

# ALLENTOWN BOROUGH POLICE DEPARTMENT

## General Order



CHAPTER:2

SECTION:

# OF PAGES: 18

**SUBJECT: DRUG USE AND TESTING**

EFFECTIVE DATE: July 9, 2018

REVISION DATE

PAGE #

01/16/2021

BY THE ORDER OF:  
Chief Daniel Panckeri

SUPERSEDES ORDER #:

**PURPOSE:** The purpose of this directive is to establish a uniform policy and procedure for the use of drug testing.

**POLICY:** It is the policy of the Allentown Borough Police Department to insure that the agency has a drug-free work place. Therefore, all applicants for employment with the Allentown Borough Police Department will be subject to drug testing as part of their pre-employment process. Drug testing for all employees of Allentown Borough Police Department will be in accordance with this policy and the Attorney General's Law Enforcement Drug Testing Policy, revised April 2018, and Attorney General Law Enforcement Directive No. 2018-2, dated March 20, 2018. For a copy of the Policy and Directive, go to:

<http://www.nj.gov/oag/dcj/njpdresources/testing.htm>

<http://www.state.nj.us/lps/dcj/agguide/directives/ag-directive-2018-2.pdf>

## PROCEDURES:

### I. Policy Justification for Testing as to Controlled Dangerous Substances

- A. The problem of controlled dangerous substances in our society has been well documented over the years. In response to the extent of the problem, New Jersey has revised its criminal code with specific drug statutes and has backed up those statutes with a statewide narcotic action plan applicable to all law enforcement agencies setting the enforcement of our narcotics laws as a law enforcement priority. The abuse of controlled dangerous substances involves not only the crime of possession of the substance but also directly leads to the commission of other crimes. A review of pre-sentence reports and defendant's explanations of their violations of the law contained in those reports shows clearly the impact and extent of the problem of the abuse of controlled dangerous substances. The use and abuse of controlled dangerous substances leads to more serious violations of our criminal statutes.
- B. The Allentown Borough Police Department is a law enforcement agency. This agency has the explicit responsibility for enforcing all of New Jersey's criminal statutes within our jurisdiction. To function effectively, our agency requires public respect and confidence. Such respect and confidence cannot be maintained unless the integrity and competence of all personnel are beyond question. The public has a right to expect, and the Chief has a right to require that this agency be drug-free. As a law enforcement office, it is proper to hold all employees to a higher standard of accountability than may be applicable in a non-law enforcement position. It would be naive to believe that the problems that befall all of our society do not also concern us within the confines of the Allentown PD.
- C. In dealing with controlled dangerous substances, our experience has aptly demonstrated the pervasiveness of the drug problem. Consequently, the The Allentown Borough PD has established a policy of drug testing. Its aim is to help insure that this agency is a drug-free work place. The existence of testing procedures constitutes a defense against employee use and abuse of controlled dangerous substances.
- D. In adopting the policy outlined here, this agency is mindful that the employees do have constitutional rights and guarantees which are applicable, specifically, the Fourth Amendment to the United States Constitution. This is a right of privacy, which the United States Supreme Court and the New Jersey State Supreme Court have recognized. The right of privacy is basically a right to be left alone. The specific individual interest placed at risk by drug testing is the right of all personnel to privacy, dignity, and freedom from unwarranted governmental intrusion. These rights are of concern and will be observed by this policy.
- E. The most important operative word, however, is "unwarranted." Unwarranted intrusions into privacy rights of employees of this Office will not be tolerated. However, a balance must be struck between the right of a law enforcement office to be drug free with the employee's right of privacy. This is the basis for the policy concerning controlled dangerous substances.

- F. We have a vital governmental interest in being drug free. We have a duty to prosecute offenders of the law. We cannot do that effectively if we ourselves are among the offenders. Furthermore, the confidential nature of the duties and responsibilities of this agency require strict adherence to the law. To tolerate in any way the use or abuse of controlled dangerous substances could jeopardize the physical safety and well being of other employees whose job it is to investigate criminal activity. The policy is intended to and will be consistent with the law enforcement drug screening guidelines developed by the New Jersey Attorney General's Office in October 1986 and revised most recently in April 2018.

