

	Medford Township Police Standard Operating Policy		Eff. Date: February 21, 2007
	Title: Drug Testing		Number: 2.11
Issuing Authority: Chief Richard Meder			Eval. Date: 06/11/2021
Accreditation			
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SUBJECT: Drug Testing
2.11 (16 pgs)

I. Purpose

The purpose of this General Order is to establish procedures for conducting and administering a drug testing program to identify illegal drug use by applicants for sworn law enforcement positions with the department, and for all full-time and part-time sworn members. Newly appointed officers, while attending a basic police training academy, will be subject to drug testing as established by that academy. This General Order is in compliance with policies established by the New Jersey State Attorney General’s Office Directive 2018-2, and with Burlington County Prosecutor’s Directive 2018-4.

II. Policy

It will be the policy of the department to conduct drug tests on every applicant for a law enforcement position during the pre-employment selection process. The department will conduct at least two random tests annually with at least 10% of all full-time and part-time officers randomly tested each time. A total of at least 20% of all full-time and part-time officers will be tested annually. The department will immediately remove from consideration any applicant who tests positive for illegal drug use or refuses to submit, and suspend, with intent to remove, any trainee or sworn member who tests positive or who refuses to submit to testing.

III. Procedure

A. This policy applies to:

1. Applicants 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;
2. Law enforcement officer trainees subject to the Police Training Act while they attend a mandatory basic training course.
3. 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.
4. The Attorney General's Directive as well as this policy does not apply to civilian employees of a this agency.

B. It is the policy of this department that officers are subject to urine testing for illegal drug use as follows:

1. When reasonable suspicion exists to believe that the officer is illegally using drugs, or
2. When officers have been randomly selected to submit to a drug screen.

C. It is the policy of this department that a negative result is a continued condition of employment as a sworn officer. Any officer who tests positive for illegal drug use as specified below, or who refuses to submit to a drug test upon a lawful order, shall be subject to discipline, which shall include termination from this agency, pursuant to the procedures set forth below.

IV. Types of Drug Testing

A. Applicants for a position as law enforcement officer.

1. The Job Announcement form utilized by the department to advertise openings for sworn law enforcement officers shall include a notice indicating successful candidates may be required to submit to a drug test by urinalysis.
 - a. The notice concerning drug testing shall inform applicants that a negative result is a condition of employment and that a positive result:
 - (1) Will result in the applicant being dropped from consideration for employment;

- (2) shall cause the applicant's name to be reported to the County Prosecutor, and reported it to the Central Drug Registry maintained by the Division of State Police; and
 - (3) shall, pursuant to the Attorney General's Guidelines, preclude the applicant from being considered for future law enforcement employment for a period of two years.
- b. The notice shall also indicate that if the applicant is currently employed by another agency as a sworn law enforcement officer and the officer tests positive for illegal drug use, the officer's employing agency will be notified of the test result and the officer will be terminated from employment and permanently barred from future law enforcement employment in New Jersey.
 - c. Applicants for law enforcement positions will be required to sign an Applicant Consent Form that also outlines all of the information set forth above.
 - d. Applicants shall be further informed that their refusal to submit to drug testing shall result in their no longer being considered for law enforcement employment in New Jersey.

B. 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.
 - a. Trainees will be required to sign an Applicant Consent Form that also outlines all of the information set forth above
- 2. Individual trainees may also be required to submit a urine specimen for testing where there exists reasonable suspicion to believe that the trainee is illegally using drugs. A trainee shall be ordered to submit to a drug test based on reasonable suspicion only with the approval of the county prosecutor, the chief executive officer of the trainee's agency, or the academy director.
- 3. Trainees shall also be informed that a negative test result is a condition of employment and that a positive result:
 - a. Will result in the trainee being dismissed from basic training
 - b. Will result in the trainee being dropped from consideration for employment;
 - c. Shall cause the trainee's name to be reported to the County Prosecutor, who in turn will report it to the central drug registry maintained by the Division of State Police; and
 - d. shall, pursuant to the Attorney General's Guidelines permanently bar the trainee from future law enforcement employment in New Jersey.

