

	<b>NORTHFIELD POLICE DEPARTMENT</b>		<b>Directive Number:</b> 1999-01
	<h1>General Order</h1>		<b>Effective Date:</b> 10/17/2023
			<b>Re-Issued By:</b> Chief Mark J. VonColln
			<b>Distribution:</b> ALL PERSONNEL
			<b>Number of Pages:</b> 11
<b>Title of Directive -Drug Testing Program</b>			
<b>REVISION DATES</b>		<b>1<sup>st</sup>:</b> 03.01.1999 Created	<b>2<sup>nd</sup>:</b> 03/01/2001 Revised
<b>3<sup>rd</sup>:</b> 07/25/2012 Revised		<b>4<sup>th</sup>:</b> 10/17/23 Revised	<b>5<sup>th</sup>:</b>
<b>6<sup>th</sup>:</b>		<b>7<sup>th</sup>:</b>	<b>8<sup>th</sup>:</b>
<b>LAST REVISED:</b> None		<b>SUPERSEDES:</b>	
<b>DISCLAIMER</b> - The Written Directives developed by the Northfield Police Department are for internal use only, and do not enlarge an officer's civil or criminal liability in any way. They 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 Written Directives can only be a basis of a complaint by this Department, and only then in an Administrative disciplinary setting.			

I. Purpose of the Drug Testing Program

- A. The Northfield Police Department has a legal responsibility and managerial obligation to ensure a safe working environment, as well as a paramount interest in protecting the public by ensuring that its employees have the physical stamina and emotional stability to perform their assigned duties. A requirement for sworn law enforcement officer's employment must be an employee who is free from drug dependence, illegal drug use, or drug abuse.
  
- B. Drug dependence and drug abuse seriously impairs an employee's performance and general physical and mental health and may pose a danger to the abuser and those who encounter the person. The Northfield Police Department has adopted this policy to ensure a sworn law enforcement officer's fitness for duty as a condition of employment.

II. Policy

- A. It will be the policy of the Northfield Police Department to follow the Atlantic County Prosecutor's Office Directives and the New Jersey Attorney General's Directive and Polices on Sworn Law Enforcement Drug Testing.
  
- B. Applicants for the position of sworn police officer will be routinely tested for drug or narcotic usage as part of their pre-employment medical examination. The testing procedures and safeguards set forth in this order will be followed by the examining physician and others involved in the testing procedure.
  - 1. Refusal to take the test or test results reporting a presence of illegal drugs or narcotics, or the use of nonprescription drugs, will be the basis of discontinuing an applicant in the selection process,

and bar him or her from re-applying for a period of two years. Any use or possession that constitutes a crime will preclude any further consideration for employment.

2. Applicants found to be involved in the illegal sale, manufacture or distribution of any narcotics/drugs will be permanently rejected.
3. Any improper use of any narcotics/drugs by an applicant after application will be grounds for permanent rejection.
4. The results of a drug test on applicants for the position of sworn police officer will be kept confidential.

### C. Employment Status

Drug testing may be categorized by the employment status of the individual being tested and the method by which the individual was selected for testing. These methods include applicant testing, trainee testing, and officer testing. Testing is required of all police applicants and trainees. Pursuant to AG Directive 2018-2, law enforcement agencies are required to implement a random drug testing program for all sworn officers in their departments. Further, law enforcement agencies have an independent obligation to undertake drug testing of individual officers and trainees when there is reasonable suspicion to believe that the officer or trainee is illegally using drugs.

### III. Definitions & Applicability

**Employee:** All personnel employed by the Northfield Police Department, both civilian and sworn.

**Sworn law enforcement officers:** All sworn employees, including ranking officers.

**Supervisor:** Both sworn and civilian employees assigned to a position having day to day responsibility for commanding a work element.