## **II. Policy for Testing as to Controlled Dangerous Substance for Applicants and New Employees**

- A. All applicants for employment with the The Allentown Borough PD will be notified that drug screening through urinalysis is a mandatory part of the pre- employment process. It is the policy of the Allentown Borough PD that a negative result is a condition of employment. If an applicant commences work before the test is undertaken or the results received, his or her employment will be understood to be provisional; that" is, subject to termination upon a positive test result. The testing of any new applicant or employee must be accomplished within ninety (90) days of the person's employment.
- B. Any applicant for a position in this agency will be requested to sign a waiver consenting to the sampling and testing of urine during the employment screening process (Attachment A). This waiver will include notification that a positive confirmation of the presence of illegal drugs in the applicant's urine will result in the rejection for employment; inclusion of the applicant's positive drug results in a central registry maintained by the Division of State Police to be accessed only through court order or as part of a confidential background investigation for future law enforcement employment; and a bar from obtaining sworn law enforcement employment for a period of two (2) years from the date of a positive confirmation test. 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 results.
- C. This waiver will also include a statement that failing to provide the sample will result in rejection for employment/termination.

## **III. Policy for testing as to Controlled Dangerous Substances for All Employees - Reasonable Suspicion Testing.**

- A. Notification that drug screening through urinalysis will be conducted when reasonable suspicion exists to believe that an employee is illegally using drugs shall be included in the Rules and Regulation of the Allentown Borough PD. In addition, it will provided in the Rules and Regulations of the Allentown Borough PD that any employee who has probable cause to believe that a fellow employee is illegally using drugs must immediately report that fact to his/her immediate supervisor or his/her designee.
- B. Any employee who is confirmed positive for illegal drug use will be dismissed from The Allentown Borough PD and included in a central registry maintained by the Division of State Police. Notification will also be given to all employees that any employee who refuses to provide a urine sample upon a lawful request made upon individualized reasonable suspicion will be dismissed. Individualized reasonable suspicion means probable cause to believe that an

employee is under the influence of or involved in the use of a controlled dangerous substance outside of proper medical supervision. The term probable cause is used consistent with its meaning as defined in the cases developed in the criminal law. Probable cause is a well grounded suspicion, based upon facts and circumstances, that a crime has been or is about to be committed.

- C. Probable cause must concern information, which can be corroborated and/or substantiated. Consequently, the following process is established to ensure against an individual being required to submit to a test on the basis of an unsubstantiated rumor, bias, or personal animosity. Before an employee can be directed to submit to a urinalysis, a documented report must be prepared setting forth the specifics giving rise to probable cause that the individual is involved in the use of or is under the influence of a controlled dangerous substance. For emergent circumstances, approval may be given on the basis of a verbal report.
- D. The report will initially be presented to the head law enforcement officer for a determination of Probable Cause. The report will then be forwarded to the Prosecutor for his/her review and decision as to whether or not a urine test will be ordered.

If the head law enforcement office believes that the allegation is not proper or does not rise to the level of probable cause, they will report that finding to the Prosecutor. The Prosecutor or his/her designee will then review that and make his/her decision as to whether or not there should be testing of the employee.

- E. Information of a confidential nature can be the basis for the recommendation and the Prosecutor's decision. However, if it develops that probable cause cannot be maintained unless a confidential source is willing to be identified, that source cannot be compelled to come forward unless the source consents to such disclosure. If the source refuses to consent to disclosure, there would be an inadequate basis if the information is not otherwise corroborated for there to be an order for a particular employee to submit to a drug test.
- F. If the employee is directed by the head law enforcement officer to submit to urinalysis, arrangements will be immediately made for the taking of the sample. If an employee refuses to take the test, the employee will be subject to dismissal.

#### **IV. Policy for testing as to Controlled Dangerous Substances for police officers .**

##### **V.**

- A. The Allentown Borough PD conducts random drug testing to include the following:
  - 1. 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.
  - 2. Police recruits 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 a mandatory basic training will comply with the Rules and Regulations established by the Police Training Commission.

- B. The following conditions shall apply to random drug testing of Police Officers.
1. All police personnel are eligible for random drug testing, regardless of rank.
  2. Random selection shall be defined as a method of selection in which each and every police officer employed by the Allentown PD, regardless of rank or assignment, has an equal chance of being selected for drug testing each and every time a selection is conducted.
  3. At each selection process, at least ten percent (10%) of the total number of officers employed by the Allentown Borough PD, at the time of a random selection occurs, will be selected for testing. Testing shall occur no more than (2) times per year.
  4. The random selection process will be a randomized number system. Each officer will be assigned a number based on time of service (one being the longest serving officer). The total number of officers working within the department will be entered into the random number generator.
  5. The individuals who shall be present to verify the selection at the time of the random selection process shall include the head law enforcement officer (Chief) and the officer designated by the Chief to conduct the random test. Also, a member of the collective bargaining unit may be present.
  6. Any member of the Allentown Borough PD who discloses the identity of a the officer selected for random drug testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens, shall be subject to administrative discipline.
  7. Any officer who refuses to submit to a drug test when randomly selected will be subject to the same penalties as those individuals who test positive for illegal drug use.

