a condition of employment and that a positive result will:
 - i. Result in the applicant being dropped from consideration for employment;
 - ii. Cause the applicant's name to be reported to the central drug registry maintained by the Division of State Police;
 - iii. Preclude the applicant from being considered for future law enforcement employment for a period of two years from the date of the drug test.
- c. 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.

- d. 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.

3. Trainees

- a. Newly appointed law enforcement officers shall be informed that drug testing is mandatory during basic training.
- b. Newly appointed officers shall also be informed that a negative result is a condition of employment and that a positive result will result in:
 - i. Result in the trainee being dismissed from basic training;
 - ii. The trainee's termination from employment;
 - iii. Inclusion of the trainee's name in the central drug registry maintained by the Division of State Police;
 - iv. The trainee being permanently barred from future law enforcement employment in New Jersey.
- c. 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.

D. Specimen Acquisition Procedures

- 1. The Internal Affairs Officer will be responsible for the overall supervision of collection of the urine specimens.
- 2. The Internal Affairs Officer shall designate a monitor(s) to oversee the specimen acquisition process. The Internal Affairs Officer may take this responsibility upon his or herself.
- 3. 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 Lawrence Township Police Department, a member of the same sex from an area law enforcement agency may be requested and serve as the monitor.

4. 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 (Attachment A). 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 III.J.2. of this policy. Applicants are not required to complete a Drug Testing Medication Information form at this time.
5. Prior to the submission of a urine specimen, an officer shall execute a form (Attachment C) 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 III.J.1. 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.
6. Sworn officers shall complete the Drug Testing Medication Information form (Attachment D) 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.
7. 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.
8. If the monitor has reason to believe that an individual officer will attempt to adulterate or contaminate a specimen, substitute another substance or liquid for their specimen, or compromise the integrity of the test process, the monitor may conduct a direct observation of the individual officer. If a monitor concludes that direct observation is necessary, he or she must document the facts supporting the belief that the officer will attempt to compromise the integrity of the test process before there can be direct observation.

E. 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 (the donor).
2. 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.
3. Complying with chain of custody procedures established by the Laboratory for the collection and submission for analysis of urine specimens.
4. 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 each agency to contact the Laboratory to obtain the Split Specimen Kits and Forensic Urine Drug Testing Custody and Submission Forms (CSF).
5. Collecting and submitting urine specimens in accordance with procedures established by the Laboratory.

F. Specimen Collection

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 G, “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 III.H. Submission of Specimens for Analysis below).

G. "Shy Bladder" Procedure:

1. Individuals who initially are unable to produce a urine sample shall:
 - a. Remain in the presence of the monitor until they can provide a sample.
 - b. The individual will be allowed 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 sample.
 - c. After a period of up to three (3) hours, the subject will again attempt to provide a sample.
 - d. Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
 - e. If the individual is still unable to provide a sample, the Chief of Police shall be notified.
 - i. The Chief of Police, upon consultation with the Internal Affairs Officer and the monitor, will determine whether the individual will remain in the presence of the monitor until further attempts to produce a sample are successful, or
 - ii. Whether the individual will be tested by the Township Physician 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. 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 and is within the acceptable temperature

range, the monitor shall take possession of the specimen and immediately deliver the specimen to the custody of the Internal Affairs Officer, if different.

2. The Internal Affairs Officer shall place all specimens in a secured (controlled access) and refrigerated storage area until it is delivered to the State Toxicology Laboratory.
3. Procedures for collecting urine specimens shall allow individual privacy unless there exists a reason to believe that a particular individual may adulterate or otherwise compromise the integrity of the specimen, as outlined in Section III.D. of this policy.
4. Once the individual being tested has relinquished the specimen to the monitor and it has been accepted, the officer has fulfilled his or her obligation and shall not be ordered to resubmit a urine specimen absent reasonable suspicion or another random selection.
5. The monitor will take possession of the specimens and documentation. The monitor will ensure that all specimens, including second specimens, are delivered to the New Jersey State Toxicology Laboratory (NJSTL) in a timely manner (See Section III.H. Submission of Specimens for Analysis below).

H. Submission of Specimens for Analysis

1. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice is the sole facility for the analysis of law enforcement drug tests.
2. The specimens shall be stored in a controlled access refrigerator until such time as they can be delivered to the State Toxicology Laboratory.
3. Urine specimens shall generally be delivered within one laboratory working day of acquisition. Specimens may be submitted to the Laboratory by commercial courier using "next day delivery" or in person (appointments only). When being hand delivered it will be done by the Internal Affairs Officer or other officer designated by the Chief of Police.
4. Any specimen which indicates evidence of tampering or damage will be rejected by the State Toxicology Laboratory.
5. The chain of custody from the collecting agency to the State Toxicology Laboratory will be fully documented.
6. A donor whose specimen tested positive may only challenge the positive test result by having the split specimen independently tested. The first specimen will not be retested.