**Drug test:** A urinalysis test administered under approved conditions and conducted to detect illegal drugs.

#### A. Law Enforcement Trainees:

1. Trainees will be required to submit one or more urine specimens for testing while they attend a mandatory basic training course. All drug testing conducted during mandatory basic training will comply with the rules and regulations established by the police training commission.
2. Individual trainees may also be required to submit a urine specimen for testing when there exists reasonable suspicion to believe that the trainee will be ordered to submit to a drug test based on reasonable suspicion only with the approval of the County Prosecutor, the Chief of Police or academy director.

B. Sworn Law Enforcement Officers:

1. Urine specimens will be ordered from a sworn law enforcement officer when there exists reasonable suspicion to believe that the officer is illegally using drugs. Urine specimens will not be ordered from an officer without approval of the County Prosecutor or the Chief of Police.
2. Urine specimens may be ordered from sworn law enforcement officers who have been randomly selected to submit to a drug test which will be conducted at least semi-annually. Random selection will be defined as a method of selection in which each and every sworn member of the department, regardless of rank or assignment, has equal chance to be selected for drug testing each and every time a selection is conducted.
3. Urine specimens may be collected from law enforcement officers during a regularly scheduled and announced medical examination, or a fitness for duty examination. However, the collection and analysis of the specimens is not governed by this policy.

C. Other Employees:

1. Police Department employees other than sworn law enforcement officers may be ordered to submit a urine specimen for analysis when there exists reasonable suspicion to believe that the employee is illegally using drugs. Urine specimens will not be ordered from this employee without the approval of the County Prosecutor or the Chief of Police and will follow the procedure outlined in this policy and any applicable City of Northfield policies.

Procedures:

A. Applicants:

1. The Northfield Police Department will notify all applicants that pre-employment process will include drug testing. The notification will also indicate a negative result is a condition of employment and that a positive test will result in:
  - a. the applicant being dropped from consideration for employment;
  - b. cause the applicant's name to be reported to the Central Drug Registry maintained by the Division of State Police;
  - c. preclude the applicant from being considered for future law enforcement employment for a period of two years.
  - d. In addition; notification will include that if the applicant is currently employed by another law agency as a sworn officer and the officer tests positive for illegal drug abuse, 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 the State of New Jersey.

B. Trainees:

1. Newly appointed law enforcement officers will be informed that testing is mandatory during basic training. Newly appointed officers will also be informed a negative result is a condition of employment and a positive test result will result in:
  - a. the officer's termination from employment;
  - b. inclusion of the officer's name in the Central Drug Registry maintained by the Division of State Police; and
  - c. the officer being permanently barred from future law enforcement employment in the State of New Jersey.
2. Newly appointed officers will be further informed that the refusal to submit to a drug test will result in the dismissal from employment and a permanent ban from future law enforcement in New Jersey.

C. Sworn Law Enforcement Officers: Reasonable Suspicion Testing:

1. Before an officer may be ordered to submit to a drug test based on reasonable suspicion, the department will prepare a written report which documents the basis for the reasonable suspicion. The report will be reviewed by the County Prosecutor or the Chief of Police before a reasonable suspicion test may be ordered. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report.
2. The officer tested will be informed that a negative test result is a condition of employment as a sworn officer and that a positive test result will result in:
  - a. the officer's termination from employment;
  - b. inclusion of the officer's name in the Central Drug Registry maintained by the Division of State Police; and
  - c. the officer being permanently barred from future law enforcement employment in the State of New Jersey.
3. The officer will also be advised that refusal to submit to a drug test based on reasonable suspicion, after being lawfully ordered to do so, will subject him or her to the same penalties as those officers who test positive for illegal use of drugs.

D. Sworn Law Enforcement Officers: Random Drug Testing:

1. The Northfield Police Department will conduct random drug testing at least twice a year upon all sworn officers, regardless of rank or assignment.
2. The selection will be made by the agency's Internal Affairs Commander utilizing the Info-share drug screen randomizer made available to this agency by the Prosecutor's Office. At least 10 percent of the total number of sworn officers within the agency shall be randomly tested each time. A Union Shop Steward shall witness the selection process.