**V.**

**Notification of Drug Testing Procedure**

- A. When it has been determined that reasonable suspicion exists, the head law enforcement officer shall contact the subject employee and order him/her to accompany the designated individual from the police department who will serve as the official monitor to the lavatory to provide the urine sample.

- B. Police officers selected for random drug testing shall be contacted by the head law enforcement officer at their work assignment and shall immediately accompany the designated officer who will serve as the official monitor to the lavatory to provide the urine sample. If a head law enforcement officer is not on duty, or is on leave of any kind, an alternate will be selected.
- C. Officers selected for Random Drug Testing will be requested to sign a Random Drug Screening through Urinalysis Acknowledgment Form (Attachment B).
- D. The order to provide a urine sample for drug testing is a direct order from the head law enforcement officer. No employee shall have the right to refuse the order, the right to have a union representative or attorney present at the time the urine sample is collected, nor the right to delay the order for any reason.

## **VI. Preliminary Acquisition Procedure**

- A. Prior to the submission of a urine sample, applicants and/or employees will complete a medical questionnaire which shall clearly describe all drugs, both prescription and nonprescription, ingested during the past thirty (30) days (Attachment C).

## **VII. Specimen Acquisition Procedure**

- A. The acquisition of the sample will be conducted under the auspices of the Allentown Borough PD. The head law enforcement officer will designate individuals to serve as official monitors. The people so designated must have experience in handling, securing, and safeguarding evidence. The monitor shall always be of the same sex as the individual being tested.
- B. The official monitor shall be responsible for ensuring that all forms, such as waivers, laboratory/request forms, and medical questionnaires have been thoroughly and accurately completed by the applicant and/or employee. Prior to the submission of the sample, both the official monitor and the applicant and/or employee will inspect the specimen bottle for indications of pre-void tampering.
- C. Urine specimens will be acquired and processed in accordance with procedures established by the New Jersey State Medical Examiner Toxicology Laboratory. The applicant and/or employee shall:
  - 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 MJ Medical Examiner State Toxicology Lab issued sealed split specimen collection kit.
  - 4. The donor unseals the split specimen collection kit container, and places all the 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 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 90F and 100F indicates an acceptable specimen temperature. The monitor indicates if the temperature is acceptable by marking either the "yes" or "no" in the specimen collection section of the CSF. If the 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 still follow the "shy bladder" procedure for the donors unable to produce.
7. The monitor instructs the donor to split the collected specimen into the specimen containers.
  - 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(30mL).
  - b. The donor carefully removes the Bottle B (SPLIT) Specimen Container Security Seal from the CSF and places the lid/cap and down the sides of the secondary specimen container with the lesser volume (15mL).
  - 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 has provided.
8. The monitor instructs the donor to seal the specimen containers with tamper-evidence seals from the CSF.
  - a. The donor 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 (15mL).
  - 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 CSF.
10. The monitor instructs the donor to place both specimens in the front pouch of the specimen bag that contains an absorbent pad.
11. The monitor separates the white laboratory copy of the CFS, folds it, and places it in the rear pouch of the specimen bag along with 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.

### “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.

### Split Specimen

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



## SUBMISSION OF SPECIMENS TO THE LABORATORY

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

### **Laboratory Method**

- A. The New Jersey State Medical Examiner Toxicology Laboratory, Newark, New Jersey, will be the sole facility for both the initial screening and the confirmation analysis of urine.
- B. Fluorescence polarization immunoassay will be used as an initial drug screening procedure.
- C. If such preliminary test results in a positive finding, then a Gas Chromatography/Mass Spectrometry Test will be used to confirm all positive results. No report of a positive result will be made unless that positive result is confirmed by the Gas Chromatography/Mass Spectrometry Test.
- D. In the event a specimen is confirmed positive for a controlled dangerous substance following the Gas Chromatography/Mass Spectrometry Test, a medical review officer at the laboratory shall compare the test results with the medical questionnaire submitted with the specimen to determine whether any substance listed on the questionnaire would explain the test result. The medical review officer may direct the Agency that collected the specimen to obtain further information from the individual being tested concerning the medications listed on the questionnaire. In the event the questionnaire does not explain the test result, the medical review officer shall issue a report indicating that specimen tested positive.
- E. The specimen will be tested by the New Jersey State Medical Examiner Toxicology Laboratory for the following substances and their metabolites :
  - 1. Amphetamine/ Methamphetamine;
  - 2. Barbiturates;
  - 3. Benzodiazepine;
  - 4. Cannabinoids;
  - 5. Cocaine;

