


HACKETTSTOWN POLICE DEPARTMENT		
General Order		
SUBJECT: Law Enforcement Drug Testing		
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EFFECTIVE DATE: Revised 12/8/2020	BY THE ORDER OF: Chief James A. Macaulay	

PURPOSE: The purpose of this policy is to establish guidelines for the drug testing of Hackettstown Police Department personnel so that this agency is in compliance with the NJ Attorney General's Law Enforcement Drug Testing Policy.

POLICY: It is the policy of the Hackettstown Police Department to conduct drug testing of sworn law enforcement officers, law enforcement officer trainees, and applicants for law enforcement officer employment in order to maintain professional standards of performance and to help ensure the trust of the community in those who enforce the law.

DEFINITIONS:

Law Enforcement Officer: Sworn law enforcement personnel who are responsible for the enforcement of municipal ordinances and the criminal laws of this State, come under the jurisdiction of the Police Training Act, and are authorized to carry a firearm under NJSA 2C:39-6.

Law Enforcement Officer Trainee: Personnel subject to the Police Training Act while attending a mandatory basic training course.

Applicants for Law Enforcement Officer Employment: Person 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 NJSA 2C:39-6.

Random Selection Process: 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.

PROCEDURE:

I. TYPES OF DRUG TESTING:

1. Applicants for Police Officer Employment
 - a. Applicants will be required to submit a urine specimen at any time prior to employment.
2. Law Enforcement Trainees
 - a. 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.
 - b. Individual trainees may 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 of Police/Police Director, or the Academy Director.
3. Sworn Law Enforcement Officers
 - a. 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 of Police.
 - b. Urine specimens may be ordered from sworn law enforcement officers who have been randomly selected to submit to drug testing. 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.
 - c. Urine specimens may 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.

II. NOTIFICATION OF DRUG TESTING PROCEDURES:

1. Applicants for Law Enforcement Officer Employment
 - a. Applicants must be notified 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:
 1. result in the applicant being dropped from consideration from Hackettstown Police Department employment;
 2. cause the applicant's name to be reported to the Central Drug Registry maintained by the Division of State Police; and
 3. permanently bar the applicant from being considered for future law enforcement employment in the County of Warren and from future law enforcement employment elsewhere in the State of New Jersey 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 officer will be terminated from employment and be permanently barred from future law enforcement employment in New Jersey.
2. Law Enforcement Officer Trainees
 - a. All newly appointed law enforcement officer trainees 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:
 1. the officer's termination from employment;
 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.
 - b. 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. Sworn Law Enforcement Officers: Reasonable Suspicion Testing

- a. Individual Hackettstown Police Department law enforcement officers will be ordered to submit to a drug test when there is reasonable suspicion to believe that the officer is illegally using drugs. The Chief of Police may order a law enforcement officer to submit a specimen to be analyzed for the presence of steroids, when reasonable suspicion exists.
- b. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, a written report that documents the basis for the reasonable suspicion will be prepared. The report shall be reviewed by the County Prosecutor or the Chief of Police before a reasonable suspicion test is ordered. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.
- c. A negative drug test result is a condition of employment as a sworn officer. A positive drug test result will result in:
 1. the officer's termination from employment;
 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. Hackettstown law enforcement 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 penalties as those officers who test positive for the illegal use of drugs.

4. Sworn Law Enforcement Officers: Random Drug Testing

- a. All sworn members of the Hackettstown Police Department are eligible for random drug testing regardless of rank or assignment.
- b. 10 % of sworn officers will be selected each time random selection takes place. This number shall be rounded to the nearest whole number. Random selection will take place two times per year on dates chosen by the Chief of Police or his designee in his absence. There will be no prior notice given of the dates of the selection process or the collection of the samples.
- c. Officers will be selected for drug testing through the use of a random selection program. A representative of the police bargaining unit(s) and internal affairs officer will observe and participate in the selection process.

- d. The selection process and the names of the officers selected will be documented in a written report prepared by the internal affairs officer. The report will be stored in the Internal Affairs File.
- e. Officers selected for random drug testing will be notified while on duty by the Internal Affairs Officer, or designee, and required to submit a urine specimen at that time. The specimen acquisition process will be kept confidential.
- f. Any member of the Hackettstown 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 discipline.
- g. 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.
- h. In the event that one or more of the randomly selected personnel are not available on the date that the list was selected, then the following shall apply.
- i. The Internal Affairs Supervisor shall test the employee/employees at the earliest time available after the employee returns to work.
- j. The Chief of Police has the discretion to excuse a selected employee on a case-by-case basis if the employee is absent due to military or an extended injury leave.
- k. Any pending selection list shall expire at such time as the next random test is administered, notwithstanding that personnel from the previous list have not been tested due to unavailability or excusal.