The officer(s) selected will be tested. If the officer(s) is unavailable, another number will be drawn, and this process will be repeated until an available officer has been selected.

3. An officer selected for testing will be deemed unavailable should he or she be on a vacation of five or more days, attending a training seminar for five or more days, or out on sick or injury leave for more than five days.
4. The lottery drawing will consist of the Info-share drug screen randomizer.
5. Any member of the Northfield Police Department who discloses the identity of an individual selected for random testing, or that a random selection is scheduled to take place, prior to the collection of urine specimens will be subject to severe disciplinary action.
6. All officers present during the drawing will sign a copy of selected officer(s) list. This form will include the selected officer(s); and the date and time the process was completed. If more than one number has to be drawn due to the officer being unavailable, this will also appear on the form. This form will serve as a permanent record of the individual(s) selected.
7. Any member of the Northfield Police Department who refuses to submit to drug testing when randomly selected will be subject to the following sanctions:
  - a. the officer will be immediately suspended from all duties;
  - b. the officer will be terminated from employment as a law enforcement officer, upon final disciplinary action;
  - c. the officer will be reported to the Central Drug Registry maintained by the Division of State Police; and
  - d. the officer will be permanently barred from future law enforcement employment in the State of New Jersey.

E. Specimen Acquisition and Procedures – Preliminary Acquisition Procedures:

1. The internal affairs officer will act as a monitor of the specimen acquisition process. If the Internal Affairs Officer is not the same sex as the individual being tested, an officer of that sex will be selected by the Internal Affairs Officer to act as a monitor.
2. Monitors of the specimen acquisition process will be responsible for:
  - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.
  - b. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity specimen.
  - c. Complying with chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice for analysis.

V. Specimen Acquisition Procedures – General

A. Refer to Atlantic County Prosecutor's Office Directive, PD-00102-00, Atlantic County Prosecutor's Office Appendix AX-01257-18, New Jersey Attorney General's Law Enforcement Directive NO. 2018-02, and the New Jersey Attorney General's Drug Testing Policy.

**ATTACHMENT A**



DRUG TESTING  
APPLICANT NOTICE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, understand that as part of the pre-employment process, the Northfield Police Department will conduct a comprehensive background investigation to determine my suitability for the position for which I have applied.

I understand that as part of this process, I will undergo drug testing through urinalysis. I understand that a negative drug test result is a condition of employment. I understand that if I refuse to undergo the testing, I will be rejected from employment.

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

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

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

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

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

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Signature of Witness                      Date







DRUG TESTING  
OFFICER NOTICE AND ACKNOWLEDGMENT

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

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

I understand that if I produce a positive test result for illegal drug use, it will result in my termination from employment.

I understand that if I refuse to undergo testing, it will result in the same penalties as a positive test for the illegal use of drugs.

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

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

I understand that if I resign or retire after receiving a lawful order to submit a urine specimen for drug testing and do not provide the specimen, I shall be deemed to have refused to submit to the drug test.

I have read and understand the information contained on this "Officer Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as a condition of my continued employment as required by law.

\_\_\_\_\_  
Signature of Officer                      Date

\_\_\_\_\_  
Signature of Witness                      Date

ATTACHMENT D



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 fourteen (14) days. Please *carefully* complete the information below.

Check all that apply:

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

	Name of Medication	Prescribing Physician	Date Last Taken
1			
2			
3			
4			
5			
6			

\_\_\_ B. During the past 14 days, I have taken the following non-prescription medications (cough medicine, cold tablets, aspirin, diet medication, nutritional supplements, etc.)

	Name of Medication	Date Last Taken
1		
2		
3		
4		
5		
6		

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

\_\_\_\_\_  
Donor ID and Initials

\_\_\_\_\_  
Date

