

	Cape May County Sheriff's Office S.O.P. Standard Operating Procedure		VOLUME 1	SOP 216	
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SPECIAL INSTRUCTIONS					
BY ORDER OF Sheriff Robert A. Nolan		SIGNATURE 			
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The written directives developed by the Cape May County Sheriff's Office are for internal use only and do not enlarge an Employees' civil or criminal liability in anyway. They should not be construed as to 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 the basis of a complaint by this agency and then only in an administrative disciplinary setting.					
REVISIONS					
DATE	PAGE	SECTION	DATE	PAGE	SECTION
08-13-2018	All	2.1.1 – app F			
04-04-11	Original				

1.0 PURPOSE:

- 1.1 The purpose of this policy is to affirm that the Cape May County Sheriff's Office is committed to providing a safe work environment and to fostering the well-being of its employees. This commitment is jeopardized when any Cape May County Sheriff's Office employee illegally uses drugs or alcohol on the job, or comes to work under the influence of drugs or alcohol or is unfit for duty because of abuse of alcohol or drugs.

2.0 POLICY:

- 2.1 The policy of the Cape May County Sheriff's Office in regards to alcohol and/or drugs is based on criteria in the agency Rules and Regulation as follows:

2.1.1 **Applicability** – All Members and Sworn Officers of the Cape May County Sheriff's Office to include:

a. All Civilian Employees,

(1.) Civilian employees, civilian applicants and civilian trainees

are not bound by the Attorney General's Law Enforcement Drug Testing Policy but rather the Cape May County Policy No. 596-16 "Drug and Alcohol Free Workplace".

- b. All Sworn Officers;
- c. All Sworn Officer Applicants;
- d. All Sworn Officer Trainees.

2.1.2 Alcohol Beverage and Drugs:

- a. No member or employee of this agency will report for or be on duty under the influence of alcohol or drugs, or be unfit for duty because of their excessive use.
- b. Members or employees shall not drink any kind of intoxicating beverage while on duty or take any drugs not duly prescribed and necessary for health at any time.
- c. Members and employees shall refrain from drinking intoxicating beverages for a reasonable period before going on duty.
- d. Intoxicating beverages may not be consumed at any law enforcement station.
- e. No member or employee shall, at any time when in uniform, enter any place, except a restaurant, where intoxicating beverages are served, except in the performance of duty.
- f. Members and employees shall not bring into or keep any intoxicating alcohol or drugs in any locker, desk or file except when necessary in the performance of an official duty. Alcohol or drugs brought into the agency premises in the furtherance of a law enforcement task shall be properly identified and stored in accordance to agency policy.
- g. All members and officers, including trainees, are subject to drug testing if there is reasonable suspicion to do so and must comply when ordered to submit a urine specimen.
- h. Officers are subject to mandatory random drug testing and must comply when ordered to submit a urine specimen.
- i. Refusal or failure to comply with an order to submit a urine sample for the purpose of drug testing for any of the above personnel shall

result in disciplinary action and possibly termination of employment.

j. Any member, applicant, trainee or officer that tests positive for drugs and without a proper prescription shall be terminated or removed from consideration for employment after a fair and impartial hearing has determined that the officer or employee was properly ordered to undergo testing.

2.1.3 Nothing in this policy is meant to conflict with the agency Rules and Regulations.

2.1.4 The goal of this policy is to balance respect of individual employee rights with the need to maintain a safe, productive, drug and alcohol-free work environment. The intent of this policy is to offer a helping-hand to agency employees who need it, while sending a clear message that the illegal use of drugs and abuse of alcohol is incompatible with employment in the Cape May County Sheriff's Office.

2.1.5 Whenever an employee is prescribed a drug by a licensed health care provider or uses an over the counter medication which the employee or health care provider believes will or could negatively affect the employee's job performance or ability to work in a safe manner, the employee shall notify the division commander and the county human resource department to find out more information in addition to completing and submitting a Medication Declaration Form (Appendix B). All Sheriff's Office employees are to comply with the procedures set forth in this policy.