- e. Trainees shall be further informed that their refusal to submit to drug testing shall result in their dismissal from employment and a permanent ban from future law enforcement employment in New Jersey and inclusion of the trainee's name in the central drug registry maintained by the Division of the State Police.

C. Sworn Law Enforcement Officers.

1. Reasonable suspicion testing
 - a. Urine specimens shall be ordered from an officer when there exists reasonable suspicion that the officer is illegally using drugs.
 - b. Upon a report from any source that an officer may be illegally using drugs, the Internal Affairs Officer and Chief of Police shall immediately be notified.
 - c. Upon direction by the Chief of Police, the Internal Affairs Officer will initiate an investigation to establish whether a basis exists for reasonable suspicion of illegal drug use.
 - d. The Internal Affairs Officer shall document their findings in a written report.
 - e. The written report shall be submitted to the Chief of Police for a determination if reasonable suspicion exists that an officer has engaged in illegal drug use.
 - f. If the Chief of Police determines that reasonable suspicion of illegal drug use exists, the officer shall be ordered to submit a urine sample for drug screening in accordance with the procedures listed below.
 - g. Under emergency circumstances, approval may be given by the Chief of Police for a reasonable suspicion test on the basis of a verbal report. In such a case, a written report shall be submitted not more than 24 hours after verbal approval.
2. Random drug screening:
 - a. Random selection shall be defined as a method of selection in which each and every sworn officer of the department, regardless of rank or assignment, has an equal chance to be selected for drug testing each time a selection is conducted.
 - b. The Chief of Police shall determine the percentage of sworn officers selected each time a random selection takes place, but the percentage will never be less than 10%.
 - c. The random selection of sworn officers who will be subject to testing pursuant to this policy shall take place on dates during the calendar year as determined by the Chief of Police.
 - d. The method of random selection shall be as follows:
 - (1). The total number of random tests to be administered in a calendar year shall be equivalent to not less than 20% of the total number of sworn

law enforcement officers in the department. The Chief of Police shall have the discretion to modify the total number beyond 20% of the officers to be randomly selected for testing, as well as the total number of testing dates in any given year. At each selection process, a minimum of 10% of the total number of officers in the department will be selected for testing. Testing shall occur a minimum of two (2) times per calendar year.

- (2). The individuals who shall be present at the time of the random selection process shall include the Chief or his designee, a representative of the collective bargaining unit, and the Internal Affairs Officer.
 - (3). Selection of officers for drug testing will be determined electronically. The Chief of Police will direct the appropriate Bureau Commander to generate and print a list of ten randomly selected officers using the New World system random selection program. Prior to generating the list the Appropriate Bureau Commander will generate the list from which the selections will be made to illustrate that the names of all officers subject to testing appear on the list.
 - (4). A Selection Process Verification Form will be completed for each selection session. The form will indicate the date and time of the session, and the names of all officers present. The Selections Process Verification Form will be attached to the printed list of officer generated. Badge numbers drawn will be recorded on the form and the Chief of Police and Police Association Presidents will initial each selection and sign the form verifying the numbers were drawn in compliance with this procedure.
 - (5). Upon completion of the selection session both New World generated lists and the form will be submitted to the Internal Affairs Officer for filing.
 - (6). Access to this file will be restricted to the Chief of Police and Internal Affairs Officer.
- e. Any member of the department who discloses the identity of a sworn officer selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to administrative discipline. Officers who refuse to submit to a drug test when randomly selected are subject to the same penalties as those officers who test positive for the illegal use of drugs. A sworn Law Enforcement Officer who resigns or retires after receiving a lawful order to submit a urine specimen shall be deemed to have refused to submit to the drug test.

V. Notification of Drug Testing Procedures:

- A. When it has been determined that reasonable suspicion exists, the appropriate Bureau Commander will go to the subject officer at the officer's work assignment

and order that officer to accompany the officer to a designated lavatory to collect the specimen.

- B. Officers selected for random drug screening shall be contacted by the appropriate Bureau Commander at their work assignment and shall immediately report to the designated lavatory to submit a urine sample. If the officer is not on duty or is on a leave of any kind, the officer will be ordered to give a proper urine sample(s) immediately upon returning to work, regardless of the length or reason for the leave.
- C. The order to provide a urine sample for drug screening is a direct order from the Chief. No officer has the right to refuse the order, the right to have a union representative or attorney present at the time the specimen is collected, nor the right to delay the order for any reason.

