

# PLAINFIELD POLICE DEPARTMENT GENERAL ORDER



**VOLUME: 2**

**CHAPTER: 2**

**# OF PAGES: 15**

## **SUBJECT: DRUG SCREENING GUIDELINES**

**BY THE ORDER OF:**

**Police Director**

**ACCREDITATION STANDARDS:**

**1.3.3**

**Effective Date: March 28, 2018**

**Revised: September 19, 2018**

**January 6, 2021**

**PURPOSE** The purpose of this general order is to establish policy and procedures consistent with the guidelines established by the New Jersey Attorney General’s Law Enforcement Drug Testing Policy revised December 2020 and the Union County Prosecutor regarding drug testing.

**POLICY** It is the policy of the Plainfield Police Department that the critical mission of law enforcement justifies the maintenance of a drug free work environment through the establishment and use of a reasonable drug-testing program.

The police profession has several uniquely compelling interests that justify the use of drug testing. The public has a right to expect that those who protect them are at all times both physically and mentally prepared to perform these duties. There is sufficient evidence to conclude that the use of controlled substances, and other forms of drug abuse, will seriously impair an employee’s physical and mental health, and thus, their job performance.

Where police officers or police employees participate in improper drug use and drug activity, the integrity of the police profession and public confidence in it are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

Therefore, in order to ensure the integrity of the Plainfield Police Department and to preserve public trust and confidence in a fit and drug free police profession, this department has instituted a drug screening program to deter prohibited drug use by all sworn and non-sworn personnel.

Although this general order normally applies to applicants, recruits and in-service sworn personnel, sufficient inferences can be drawn to apply certain provisions of this general order to non-sworn police personnel in the area of reasonable suspicion drug testing or fitness for duty drug testing.

This general order is considered an annex to the rules and regulations of the police department.



## PROCEDURES

### I. DEFINITIONS

- A. Applicant is any person who applies for the position of police officer in the Plainfield Police Department.
- B. Drug test is the compulsory production and submission of urine by an employee in accordance with these established procedures for laboratory analysis to detect prohibited drug use.
- C. Employee includes any civilian employee assigned to or under the supervision of the Plainfield Police Department.
- D. Officer is a sworn police officer, regardless of rank or assignment who is responsible for the enforcement of the criminal laws of this state. Officer also includes auxiliary police officers.
- E. Positive result is the result given to a specimen that is tested and confirmed to be positive for a controlled substance following laboratory analysis and a review by a medical review officer at the laboratory after comparison with the medication information report and it is determined that any substance listed on the report does not explain the test result.
- F. Random selection is defined as the method by which every police officer regardless of rank or assignment has an equal chance of being selected for drug testing each and every time a drug test is conducted.
- G. Reasonable suspicion is that quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, articulable, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead a reasonable person to suspect that the individual is or has been using drugs while either on or off duty.
- H. Recruit/trainee is any applicant who is undergoing mandatory basic training in a police academy.
- I. Supervisor is a sworn officer formally assigned to a position having day-to-day responsibility for supervising subordinates or who is responsible for commanding a work unit.

### II. TESTING – GENERAL

- A. Applicants:
  - 1. Applicants for the position of police officer shall be required to submit a urine specimen at any time prior to appointment. A statement of this requirement shall be included in the application for employment.
  - 2. A negative result is a condition of employment.

3. A positive result or a refusal to submit a specimen for testing will result in the applicant being dropped from consideration for employment, cause the applicant's name to be reported to the central drug registry maintained by the State Police, and preclude the applicant from being considered for future law enforcement employment for a period of two years.
4. If the applicant is currently employed by another agency as a sworn law enforcement officer and the officer tests positive for unlawful drug use, the officer's employing agency shall be notified of the test results without undue delay.
5. Any Plainfield Police Department employee who is an applicant in another jurisdiction and yields a positive drug test result after undergoing drug testing by that jurisdiction in comportment with the guidelines established by the Attorney General of the State of New Jersey shall be:
  - a. Immediately suspended from all duties;
  - b. Terminated from employment as upon final disciplinary action.
  - c. Reported to the central drug registry maintained by the State Police.
  - d. Permanently barred from future law enforcement employment in the State of New Jersey.

B. Recruit/Trainee:

1. Recruits/trainees shall be required to submit one or more urine specimens for testing at any time 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. All newly appointed officers shall be informed that drug testing is mandatory during their basic training.
3. A negative result(s) is a condition of continued employment.
4. A positive test result will result in the following:
  - a. The recruit shall be immediately dismissed from the police academy and immediately suspended from this department.
  - b. The recruit shall be terminated from employment as a police officer upon final disciplinary action.
  - c. The recruit's name shall be reported to the central drug registry maintained by the State Police.
  - d. The recruit shall be permanently barred from future law enforcement employment in the State of New Jersey.
5. Refusal to submit to a drug test shall result in the same penalties set forth in subsection II.A.5 above.