3.0 DEFINITIONS

3.1 Applicant – persons who apply for a position as a law enforcement officer 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 N.J.S.A. 2C:39-6.

3.2 Central Drug Registry – A Registry maintained by the New Jersey Division of State Police that contains the identity of all applicants, trainees and sworn law enforcement officers who test positive for the illegal use of drugs or refuse an order to submit to a drug test.

3.3 Law Enforcement Officers – sworn law enforcement personnel 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.

3.4 Law Enforcement Trainee – persons who are subject to the Police Training Act while they attend a mandatory basic training course.

3.5 Random Selection – 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.

3.6 Reasonable Suspicion – For the purpose of this S.O.P., Reasonable Suspicion requires objective facts which, with inferences, would lead a reasonable person to conclude that drug-related activity is taking or has taken place, and a particular individual is involved in that drug activity. Reasonable Suspicion is “less demanding” than the probable cause standard in that “the amount of evidence is less” and the type of information may be “less reliable” than that of the Probable Cause standard.

3.6.1 Reasonable Suspicion factors to be considered are:

- a. The nature and source of the information;
- b. Whether the information constitutes direct evidence or is hearsay in nature;
- c. The reliability of the informant or source;
- d. Whether corroborating information exists and the degree to which it corroborates the accusation; and
- e. Whether and to what extent the information may be stale.

4.0 PROCEDURES

4.1 Reporting Violation:

4.1.1 Violations of the Rules and Regulations of this agency and this policy will not be tolerated. All employees are required to report to a command officer any violation of the Rules and Regulations and agency policy.

4.1.2 No employee shall remain on duty that is under the influence of alcohol or drugs. An emergency suspension until the next business day shall be mandatory.

4.1.3 An officer or employee will be required to submit to mandatory drug testing whenever there is individualized reasonable suspicion to believe that the officer or employee has been unlawfully using drugs. An officer or employee will be tested under these circumstances only with the approval of the Sheriff or his designee.

- a. Before an individual is ordered to undergo a reasonable suspicion test, the Internal Affairs investigator must prepare a written report

documenting the basis for the test.

- b. Under emergent circumstances, approval may be given for a reasonable suspicion test on the basis of a verbal report. The circumstances leading to the verbal approval and date/time of approval shall be documented in the written report.

4.1.4 All Applicants and Trainees will be informed that drug testing is required as a condition of employment prior to the conditional offer and must sign a “Drug Testing - Applicant Notification and Acknowledgment” form, Form 216-C (Appendix C) or a “Drug Testing - Trainee Notification and Acknowledgment” form, Form 216-D (Appendix D).

- a. Failure to sign and date the appropriate form may be construed as a refusal to submit a specimen.

4.1.5 Officer-Applicants and Trainees are required to submit to drug testing as a condition of employment, when ordered to do so.

- a. Officer Applicants may be tested multiple times over a significant period of time, but must be tested at least once during the application process.

- b. As per the Police Training Commission (PTC) Rules and Regulations, Officer Trainees will be required to submit one or more urine specimens to the academy staff for testing while they attend a mandatory basic training course.

4.1.6 An officer or employee who produces a positive confirmed test result indicating unlawful drug use, which is upheld after a fair and impartial hearing, will be dismissed from employment. An officer shall be included in a central registry maintained by Division of State Police, and permanently barred from sworn law enforcement employment.

4.1.7 An officer or employee who willfully refuses to submit to urinalysis when there is reasonable suspicion to believe that the officer or employee is unlawfully using drugs, will be dismissed from employment after a fair and impartial hearing has determined that the officer or employee was properly ordered to undergo testing.

4.1.8 Drug screening through urinalysis will be conducted in accordance with the Cape May County Police Chiefs Manual SOP #11 Law Enforcement Drug Testing (Rev. 6/18) and New Jersey Law Enforcement Guidelines Drug Testing Policy (Rev. 4/18).