III. SPECIMEN ACQUISITION PROCEDURES:

- 1. Preliminary Acquisition Procedures
 - a. The Chief of Police shall designate a supervisor 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 that there is no monitor of the same sex available from the Hackettstown Police Department, a monitor from another law enforcement agency may be requested to serve as monitor of the process.

- b. Prior to the submission of a specimen, an applicant for a law enforcement position shall execute a form consenting to the collection and analysis of their urine for illegal drugs (Appendix 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 II (1a) of this policy.

Applicants shall not complete a drug testing medication form (Appendix D) 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 drug testing medication form 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.

- c. Prior to submission of a urine specimen, a Hackettstown Police Department law enforcement trainee enrolled in a basic training course shall execute a form (Appendix B) advising the trainee that a negative result is a condition of employment with Hackettstown Police Department and of the consequences of a positive result outlined in Section II (2a) of this policy. 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 a drug testing medication information form (Appendix D) listing all prescription medications, non-prescription (over-the-counter) medications, dietary supplements and nutritional supplements that were ingested in the past fourteen days. The drug testing medication form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal.

- d. Prior to submission of a urine specimen, a sworn Hackettstown Police Department law enforcement officer shall execute a form (Appendix C) advising the trainee that a negative result is a condition of employment with Hackettstown Police Department and of the consequences of a positive result as outlined in Section II (3c). The form shall also advise the officer that the refusal to participate in the test process carries the same penalties as testing positive. Sworn Officers shall also complete a drug testing medication information form (Appendix D) listing all prescription medications, non-prescription (over-the-counter) medications, dietary supplements and nutritional supplements that were ingested in the past fourteen days. The drug testing medication form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal.

2. Monitor's Responsibilities

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

- a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen. (the donor)
 - b. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen. Individual specimens and forms shall be identified throughout the process by the use of the donor identification numbers (Donor ID). At no time shall a name appear on any form or specimen container sent to the Laboratory.
 - c. Complying with chain of custody procedures established 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.
 - d. Specimens shall be collected utilizing split collection kits supplied by the Laboratory. Under no circumstances shall a specimen be collected and submitted for analysis in a specimen container that has not been approved by the NJ State Medical Examiner Toxicology Laboratory. It is the responsibility of each agency to contact the Laboratory to obtain the Split Specimen Kits and Forensic Urine Drug Testing Custody and Submission Forms (CSF).
 - e. Collecting and submitting urine specimens in accordance with procedure established by the Laboratory.
3. 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.
4. 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.

IV. URINE SPECIMEN COLLECTION PROCEDURE:

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

V. "Shy Bladder" Procedure

1. When a donor initially produces an inadequate amount of urine, the monitor must take the following steps:
 - a. Advise the donor to remain on the premises and under the supervision of the test monitor until the monitor is satisfied that the donor cannot produce a specimen.

- b. While the donor is under supervision, allow the donor to drink up to 40 ounces of fluids distributed reasonably over a period of up to three hours in an attempt to induce the production of a specimen.
 - c. Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
 2. If the donor remains unable to provide a specimen after a reasonable period of time, the monitor may have the donor examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constituted a refusal to cooperate with the drug testing process.

VII. Split Specimen

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

VIII. SUBMISSION OF SPECIMENS FOR ANALYSIS:

1. The NJ State Medical Examiner Toxicology Laboratory is the only facility approved for the analysis of law enforcement drug tests conducted under the Law Enforcement Drug Testing Policy. Law enforcement agencies are not permitted to use any other facility or laboratory for the purpose of analyzing urine specimens for illegal drug use by law enforcement officers.
2. Urine specimens should be submitted to the Laboratory as soon as possible after their collection. In the event specimens cannot be submitted to the Laboratory within one working day of collection, the law enforcement agency shall store the specimens in a controlled access refrigerated storage area until submission to the Laboratory (Attachment E).
3. Specimens may be submitted to the Laboratory by commercial courier using "next day delivery" or in person (appointments only).
4. The Laboratory will inspect all documentation to ensure that it has been properly completed. Failure to include the appropriate documentation with each submission will cause the Laboratory to delay conducting an analysis of the specimen or specimens until the missing documentation is submitted.
5. In addition to ensuring that the appropriate documentation has been completed and submitted for each specimen, the Laboratory shall inspect each specimen for damage and evidence of tampering.
 - a. The Laboratory may reject any specimen it has reason to believe has been tampered with or is damaged; and
 - b. Notify the Hackettstown Police Department in writing with the reason for rejection clearly stated.