VI. Specimen Acquisition Process:

- A. The designated Bureau Commander will be responsible for the overall supervision of collection of the urine specimens, and shall be located at a designated area to supervise the processing, collection and storage of the urine specimens.
 - 1. The Chief shall designate a monitor(s) to oversee the specimen acquisition process.
 - 2. The monitor shall always be of the same sex as the individual being tested.
 - 3. 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.
 - b. Collecting specimens in a manner that provides for individual privacy while ensuring the integrity of the specimen. The monitor shall accompany the officer into the designated lavatory and shall remain there until the specimen is provided and the bottle is handed to the monitor. In the absence of circumstances that indicate an attempt to adulterate or otherwise compromise the integrity of the specimen, the monitor shall not directly observe the officer filling the specimen bottle. If there is reason to believe that the subject officer will adulterate or otherwise compromise the integrity of the test process, the Chief may direct the monitor to directly observe the subject officer filling the specimen bottle. The information that forms the basis of the belief shall be provided in a written report not more than 24 hours after the Chief authorizes direct observation.
 - c. Complying with chain-of-custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice for analysis.

- d Prior to the submission of a urine specimen, officers shall complete a medical questionnaire clearly describing all medications, both prescription and over-the-counter (non prescription), that were ingested in the past 14 days. (Attachment A).
- B. At the time the urine sample is provided, the subject officer will be advised that they are required to submit two samples.
- 1. Both samples will be acquired according to the procedures outlined herein.
 - 2. Both samples will be forwarded to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice. The second specimen will be maintained at the State Toxicology Laboratory for a period of 60 days following the receipt of a positive drug test result from the laboratory by the submitting agency.
 - 3. The second specimen shall be released by the NJSTL under the following circumstances.
 - a The Agency is notified by the New Jersey State Toxicology Laboratory within the Division of Criminal Justice that the first specimen tested positive for a controlled substance, and
 - b The Agency notifies the donor that the first specimen tested positive for a controlled dangerous 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. The positive urine donor must designate, from a list maintained by the NJSTL, a laboratory that is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) and accredited by the College of American Pathologists (CAP) to conduct workplace urine drug testing, and pay all costs associated with the reception and testing of the sample.
 - a. The State Toxicology Laboratory maintains an up-to-date list of SAMSHA and CAP certified laboratories and will furnish that list upon request.
 - 5. 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 laboratory by pre-paid tracking mail also following accepted chain of custody procedures.
 - 6. Following testing of the second specimen, the independent laboratory will report the results of the second specimen drug testing to the donor, to the submitting agency, and to the medical review officer.

C. Specimen Collection

1. Individual specimens shall be identified by the use of social security numbers. At no time shall an individual's name appear on any form or specimen container sent to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice.
2. Specimens shall be collected utilizing equipment and supplies approved by the New Jersey State Toxicology Laboratory within the Division of Criminal Justice. Under no circumstances may a specimen be collected and submitted for analysis in a specimen container that has not been approved by the New Jersey State Toxicology Laboratory within the Division of Criminal Justice.
3. The subject officer shall:
 - a. Open the sealed urine specimen bottle packets.
 - b. With an ordinary pencil, the employee shall write his/her social security number and the letter "A" below the SSN on one of the I.D. label.
 - c. Place the completed label inside the specimen bottle printed side out.
 - d. With an ordinary pencil, the employee shall write his/her social security number and the letter "B" below the SSN on the second I.D. label.
 - e. Place the completed label inside the specimen bottle printed side out.
 - f. Produce a urine sample into the bottle.
 - g. Push the cap onto the bottle, affecting the seal.
 - h. Immediately hand the bottles to the monitor.
4. The Monitor shall:
 - a. Take possession of the samples
 - b. Inspect the bottle to make sure it has been properly sealed
 - c. Check each specimen for adequate volume and temperature indicator strip on the specimen container within 4 minutes. A color change between 90 and 100 degrees indicates an acceptable specimen temperature. The monitor indicates if the temperature is acceptable in the "Yes/No" column for each specimen and writes the collection date and his/her initials in the space provided on the submission form. 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.
 - d. Return the sample to the custody of the designated Bureau Commander at the testing processing desk.
 - e. The designated Bureau Commander shall place all samples in a secured (controlled access) and refrigerated storage area until it is delivered to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice.
 - (1) The designated Bureau Commander shall ensure all specimens; including second specimens are delivered to the NJSTL in a timely manner.