4.2 Employee Assistance Program:

- 4.2.1 It is the responsibility of the agency's supervisors to refer employees to the Employee Assistance Program (EAP), whenever they see changes in performance or behavior that suggest an employee has a drug or alcohol problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor can and should encourage such employees to seek help through the EAP. For the purposes of this section, supervisors will coordinate and document their observation to the Division Commander.
- 4.2.2 All employees share responsibility for maintaining a safe work environment and co-workers should encourage anyone who may have a substance abuse problem to seek help.
- 4.2.3 All matters pertaining to this section are confidential and will not be discussed with other members of the agency.

4.3 Prescription Drugs:

- 4.3.1 It is a violation of agency policy to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- 4.3.2 Employees are required to learn from their physician the nature and effects of any drugs or medicine prescribed for them, and use them appropriately while working.
- 4.3.3 Whenever controlled substances or medicines that affect the central nervous system are prescribed and an employee plans to report for duty, the employee shall complete a special report and attach a medical declaration form as outlined in section 2.1.5 above. Notification to the employees' immediate supervisor and the Sheriff will commence prior to reporting for duty. The employee will attach to the report an "approval to work certificate" from the prescribing physician.
- 4.3.4 Whenever controlled substances or medicines that affect the central nervous system are prescribed and an employee is on leave or off duty, the employee shall secure their agency sidearm with the Operations Commander or his designee until the employee has completed the said treatment. A Special Report will be completed and an "Approval to work certificate" from the prescribing physician will be attached to the report which is sufficient to allow the off duty carrying of the agency sidearm in accordance with the agency Rules and Regulations and S.O.P. 705.

5.0 RANDOM DRUG TESTING PROGRAM

- 5.1 The Cape May County Sheriff's Office shall conduct a random drug-testing program in accordance with guidelines established by New Jersey Attorney

General Guidelines, Drug Testing policy Rev. April 2018, procedures established by the Cape May County Prosecutor through the Cape May County Police Chiefs Policy Manual: S.O.P. #11. L/E Drug Testing issued January 11, 2001 Rev. 12/2/2005, and procedures established by the Sheriff.

- 5.2 Supervision of the Random Drug Testing Program will be the responsibility of the assigned agency Internal Affairs Officer.
- 5.3 The Sheriff or his designee shall order individual officers to submit to a drug test when randomly selected for drug testing.
- 5.4 Random selection for basic drug testing and steroid drug testing shall be conducted bi-annually, at a minimum. The Sheriff shall cause a minimum of 10% of the L/E Officers of the agency to be randomly selected after certifying the list of eligible officers to the Cape May County Prosecutor's Office. The random test of 10 % will involve steroid testing of the first member selected on the list.
- 5.5 Selection Process
 - 5.5.1 The random selection process will be conducted by the Cape May County Prosecutor's Office after a current list of agency members is provided. The selection process will be executed by the Captain of County Detectives with the list of randomly selected employees furnished to the agency's Internal Affairs Officer in the presence of the agency representative.
 - 5.5.2 The process shall be done in its entirety and every time a selection takes place, with no regard to previous selections.
 - 5.5.3 One representative from each collective bargaining unit shall be notified and invited to witness the selection process. In the event the agency union representative is unavailable, an on duty member of the collective bargaining unit will be selected as a witness.
 - 5.5.4 Any employee of the agency who discloses the identity of an individual 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 disciplinary action.
- 5.6 NOTIFICATION OF SWORN LAW ENFORCEMENT OFFICERS
 - 5.6.1 Once an individual has been identified for testing, the Internal Affairs Officer or his designee shall make notification.
 - 5.6.2 Notification shall be accomplished as follows:
 - a. Officers who are scheduled to work or who are actually working on the day the test is scheduled shall be notified by telephone, in

writing, or in person and directed to respond the designated location within the agency at a designated time and date.