6. Methadone;
7. Phencyclidine; and
8. Opiates.

F. The analysis of each urine specimen shall be done in accordance with the procedures adopted by the New Jersey State Medical Examiner 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. Drug Test Results**

- A. The New Jersey State Medical Examiner Toxicology Laboratory, Newark, will notify the Allentown Borough PD in writing of the test results from the specimens submitted for analysis within fifteen (15) working days of the submission.
- B. The New Jersey State Medical Examiner Toxicology Laboratory shall not report a specimen as having tested positive for a controlled dangerous 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.
- C. The Chief shall notify all applicants and employees who are screened and confirmed to be positive for the presence of illegal drugs as soon as practical after notification is received from the laboratory. A copy of the laboratory report will be provided to the individual by the Chief upon his/her request.
- D. Under no circumstances may an agency or individual resubmit a specimen for testing or ask that a particular specimen within the possession of the New Jersey State Medical Examiner Toxicology Laboratory be retested.
- E. The original medical questionnaire completed by all employees whose test results are negative will be destroyed within fourteen (14) days of receiving the notification from the laboratory.

#### **X. 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 agency;
  2. The applicant shall be reported to the central drug registry maintained by the Division of State Police by the law enforcement agency to which the individual applied;

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 (2) 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 the Rules and Regulations adopted by the Police Training Commission:
1. The trainee shall be immediately dismissed from basic training and suspended from employment by the Allentown Borough PD;
  2. The trainee shall be terminated from employment as a law enforcement officer, upon final disciplinary action by the Allentown Borough PD ;
  3. The trainee shall be reported to the central drug registry maintained by the Division of State Police;
  4. The trainee shall be permanently barred from future law enforcement employment in New Jersey.
- C. When a police 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 to the central drug registry maintained by the Division of State Police;
  4. The officer shall be permanently barred from future law enforcement employment in New Jersey.
- D. When all other employees test positive for illegal drug:
1. The employee shall be immediately suspended from all duties;
  2. The employee shall be terminated from employment, upon final disciplinary action;
  3. The employee shall be reported to the central drug registry maintained by the Division of State Police.

## IX. **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 and barred for consideration for law enforcement employment for a period of two (2) years from the date of refusal. In addition, the applicant's name shall be forwarded to the central drug registry with a note that the individual refused to submit to a drug test.

- B. Trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from law enforcement employment in New Jersey. In addition, the trainee's name shall be forwarded to the central drug registry with a note that the individual refused to submit to a drug test.
- C. Police officers who refuse to submit to a drug test ordered in response to a reasonable suspicion or random selection shall be immediately suspended from employment. Upon a finding that the employee did in fact refuse to submit a sample, the employee shall be terminated from law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, the officer's name shall be forwarded to the central drug registry with a note that the individual refused to submit to a drug test.
- D. All other employees who refuse to submit to a drug test ordered in response to reasonable suspicion shall be immediately suspended from employment. Upon a finding that the employee did in fact refuse to submit a sample, the employee shall be terminated from employment. In addition, the employee's name shall be forwarded to the central drug registry with a note that the individual refused to submit to a drug test.

**XI. Record Keeping**

- A. The Professional Responsibility and shall maintain all records relating to the drug testing of applicants and trainees. The Internal Affairs Unit shall maintain all records relating to the drug testing of employees for reasonable suspicion and random drug testing selection.
- B. The 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 New Jersey State Medical Examiner Toxicology Laboratory ;
    - f. The results of the drug testing ;

- g. Copies of notifications to the individual;
  - h. In instances where a positive result is obtained as the result of a lawfully prescribed medication, documentation from the individual's physician supporting the prescription/medication and its use as well as certification that the individual is fit for duty.
  - i. For any positive 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 individuals for drug testing;
  - b. The date selection was made;
  - c. A copy of the documentation listing the identities of those selected for drug testing;
  - d. A list of those who were actually tested; and
  - e. The date(s) those individuals were tested.
- C. All 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.