5. Procedures for collecting urine samples shall allow individual privacy unless there exists a reason to believe that a particular individual may adulterate or otherwise compromise the integrity of the specimen. Under these circumstances, the production of a specimen may be directly observed by the monitor.
6. If the subject is unable to provide the sample when requested:
 - a. He or she will remain in the presence of the monitor until they can provide a sample.
 - b. He or she will be allowed to drink fluids.
 - c. If the individual remains unable to produce 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 constituted a refusal to cooperate with the drug testing process.
7. Once the officer has relinquished the sample to the monitor and it has been accepted, the officer has fulfilled his or her obligation and shall not be ordered to resubmit a urine sample absent reasonable suspicion under Article III, Paragraph C (1)(f), or another random selection unless there is reason to believe the officer has altered or damaged the validity of the specimen. Under those circumstances, the officer may be immediately ordered to submit another specimen.

VII. Submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice

- A. The State 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 State Toxicology Laboratory as soon as possible after their collection. In the event specimens cannot be submitted to the laboratory within one working day of its collection, the law enforcement agency shall store the specimens in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
- C. Submission of specimens to the State Toxicology Laboratory may be accomplished by personnel from the law enforcement agency or commercial courier using "next day delivery." Specimens submitted by commercial courier must be packaged to ensure their integrity.

- D. All specimens must be accompanied by the Law Enforcement Drug Testing Custody and Submission Form which can be obtained from the lab and the sealed envelope containing the Medication Information Form. The State Toxicology 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 State Toxicology 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.

VIII. Analysis of Specimens

- A. The analysis of the first specimen shall be done in accordance with currently accepted procedures adopted by the State Toxicology 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 test reports. In addition to the controlled substances listed below, every Law Enforcement Executive may request that specimens be analyzed for the presence of steroids.
- B. The Laboratory's drug testing procedures will screen specimens for the following controlled substances:
 - Amphetamines
 - Barbiturates
 - Benzodiazepines
 - Cocaine
 - Marijuana
 - Methadone
 - Opiates
 - Oxycodone/Oxymorphone
 - Phencyclidine
- C. The State Toxicology Laboratory utilizes a two stage procedure to analyze specimens.

1. In the first stage, all specimens will undergo an initial screening. The initial screening determines whether one or more of the nine substances listed and/or their metabolites are present at or above a designated cutoff. All presumptive positive specimens will undergo a second and more specific type of testing.
 2. The second type of testing will employ mass spectrometry detection for the definitive identification and quantitation of drugs and/or metabolites presumptively identified by the initial screen.
- D. When a specimen tests positive at both the initial stage and the second stage, a medical review officer assigned to the State Toxicology Laboratory will review the test results together with the medication information form submitted for the specimen. The medical review officer will seek to determine whether any of the substances listed on the form would explain the positive test result. The medical review officer may direct the agency that collected the sample to obtain further information from the individual being tested concerning the medications listed on the medical information form. The medical review officer will then issue a report indicating whether or not the sample tested positive due to a listed medication on the medication information form.
- E. Applicants for law enforcement employment are not required to submit a Drug Testing Medication Information form with their specimen. Therefore, if an applicant tests positive, the law enforcement agency, following notification from the State Toxicology Laboratory, must have the candidate complete the Drug Testing Medication Information form. Once the form has been completed, the agency is responsible for transmitting the form to the Laboratory. A review of the form will be conducted by the medical review officer as outlined above.
- F. In addition to the testing outlined above, specimens submitted to the State Toxicology Laboratory may be tested for additional substances at the request of the law enforcement agency submitting the specimen. The State Toxicology Laboratory has the ability through its own facilities, as well as facilities employed as references laboratories, to arrange drug testing for steroid abuse, as well as other currently abused chemicals.