6. Individual trainees may also be required to submit a urine specimen for testing when reasonable suspicion exists to believe that the trainee is illegally using drugs. A recruit/trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the County Prosecutor, the Police Director, or the academy director.

C. Police Officers/Random Selection:

1. Urine specimens shall be ordered from in-service police officers who have been randomly selected to submit to a drug test. Random testing shall be conducted at least twice a year. The Police Director has the sole discretion on selecting dates.
2. At least ten percent of the sworn workforce (10%) shall be selected each time.
3. A negative test result is a condition of continued employment.
4. A positive test result will result in the following:
  - a. The officer shall be immediately suspended from all duties;
  - b. The officer shall be terminated from employment as a police officer upon final disciplinary action.
  - c. The officer's name shall be reported to the central drug registry maintained by the State Police.
  - d. The officer shall be permanently barred from future law enforcement employment in the State of New Jersey.
5. Officer(s) who refuse to submit to random drug testing are subject to the same penalties set forth above in subsection II.C.4.
6. Officer(s) randomly selected who are on sick leave, vacation leave, leave of absence, special day off, or away on official business shall be immediately tested upon their return without exception.
7. Any employee of this department who discloses the identity of an officer selected for random drug testing, the fact that a random drug test is scheduled, or that they had supplied a sample for random drug testing shall be subject to disciplinary action.

D. Police Officers/Reasonable Suspicion:

1. In addition to random testing, urine specimens shall be ordered from any police officer when reasonable suspicion exists to believe that the officer is improperly using drugs. For this purpose, urine specimens shall not be ordered from the officer without the approval of the Union County Prosecutor or the Police Director.
2. A negative test result is a condition of continued employment.

3. A positive test result will result in the following:
  - a. The officer shall be immediately suspended from all duties;
  - b. The officer shall be terminated from employment as a police officer upon final disciplinary action.
  - c. The officer's name shall be reported to the central drug registry maintained by the State Police.
  - d. The officer shall be permanently barred from future law enforcement employment in the State of New Jersey.
4. If an officer refuses to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so, the officer shall be charged with insubordination and also is subject to the same penalties as for those who test positive for the illegal use of drugs, see above subsection II.D.3.
5. Regardless of the reason for testing, any officer who tests positive for improper 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 maintained by the State Police and shall be permanently barred from future law enforcement employment in New Jersey.
6. Any officer who has reason to believe that a member of this agency is utilizing illegal drugs must report that suspicion or face disciplinary action.
7. Any officer having reasonable suspicion of illegal drug use by another officer must report it directly to the Police Director or the professional standards commander with a PD-10 report. The report shall detail the facts that form the basis of reasonable suspicion of illegal drug use.

E. Fitness of Duty Examinations:

1. Urine samples may be requested by a physician designated by the City of Plainfield during any regularly scheduled and announced medical examination or a fitness for duty examination. The subsequent collection and analysis of any specimen obtained through a medical examination or fitness for duty examination will be under the control of the City of Plainfield designated physician.
2. All personnel shall be required to submit to urine testing when told to by the City of Plainfield physician or City of Plainfield designated physician.
3. Failure to submit to this physician ordered urine testing shall be considered a form of insubordination and subject to termination upon final disciplinary action.

F. Civilian Personnel – Reasonable Suspicion/Fitness for Duty Examinations:

1. Civilian personnel are often called upon to perform a myriad of duties that had traditionally been performed by sworn police officers. These duties

require civilians to act and otherwise make decisions that are a matter of public safety and include, but are not limited to the following positions:

- a. Police aides/detention center aides/jailers;
  - b. School crossing guards;
  - c. Parking enforcement officers;
  - d. Court attendants/bailiffs;
  - e. Clerks/stenographers/secretaries, etc.;
2. Urine specimens shall be ordered from any civilian employee when reasonable suspicion exists to believe that the employee is improperly using drugs. For this purpose, urine specimens shall not be ordered from the employee without the approval of the Police Director, professional standards commander or their designees.
  3. Reasonable suspicion drug testing and fitness for duty drug testing will normally be performed by a physician or facility designated by the City Administrator.
  4. If an employee refuses to submit to a drug test based on reasonable suspicion after being lawfully ordered to do so, the employee is subject to termination upon final disciplinary action for insubordination.
  5. Any employee who has reason to believe that a member of this agency is utilizing illegal drugs must report that suspicion or face disciplinary action. These suspicions must be reported directly to the Police Director or the professional standards commander with a PD-10 report. The report shall detail the facts that form the basis of reasonable suspicion of illegal drug use.