- b. Instances where a notification conflicts with an officer's obligation of answering a subpoena, the officer shall report to the designated location as ordered, upon completion of court regardless of time.
- c. When officers are on vacation and out of state, the IA officer shall immediately notify the officer upon his return to New Jersey. The officer will be directed to report to the designated agency office at a designated date and time.
- d. Notification of urinalysis shall supersede instances of previously issued orders by other superior officers that may cause conflict.

5.7 PRELIMINARY ACQUISITION PROCEDURES

5.7.1 The assigned Internal Affairs Officer will serve as a monitor for the specimen acquisition process.

5.7.2 The monitor shall always be of the same sex as the individual being tested. In the event there is no member of the same sex available from this agency, a member of the same sex from another law enforcement agency may be requested to serve as monitor of the process.

5.7.3 The monitor may direct an individual to remove any outer clothing (i.e. jackets, sweaters), empty their pockets, and wash their hands under running water (Do NOT use hand sanitizer), before they produce a specimen.

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

- a. The inspection of the designated restroom to be utilized by the selected member for providing a urine sample. The monitor may add tinting to the toilet water to prevent specimen tampering.
- b. Ensuring that all documentation is fully and accurately completed by the individual prior to submitting the specimen to include the following appropriate forms:

(1.) Form 216-A, Drug testing Medical Information (Appendix A) to all officers and members. Applicants are exempt from this form.

(2.) Form 216-C, Applicant Notification and Acknowledgement (Appendix C).

(3.) Form 216-D, Trainee Notification and Acknowledgment (Appendix-D).

A Trainees at the academy shall be tested by academy personnel and shall complete all documentation required by the training academy.

(4.) Form 216-E, Officer Notification and Acknowledgment (Appendix E).

- c. Verification of selected member's social security numbers.
- d. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen.

(1.) If the monitor has reason to believe that an individual 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. If a monitor concludes that direct observation is necessary, he/she must document the facts supporting the belief that the individual will attempt to compromise the integrity of the test process before there can be direct observation.

- e. Complying with chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Lab (NJSTL) within the Division of Criminal Justice for analysis.

5.8 SPECIMEN COLLECTION

5.8.1 Urine specimens will be collected in accordance with the procedures required by the State Toxicology Lab, Attorney General Law Enforcement Drug Testing Policy, the Cape May County Police Chiefs Policy Manual and S.O.P. 701.

5.8.2 Specimens shall be collected **only** utilizing equipment and supplies approved by the NJSTL.

a. It is the responsibility of the Internal Affairs Unit to keep an inventory and obtain the appropriate supplies, equipment and forms from the NJSTL when needed.

b. **Two** concurrently collected urine specimens will be collected and submitted to the New Jersey State Toxicology Laboratory to ensure and maintain specimen integrity throughout the testing

process, including retesting of positive specimens.

(1.) Beginning September 1st 2018, the Laboratory will reject specimens submitted in a single bottle.

5.8.3 When an individual initially produces an inadequate amount of urine, the monitor must take the following steps:

a. Advise the individual to remain on the premises and under the supervision of the test monitor until the monitor is satisfied that donor cannot produce a specimen.

b. While the individual is under supervision, allow he him/her to drink up to forty (40) ounces of fluids distributed reasonably over a period of up to three (3) 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.

5.8.4 If the individual remains unable to provide a specimen after a reasonable period of time, the monitor may have the individual examined by a doctor to determine whether the inability to produce a specimen was the result of a medical or physical infirmity or constitutes a refusal to cooperate with the drug testing process.

5.9 SPECIMEN SUBMISSION

5.9.1 The New Jersey State Toxicology Lab within the Division of Criminal Justice will constitute the sole facility for the analysis of law enforcement drug tests.

5.9.2 The use of other facilities or laboratories for the purposes of analyzing urine specimens will not be permitted except in the event of a positive test result in which case, if challenged, the second specimen may be analyzed by a laboratory that has been approved for workplace urine testing by the NJSTL and at the individual's expense.

a. The NJSTL will furnish a list of approved facilities upon request.

5.9.3 Submissions sent to the NJSTL, of two specimens from each individual tested, will be accomplished by a member assigned to the Internal Affairs function as soon as possible.