**XII. Central Drug Registry**

- A. The Allentown Borough PD shall notify the central drug registry maintained by the Division of State Police of the identity of applicants, trainees, police officers, or any other employees who test positive for the illegal use of drugs or refuse an order to submit a urine sample.
- B. Notification to the central drug registry shall include the following information for each individual:
  - 1. Name and address of the Allentown Borough PD and contact person;
  - 2. Name of individual who tested positive;
  - 3. Last known address of the individual;
  - 4. Date of birth;
  - 5. Social security number;
  - 6. SBI number (if applicable);
  - 7. Substance the individual tested positive for, or circumstances of the refusal to submit to a urine sample;

8. Date of dismissal from the Allentown Borough PD; and
9. When the individual was an applicant, trainee, police officer or other employee.

C. Notifications to the central drug registry shall be sent to:

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

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

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

**DRUG SCREENING THROUGH  
URINALYSIS**

**APPLICANT NOTICE AND ACKNOWLEDGEMENT**

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

I understand that as part of the pre-employment process, I will undergo drug testing through urinalysis.

I understand that a negative result is a condition of employment.

I understand that refusing to supply the required samples or producing a positively confirmed test result for the presence of illegal drugs will result in the rejection of my application for employment.

I understand that in case of a positive result, my name will be forwarded to a central drug registry maintained by the Division of State Police and will be made available only upon court order or as part of a background investigation for a law enforcement position.

I understand that a confirmed positive test result indicating the presence of drugs will bar me from securing law enforcement employment for a period of two (2) years. I understand that after this two (2) year period, a positive test result may be considered in evaluating my fitness for future law enforcement employment.

I understand that if I am currently employed by a law enforcement agency and I produce a positive test result for illegal drug use, my current employer will be notified of the positive test result.

I hereby acknowledge receipt of a copy of the Drug Use and Testing Policy and agree to undergo drug testing through urinalysis.

\_\_\_\_\_  
SIGNATURE OF APPLICANT                      DATE

\_\_\_\_\_  
SIGNATURE OF WITNESS                      DATE



**RANDOM DRUG SCREENING THROUGH URINALYSIS FOR  
POLICE OFFICERS ACKNOWLEDGEMENT**

I, \_\_\_\_\_, understand that I have been randomly selected to submit to a confidential drug test in accordance with the General Order of the Allentown Police Department "Drug Use and Drug Testing .

I understand that as part of this process, I will undergo drug testing through urinalysis.

I understand that if I refuse to undergo the testing, I will be immediately suspended from employment. Upon final disciplinary action, if it is found that I did in fact refuse to submit to a drug test, I will be terminated from employment with the Allentown Borough PD and permanently barred from future law enforcement employment in New Jersey. In addition, the Allentown Borough PD shall forward my name to the central drug registry with a note that I refused to submit to a drug test. Failure to take the test for any reason, including resignation, shall be deemed a refusal.

I understand that a negative result is a condition of continual employment with the Allentown Borough PD..

I understand that an official monitor from the Allentown Borough PD shall be responsible for ensuring the proper collection of the specimen(s) in a manner that provides for individual privacy.

I understand that I shall provide the monitor with a second urine specimen at the same time the first specimen is collected, which will be stored in a secured refrigerated storage area for a period of sixty (60) days or until the Allentown Borough PD receives notification from the New Jersey State Medical Examiner Toxicology Laboratory that the first specimen tested negative for the presence of controlled dangerous substances.

I understand that if I produce a positive test result for illegal drug use, the second specimen can be released in accordance with Section VII., Letter F., Number 3., of the Allentown Borough PD Drug Use and Testing Policy, Volume 02, Chapter 02. Further confirmation of a positive test result, will be just cause for termination from my law enforcement position and I will be permanently barred from law enforcement employment in New Jersey.

I have read and understand the information contained on this acknowledgement form and I agree to undergo drug testing through urinalysis.

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE                      DATE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
SIGNATURE OF WITNESS                      DATE

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**DRUG TESTING MEDICATION INFORMATION**

As part of the drug testing process, it is essential that you inform us of all medications you have taken in the last thirty (30) days.

Check all that apply :

A. During the past 30 days I have taken the following medication prescribed by a physician :

	Name of Medication	Prescribing Physician	Date Last Taken
1			
2			
3			
4			

B. During the past 30 days I have taken the following non-prescription medications (cough medicine, cold Tablets, aspirin, diet medications, nutritional supplements, etc.):

	Name of Medication	Date Last Taken
1		
2		
3		
4		

C. During the past 30 days I have taken NO prescription or non-prescription medications.

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Social Security Number and Initials

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Date