7. The split specimen will be maintained at the State Toxicology Laboratory for one year following the receipt of a positive drug test result from the laboratory by the submitting agency.
8. The split specimen will be released by the NJSTL under the following circumstances:
 - a. The Lawrence Township Police Department is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance;
 - b. The Lawrence Township Police Department notifies the donor that the first specimen tested positive for a controlled substance; and
 - c. The Lawrence Township Police Department is informed by the donor whose specimen tested positive that he/she wishes to challenge the positive test result.
 - d. 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.
 - e. 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 NJSMETL medical review officer.

I. Analysis of Specimens

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.

J. Drug Test Results

1. The State Toxicology Laboratory shall notify the Lawrence Township Police Department of test results from the specimens submitted for analysis. All reports shall be in writing and sent to this agency within 15 working days of the submission.
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 Lawrence Township Police Department shall notify the 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 subject officer may receive a copy of the laboratory report.
4. Under no circumstances, will the Lawrence Township Police Department or any individual from this agency resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be re-tested.

K. Consequences of a Positive Result

1. When a sworn law enforcement officer tests positive for illegal drug use:
 - a. The officer shall be immediately suspended from all duties;
 - b. The officer shall be terminated from employment as a law enforcement officer, upon final disciplinary action;
 - c. The officer shall be reported to the Central Drug Registry maintained by the Division of State Police; and
 - d. The officer shall be permanently barred from future law enforcement employment in New Jersey.

- e. In some cases, the State Toxicology Laboratory will report that a specimen tested positive for a particular substance and that the information on the medication information form explains the test result. For example, the Laboratory may report that a specimen tested positive for barbiturates and a prescription for that barbiturate was listed on the form by the officer. At this point, it is the responsibility of the submitting agency to determine whether the officer had a valid prescription for that drug. Officers who do not have a valid prescription are subject to disciplinary action including, termination by the Lawrence Township Police Department.
2. When an applicant tests positive for illegal drug use:
- a. The applicant shall be immediately removed from consideration for employment by the Lawrence Township Police Department.
 - b. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the Lawrence Township Police Department.
 - 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.
3. 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 subject to rules adopted by the Police Training Commission and suspended from employment by the Lawrence Township Police Department.
 - b. Upon final disciplinary action by the appointing authority, the trainee shall be terminated from employment as a law enforcement officer.
 - c. The trainee shall be reported to the Central Drug Registry maintained by the Division of State Police.
 - d. The trainee shall be permanently barred from future law enforcement employment in New Jersey.

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

1. The Chief of Police, in consultation with the Internal Affairs Officer and the monitor, if different, shall make a determination whether an officer refused to submit to a drug test.
2. Sworn law enforcement officers who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon final disciplinary action, the officer shall be terminated from employment as a law enforcement officer and permanently barred from future law enforcement employment in New Jersey. In addition, the Lawrence Township Police Department shall forward the officer's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
3. 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 to the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.
4. 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 Lawrence Township Police Department shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
5. 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 Lawrence Township Police Department shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
6. 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 the Lawrence Township Police Department to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

M. Record Keeping

1. The Internal Affairs Officer shall maintain all records relating to the drug testing of applicants, trainees, and law enforcement officers.
 - a. The drug testing records shall include, but not be limited to:
 - 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 State Toxicology Laboratory;
 - g. The results of the drug screening;
 - h. Copies of notifications to the subject; and
 - 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.
 - k. For random drug testing, the records will also include the following information:
 - l. A description of the process used to randomly select officers for drug testing;
 - m. The date selection was made;
 - n. A copy of the document listing the identities of those selected for drug testing;
 - o. A list of those who were actually tested; and
 - p. The date(s) those officers were tested.

2. 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.

N. Central Drug Registry

1. The Chief of Police shall notify the Central Drug Registry maintained by the Division of State Police of the identity of any sworn law enforcement officers, applicants, or trainees who test positive for the illegal use of drugs, upon final disciplinary action.
2. Notifications to the Central Drug Registry shall include the following information as to each individual:
 - a. Name and address of the submitting agency, and contact person;
 - b. Name of the individual who tested positive;
 - c. Last known address of the individual;
 - d. Date of birth;
 - e. Social security number;
 - f. SBI number (if known);
 - g. Gender;
 - h. Race;
 - i. Eye Color;
 - j. Substance the individual tested positive for, or circumstances of the refusal to submit a urine specimen;
 - k. Date of the drug test or refusal;
 - l. Date of final dismissal or separation from the agency; and
 - m. Whether the individual was an applicant, trainee, or sworn law enforcement officer.
 - n. The certification section of the notification form must be completed by the Chief of Police and notarized with a raised seal.
3. Notifications to the Central Drug Registry shall be sent to:

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

4. Information contained in the Central Drug Registry may be released by the Division of State Police only under the following circumstances:
 - a. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel.
 - b. In response to a court order.