5.9.4 In the event delivery to the NJSTL is not possible immediately, the specimens will be stored in a controlled access refrigerator storage area until submission is possible.

5.9.5 A “Next Day Delivery Service” commercial courier can be utilized for specimen submissions if necessary. Specimens must be packaged to ensure their integrity.

5.9.6 All Specimens must be accompanied by the Law Enforcement Drug testing Custody and Submission form and the *sealed envelope* containing the Medical Information forms, Form 216-A (Appendix A).

5.10 DRUG TEST RESULTS

5.10.1 The NJSTL drug testing procedures will screen specimens for the following Controlled Dangerous Substances:

- a. Amphetamines;
- b. Barbiturates;
- c. Benzodiazepines;
- d. Cocaine;
- e. Marijuana;
- f. Methadone;
- g. Opiates;
- h. Oxycodone / Oxymorphone;
- i. Phencyclidine; and
- j. Additional substances at this agency’s request.

5.10.2 The NJSTL shall notify the Cape May County Sheriff’s Office of any **positive test results** from the specimens submitted for analysis. All reports of positive test results shall be in writing and sent to this agency within **15** working days of the submission. The NJSTL will, upon request, provide the submitting agency with written documentation that one or more specimens submitted for analyses tested **negative**. *Verbal reports are not permitted.*

5.10.3 When an applicant test positive for illegal drug use:

- a. The applicant shall be immediately removed from consideration for employment.

- b. The applicant shall be reported to the Central Drug Registry.
- c. The applicant shall be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two years.
- d. Where the applicant is currently employed by another law enforcement agency as a sworn officer, that agency 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/her to name to the Central Drug Registry.

5.10.4 When a trainee tests positive for illegal drug use, subject to rules adopted by the Police Training Commission (PTC).

- a. The trainee shall be immediately dismissed from basic training subject to rules adopted by the PTC and suspended from employment by his/her appointing authority.
- b. Upon final disciplinary action by the appointing authority, the trainee shall be terminated from employment as a law enforcement officer.
- c. The trainee shall be reported to the Central Drug Registry.
- d. The trainee shall be permanently barred from future law enforcement in New Jersey.

5.10.5 When a sworn law enforcement officer of this agency tests positive for illegal drug use:

- a. The officer shall be immediately suspended from all duties.
- b. The officer shall be terminated from employment as a law enforcement officer, upon final disciplinary action.
- c. The officer shall be reported to the Central Drug Registry maintained by the Division of State Police by this agency.
- d. The officer shall be permanently banned from future law enforcement employment in New Jersey.

5.10.6 The Executive Undersheriff shall make notification to the Cape May County Prosecutor's Office, Chief of Detectives via a confidential written notice, within ten (10) days, for the following instances;

- a. A positive drug test by an officer;
- b. A refusal by an officer to take a drug test;
- c. The administration of a reasonable suspicion drug test to an officer.

5.11 CONSEQUENCES OF A REFUSAL TO SUBMIT TO A DRUG TEST

5.11.1 Applicants who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement employment and barred from consideration from law enforcement employment for a period of two (2) years. Their name will be submitted to the Central Drug Registry and note the individual refused.

5.11.2 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 employment and his/her name will be submitted to the Central Drug Registry noting the refusal and permanently barred from future law enforcement employment in New Jersey.

5.11.3 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 banned from future law enforcement employment in New Jersey. In addition, the agency shall forward the officers' name to the Central Drug Registry and note that the individual refused to submit to a drug test.

5.11.4 A sworn law enforcement officer who tests positive for illegal drug use or refuses to submit a specimen, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported to the Central Drug Registry and permanently barred from future law enforcement employment in New Jersey.

5.12 RECORD KEEPING

5.12.1 The Executive Undersheriff or his designee will maintain all records relating to drug testing of law enforcement officers.

5.12.2 The drug testing records shall be completed in accordance with S.O.P. #11 of the Cape May County Police Chiefs manual.