G. Miscellaneous:

1. Officers who are not present at police headquarters at the time of a random drug test selection and are selected will have two (2) hours to report to the location provided by the supervisor making the notification to report. The two (2) hours begins after the supervisor has successfully contacted the officer randomly selected and officially notifies the officer that they must report.
2. Any officer selected to participate in a random drug test that is off duty and ordered to report shall be compensated accordingly.
3. Officers involved in an on-duty motor vehicle accident involving serious bodily injury shall be subject to drug and / or alcohol testing.
4. The department reserves the right to drug and / or alcohol test all officers involved in all on-duty motor vehicle accidents.

5. Officers who have their specimens rejected by the New Jersey State Toxicology Laboratory for any reason shall be required to produce new specimens.

### III. PRELIMINARY PROCEDURES

#### A. Police Applicants:

1. Prior to the submission of a specimen, an applicant shall execute a form consenting to the collection and analysis of their urine for drugs. This form shall include wording advising them that a negative result is a condition of employment and a statement of the consequences of a positive test or refusal to submit a specimen.
2. Applicants shall not complete the *Medication Information Report* prior to the submission of a specimen unless they have already received a conditional offer of employment.
3. Applicants shall subject to the acquisition procedures set forth in section IV.

#### B. Recruit/Trainee:

1. All drug testing conducted during mandatory basic training shall comply with the rules and regulations established by the Police Training Commission and conducted under the auspices of the police academy director or designee.

#### C. Random Testing of Sworn Police Officers:

1. Each sworn member of the Plainfield Police Department, regardless of rank or assignment, will be assigned a confidential number. The professional standards commander shall maintain a secure database containing officer's names, social security numbers, and the random number selected.
2. This confidential number assigned to police officers shall be periodically rejuvenated.
3. A representative of the police union(s) shall be notified of every random number selection process and may witness the random number selection. The union representative(s) shall not be informed of the officers' names that correspond to the confidential number. Each representative shall indicate whether they had witnessed the random number selection process or declined to do so on the *Random Drug Testing ID Number Selection* form.

#### D. Civilian Employees:

1. Mandatory drug testing will be performed on all civilian police employees after being provided with a conditional offer of employment, but prior to hiring. All testing will be performed under the auspices of the City Administrator at a location selected by the City Administrator.

2. Reasonable suspicion drug testing and drug testing performed during a fitness for duty examination are also under the auspices of the City Administrator at a location selected by the City Administrator.
3. Drug test results will normally be forwarded to the City of Plainfield physician or City of Plainfield designated physician for review. The physician will interpret the results and tender a recommendation to the City Administrator concerning the employee's employment status.
4. If the drug test reveals the use of any unlawful substance, the employee will have the conditional offer of employment withdrawn or be subject to termination upon final disciplinary action, whatever is applicable.
5. The presence of a lawful substance is subject to review by the City of Plainfield designated physician and Police Director to determine if the substance is or has adversely affected the employee's job performance. Any employment action will be decided on a case-by-case basis in comportment with ADA guidelines.

#### **IV. ACQUISITION PROCEDURES**

- A. This section applies to sworn applicant testing, random selection testing, and reasonable suspicion testing for sworn officers only.
- B. Preliminary Acquisition Procedures
  1. The Police Director may designate any staff member(s) to act as the monitor(s). The monitor(s) shall be the same gender as the subject selected. In the event of any conflict, a monitor may be requested from another law enforcement agency.
  2. The monitor of the specimen acquisition process shall be responsible for:
    - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen (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 donor identification (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 by the Laboratory for the collection and submission for analysis of urine specimens.
    - 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 procedures established by the Laboratory.
2. 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.
3. 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.

C. 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 D. “Shy Bladder” Procedure below)
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 V. Submission of Specimens to the Laboratory below).

D. "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.

E. 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 (1) 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 split 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.

F. ***ANY OFFICER OR EMPLOYEE OF THE PLAINFIELD POLICE DEPARTMENT WHO KNOWINGLY TAMPERS WITH ANY SPECIMEN, OR OTHERWISE COMPROMISES THE TESTING PROCESS SHALL BE SUBJECT TO CRIMINAL AND/OR DISCIPLINARY ACTION.***

## V. 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 a specimen cannot be submitted to the laboratory within one working day of its collection, the agency shall store the specimen in a controlled access refrigerated storage area until submission to the Laboratory.

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.

## VI. ANALYSIS OF SPECIMENS

A. 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 Police Director may request that specimens be analyzed for the presence of steroids. The steroid test shall be for an additional cost to the Department.