IX. ANALYSIS OF SPECIMENS:

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

2. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cocaine
 - Marijuana/Cannabis
 - Methadone
 - Opiates
 - Oxycodone/Oxymorphone
 - Phencyclidine
3. The Laboratory utilizes a two-stage procedure to analyze specimens.
 - a. In the first stage, all specimens will undergo an initial screening. The initial screening determines whether one or more of the nine substances listed and/or their metabolites are present at or above a designated cutoff. All presumptive positive specimens will undergo a second and more specific type of testing.
 - b. The second type of testing will employ mass spectrometry detection for the definitive identification and quantitation of drugs and/or metabolites presumptively identified by the initial screen.
4. When a specimen tests positive at both the initial stage and the second stage, a medical review officer assigned to the Laboratory will review the test results together with the medication information form submitted for the specimen. The medical review officer will seek to determine whether any of the substances listed on the form would explain the positive test result. The medical review officer may direct the agency that collected the sample to obtain further information from the individual being tested concerning the medications listed on the medical information form. The medical review officer will then issue a report indicating whether or not the sample tested positive due to a listed medication on the medication information form.
5. Applicants for law enforcement employment are not required to submit a Drug Testing Medication Information form with their specimen. Therefore, if an applicant tests positive, the Hackettstown Police Department, following notification from the Laboratory, must have the candidate 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 donor during the 14 days prior to the specimen collection. The Drug Testing Medication Information form shall be placed in an envelope which is sealed by the donor. The donor shall date and initial the seal, and write their Donor ID on the envelope. The Hackettstown Police Department is responsible for submitting the envelope to the Laboratory. A review of the form will be conducted by the medical review officer as outlined above.

6. In addition to the testing outlined above, specimens submitted to the Laboratory may be tested for additional substances at the request of the Hackettstown Police Department submitting the specimen. The Laboratory has the ability through its own facilities, as well as facilities employed as references laboratories, to arrange drug testing for steroid abuse, as well as other currently abused substances.

X. DRUG TEST RESULTS:

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

XI. 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 Hackettstown Police Department.
 - b. The applicant shall be reported to the Central Drug Registry maintained by the Division of State Police by the Hackettstown Police Department.

- c. The applicant shall be permanently barred from consideration for future law enforcement employment in the County of Warren and from future law enforcement employment in the State of 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 Hackettstown Police Department shall notify the officer's current employer of the positive test results.
 - e. Under these circumstances, the officer's current employer is required to dismiss the officer from employment and also report his/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 the Hackettstown Police Department.
 - b. The trainee shall be terminated from employment as a law enforcement officer upon the final disciplinary action by the Hackettstown Police Department.
 - 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 Hackettstown Police Department law enforcement employment.
3. When a sworn Law Enforcement Officer tests positive for illegal drug use:
- a. The Hackettstown Police Department shall immediately suspend the officer with pay from all law enforcement duties, pending a disciplinary hearing. In cases involving testing of the second specimen, the disciplinary hearing will not be held until the department receives the results of the second specimen test.
 - b. The Hackettstown Police Department shall terminate the officer 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 by the Hackettstown Police Department; and
 - d. 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:

1. Applicants for Hackettstown Police Department law enforcement officer employment that refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for future law enforcement employment in the County of Warren and from law enforcement employment elsewhere in the State of New Jersey for a period of two years. In addition, the Hackettstown 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.
2. Hackettstown Police Department law enforcement 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 Hackettstown Police Department law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the Hackettstown 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.
3. Hackettstown Police Department 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 Hackettstown 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.
4. 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.

V. RECORD KEEPING:

1. The Hackettstown Police Department Internal Affairs Officer shall maintain all records relating to the drug testing of Hackettstown Police Department applicants, trainees, and law enforcement officers.
2. 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 name of the monitor of the collection process
 - e. the chain of custody of the urine sample from the time it was collected until the time the State Toxicology Laboratory received it.
 - f. the results of the drug testing
 - g. copies of notifications to the subject
 - h. for any positive results, 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
3. 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. document listing the identities of those selected for drug testing
 - d. a list of those who were actually tested
 - e. the dates(s) those officers were tested
4. Drug testing records shall be maintained with the level of confidentiality required for internal affairs files pursuant to New Jersey Internal Affairs Policy and Procedures.

VI. CENTRAL DRUG REGISTRY:

1. The Hackettstown Police Department shall notify the Central Drug Registry maintained by the Division of State Police of the identity of the officer applicants, trainees and sworn law enforcement officers who test positive for the illegal use of drugs or refuse an order to submit a urine sample (Appendix E).
2. Notifications to the Central Drug Registry shall include the following information regarding 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. Gender
 - h. race
 - i. eye color
 - j. substance the individual tested positive for, or circumstances of the refusal to submit a urine sample
 - k. date of 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.
3. The certification section of the notification form must be completed by the chief or and notarized with a raised seal.
4. Notifications to the central registry shall be sent to:
- Division of State Police
State Bureau of Identification
Central Drug Registry
P.O. Box 7068
West Trenton, New Jersey 08628-0068
5. Information contained in the central registry may be released by the Division of State Police only under the following circumstances:
- a. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel.
 - b. In response to a court order.