5.12.3 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.

5.12.4 Prior to December 31st of each year, The Executive Undersheriff shall provide written notice to the Cape May County Prosecutor's Office, Chief of Detectives, with the drug testing data to minimally include:

- a. The dates testing was conducted;
- b. Total number of sworn officers employed;
- c. Total number of sworn officers tested;
- d. Total number of sworn officer who tested positive.

5.13 CENTRAL DRUG REGISTRY

5.13.1 The Cape May County Sheriff's Office shall notify the Central Drug Registry of the identity of law enforcement applicants, trainees and sworn law enforcement officers who test **positive** for the illegal use of drugs or refuses an order to submit to a urine sample.

5.13.2 Form 216-F, "Notification to the Central Drug Registry" (Appendix F) shall be utilized for notification.

5.13.3 Notification to the Central Drug Registry will be in accordance with the C.O.P. #11 of the Cape May County Police Chiefs Manual.

5.13.4 Notifications to the Central Registry shall be sent to:

- (1.) Division of State Police
- (2.) State Bureau of Identification
- (3.) Central Drug Registry
- (4.) P.O. Box 7068
- (5.) West Trenton, NJ 08628-0068

5.13.5 Information contained in the central registry may be released 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; and
- b. In response to a court order.
- c.

6.0 Public Accessibility and Confidentiality

- 6.1 All random drug testing policies adopted by this agencies shall be posted on the Sheriff's Office website and available to the public by request.
- 6.2 All written reports created or submitted pursuant to this policy that identify specific officers are confidential and **NOT** subject to public disclosure.

Appendices

Appendix A – Form 216-A, Medication Questionnaire

Appendix B – Form 216-B, Medication Declaration

Appendix C – Form 216-C, Applicant Notice and Acknowledgment

Appendix D – Form 216-D, Trainee Notice and Acknowledgment

Appendix E – Form 216-E, Officer Notice and Acknowledgment

Appendix F – Form 216-F, Notification to the Central Drug Registry

APPENDIX – A

**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			

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

	Non- Prescription Medication	Date Last Taken
1		
2		
3		

- C. During the past 14 days, I have _____ prescription or non-prescription medications.

Social Security Number & Initials

Date

Signature of Witness

Date

Form 216-A

**THIS FORM IS AVAILABLE ON THE TEMPLATES NETWORK.
DO NOT COPY FORMS FROM POLICIES FOR USE.**

APPENDIX – B

CAPE MAY COUNTY
MEDICATION DECLARATION

I am not taking any medication except as noted below,
I consent to allowing CMC access to this information for determining fitness for duty.

<u>Name of Medication</u>	<u>Label Warning/Restrictions</u>	<u>Anticipated Duration of Use</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**THIS FORM IS AVAILABLE ON THE TEMPLATES NETWORK.
DO NOT COPY FORMS FROM POLICIES FOR USE.**

DATE: _____

PRINTED NAME: _____

SIGNATURE: _____

Witnessed By: _____

APPENDIX C



CAPE MAY COUNTY SHERIFF'S OFFICE

ROBERT A. NOLAN

SHERIFF

JOHN D. MAHER
EXECUTIVE UNDERSHERIFF

FRANK H. SIPPEL
UNDERSHERIFF

DONALD J. LOMBARDO
WARDEN

4 MOORE ROAD, DN 301/501 CAPE MAY COURT HOUSE, NJ 08210-3097

TELEPHONE (609)465-1048 | FAX (609)465-6833 | WEBSITE: www.cmcsheriff.net

Drug Testing - Applicant Notice and Acknowledgment

I, _____, understand that as part of the pre-employment process, the Cape May County Sheriff's Office or the County of Cape May 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 and 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 for employment with the Cape May County Sheriff's Office.

I understand that if I produce a positive test result for illegal drug use, I will be rejected for employment with the Cape May County Sheriff's Office.