- B. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:
1. Amphetamines;
  2. Barbiturates;
  3. Benzodiazepine;
  4. Cocaine;
  5. Marijuana/Cannabis;
  6. Methadone;
  7. Opiates;
  8. Oxycodone/Oxymorphone;
  9. Phencyclidine.
  10. Other drug or substance deemed necessary by the Police Director, County Prosecutor, or Attorney General.
- C. In the event of a positive test result, the applicant, trainee, or sworn officer shall be notified as soon as practicable. Upon written request, the individual may receive a copy of the laboratory report.
- D. Under no circumstances may this department or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the State Toxicology Laboratory be retested.

#### **IV. ACCIDENTAL/INADVERTENT EXPOSURE**

- A. Any officer or employee who believes that they may have been exposed to any substance that could render a positive test result must notify this department immediately after the exposure. If the exposure occurs on duty the officer or employee must immediately notify his/her supervisor. A report detailing the exposure shall be forwarded to the Police Director or the professional standards commander through the chain of command. If the exposure occurs off duty, notification must be made as soon as practicable.

#### **V. POSITIVE TEST RESULT PRECIPITATED BY LAWFUL AND REPORTED PRESCRIPTION MEDICATION**

- A. Any test that reveals the presence of a drug or substance listed on the subject's *Medication Information Report* will be reported to the Police Director. This result will be reported with the explanation that the substance was listed on the *Medication Information Report*. The Police Director will have the option of causing a further investigation into the propriety of the listed substance and its use. The Police Director may require documentation from the employee's physician that the

medication was lawfully prescribed and does not render the employee unfit for duty.

## **VI. NOTIFICATIONS**

- A. The Office of Professional Standards commander shall provide the Union County Prosecutor or his/her designee a confidential written notification within ten (10) days if (1) any police officer tests positive, (2) refuses to be tested pursuant to this general order, or (3) an officer is subject to a reasonable suspicion drug test.
- B. By December 31<sup>st</sup> of each year, the Office of Professional Standards commander shall provide written notice to the Union County Prosecutor or his/her designee of the dates of testing conducted during the prior year, the total number of sworn officers employed, the total number of sworn officers tested, and the total number of sworn officers who tested positive.
- C. Applicants, trainees and sworn officers who test positive for the unlawful use of drugs, or who refuses an order to submit a urine sample when ordered to shall be reported to the Central Drug Registry maintained by the New Jersey State Police on a form approved for use by the Attorney General. Notifications to the Central Drug Registry shall include the following information as to each individual:
  - 1. Name and address of the submitting agency, and the contact person;
  - 2. Name of the individual who tested positive;
  - 3. Their last known address;
  - 4. Their date of birth;
  - 5. Their social security number;
  - 6. Their SBI number (if known);
  - 7. Their gender;
  - 8. Their race;
  - 9. Their eye color;
  - 10. The substance for which they tested positive, or circumstances of the refusal to submit a urine sample;
  - 11. Date of the drug test or refusal;
  - 12. Date of final dismissal or separation from this agency; and
  - 13. Whether the subject was an applicant, trainee or sworn officer.
- D. The certification section of the notification form must be completed by the Police Director and notarized with a raised seal.

- E. All random drug testing policies adopted by the department shall be made available to the public upon request and shall be posted on the city's website.
- F. All written reports created or submitted pursuant to this general order that identify specific officers are confidential and not subject to public disclosure.

**VII. RECORDKEEPING**

- A. The professional standards commander shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.
- B. These records shall include, but are not limited to:
  - 1. The identity of those ordered to submit urine samples;
  - 2. The reason for the order;
  - 3. The date the sample was collected;
  - 4. The name of the monitor;
  - 5. The chain of custody of the sample from the time it was collected until the time it was received by the State Toxicology Laboratory;
  - 6. The results of the drug testing;
  - 7. Copies of notifications to the subject of the drug testing;
  - 8. For any positive result, documentation from the employee's physician that the medication was lawfully prescribed and does not render the employee unfit for duty;
  - 9. For any positive result or refusal, appropriate documentation of the disciplinary action.
- C. For random selection drug testing, the records will also include:
  - 1. A description of the process used to randomly select officers for drug testing;
  - 2. The date the selection was made;
  - 3. A copy of the document listing the identities of those selected for drug testing;
  - 4. A list of those who were actually tested; and
  - 5. The date(s) those officers were tested.
- D. Sworn applicant drug testing, random selection drug testing, and reasonable suspicion for sworn officer 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* manual.

- E. Drug testing records for civilian employees will be kept and maintained by the City Administrator.

**VIII. PUBLIC ACCESSIBILITY AND CONFIDENTIALITY**

- A. The Plainfield Police Department Drug Testing Policy shall be made available to the public upon request and shall be posted on the agency website.