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 and Alcohol Registry maintained by the Division of State Police. Information from that registry can be made available to a court order or as part of a confidential investigation relating to the 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 (2) years from the date of the test. After the two (2) 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 current 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

APPENDIX D



CAPE MAY COUNTY SHERIFF'S OFFICE

ROBERT A. NOLAN

SHERIFF

JOHN D. MAHER
EXECUTIVE UNDERSHERIFF

FRANK H. SIPPEL
UNDERSHERIFF

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TELEPHONE (609)465-1048 | FAX (609)465-6833 | WEBSITE: www.cmcsheriff.net

Drug Testing - Trainee Notice and Acknowledgment

I, _____, understand that as part of the training program at the assigned Training Academy, I will undergo unannounced drug testing by urinalysis during the training period.

I understand that a negative drug test result is a condition of my continued attendance at the training academy. I understand that if I refuse to undergo the testing, I will be dismissed from the academy and from my law enforcement position with the Cape May County Sheriff's Office.

I understand that if I produce a positive test result for illegal drug use, I will be dismissed from the academy.

I understand that if I produce a positive test for illegal drug use, the academy will notify the Cape May County Sheriff's Office of the positive test result. In addition, I will be permanently dismissed from my law enforcement position.

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 Registry maintained by the Division of State Police. Information from that registry can be made available to the courts by court order or as part of a confidential investigation relating to the 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 law enforcement employment in New Jersey.

I have read and understand the information contained on this "Trainee Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the academy training program.

Signature of Applicant

Date

Signature of Witness

Date

APPENDIX E



CAPE MAY COUNTY SHERIFF'S OFFICE

ROBERT A. NOLAN

SHERIFF

JOHN D. MAHER
EXECUTIVE UNDERSHERIFF

FRANK H. SIPPEL
UNDERSHERIFF

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TELEPHONE (609)465-1048 | FAX (609)465-6833 | WEBSITE: www.cmsheriff.net

Drug Testing - Officer Notice and Acknowledgment

I, _____, understand that as part of my employment with the Cape May County Sheriff's Office, 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 with the Cape May County Sheriff's Office.

I understand that if I refuse to undergo the testing, I will be terminated from my law enforcement position with the Cape May County Sheriff's Office.

I understand that if I produce a positive test result for illegal drug use, I will be terminated from employment with the Cape May County Sheriff's Office.

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 the Division of State Police or as part of a confidential investigation relating to the 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 law enforcement employment 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 "Trainee Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as part of the academy training program.

Signature of Applicant

Date

Signature of Witness

Date

APPENDIX F NOTIFICATION TO THE CENTRAL DRUG REGISTRY

AGENCY SUBMITTING					
Agency Cape May County Sheriff's Office				Phone 609-463-6420	
Address 4 Moore Road, DN-301/501		City Cape May Court House		State NJ	Zip 08210
Contact Person John Maher		Title Executive Undersheriff		Phone 609-463-6429	
PERSON TO BE ENTERED					
Name		Gender Male	Race White	Eye Color Brown	
This person was:		<input type="checkbox"/> Applicant	<input type="checkbox"/> Trainee		
		<input type="checkbox"/> Sworn Officer - Random	<input type="checkbox"/> Sworn Officer - Reasonable Suspicion		
Address					
City		State	Zip		
DOB	SSN	(known)			
REASON FOR NOTIFICATION					
The person listed above		is positive for (Identify Substance Here)			
		Or			
		refused to submit a urine sample			
Date of the drug test			Date of the final dismissal or separation from agency		
<u>CERTIFICATION (Must be completed by the Sheriff. Must be notarized with raised seal)</u>					
I hereby affirm that the above information is true and correct to best of my knowledge.					
<u>Robert A. Nolan</u> <i>Print Name</i>		<u>Sheriff</u> <i>Title</i>		_____ <i>Signature</i>	
Sworn and subscribed before me this First day of January, 2018					
(Seal) _____					

Mail to: Division of State Police
Records and Identification Section
P.O. Box 7068
West Trenton, New Jersey 08628-0068