IX. Drug Test Results

- A. The New Jersey State Toxicology Laboratory within the Division of Criminal Justice shall notify the submitting law enforcement agency of any positive test results from the specimens submitted for analysis. All reports of positive test results shall be in writing and sent to the agency within 15 working days of the submission. Positive test results will be sent to the contact person by certified mail.

- B. In some cases, the NJSTL will report that a specimen tested positive for a particular substance and that the information on the medication information form explains the test results. At this point it is the responsibility of the submitting agency to determine whether the officer had a valid prescription for that drug. Officers who do not have a valid prescription are subject to disciplinary actions including, termination.
- C. The submitting agency shall notify the officer of the results of a positive test result as soon as practical after receipt of the report from the New Jersey State Toxicology Laboratory within the Division of Criminal Justice. Upon request, the individual may receive a copy of the laboratory report.
- D. Under no circumstances may an agency or an individual resubmit a specimen for testing or ask that a particular specimen within the possession of the New Jersey State Toxicology Laboratory within the Division of Criminal Justice be retested.

X. Consequences of a Positive Test Result

A. Applicants:

1. Any applicant who tests positive for illegal drug use shall
 - a. be immediately removed from consideration for employment by the agency;
 - b. be reported to the County Prosecutor, who in turn will report it to the central drug registry maintained by the Division of State Police; and
 - c. pursuant to the Attorney General's Guidelines, be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two (2) years
2. If the applicant is currently employed by another agency as a sworn law enforcement officer, and the applicant tests positive for illegal drug use, the applicant's current employing agency shall be notified of the positive test result.

B. Trainees:

1. Any trainee who tests positive for illegal drug use shall
 - a. immediately be dismissed from basic training
 - b. terminated from employment;
 - c. cause the trainee's name to be forwarded to the County Prosecutor, who in turn will report it to the central drug registry maintained by the Division of State Police;

- d. pursuant to the Attorney General Guidelines, result in the trainee being permanently barred from future law enforcement employment in New Jersey.

C. Sworn Law Enforcement Officers:

1. Any officer who tests positive for illegal drug use shall be immediately suspended with pay from all duties.
2. Upon receiving a positive test result, the Chief of Police shall immediately move forward in the administrative procedures to terminate the Officer to include the following;
 - a. During the Administrative Hearing, the police officer will have the opportunity to respond to the charges.
 - b. Upon conclusion of the Administrative Hearing, if the police officer is found to have violated this Policy:
 - (1) The police officer shall be terminated from employment as a member of the Police Department;
 - (2) Test results shall be reported to the County Prosecutor, who in turn will report it to the Central Drug Registry maintained by the Division of State Police; and
 - (3) In accordance with the Attorney General's Policies, the police officer shall be permanently barred from future law enforcement employment in New Jersey.

XI. Consequences of a Refusal to Submit to a Drug Test

- A. The Chief shall make a determination whether an applicant, trainee or officer refused to submit to a drug test;
- B. Any officer who refuses to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended with pay from all duties;
- C. A refusal shall be treated as a positive test result for the sole purpose of applying the provisions of Section X, as set forth above.

XII. Resignation/retirement in Lieu of Disciplinary Action

A sworn Law enforcement officer who tests positive for illegal drug use or refuses to submit to a drug test, and who resigns or retires in lieu of disciplinary action prior to the completion of final disciplinary action, shall be reported by his or her employer to

the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

XIII. Record Keeping

- A. The designated Bureau Commander shall maintain all records relating to the drug screening of applicants, trainees and the sworn members of the department.
- B. For all drug screening, the records shall include at minimum:
 - 1. The identity of those ordered to submit urine samples;
 - 2. The reason for that order;
 - 3. The date the urine was collected;
 - 4. The monitor of the collection process;
 - 5. 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 Toxicology Laboratory within the Division of Criminal Justice;
 - 6. The results of the drug screening;
 - 7. Copies of notification to the subject;
 - 8. For any positive results, documentation from the officer's physician that medication was lawfully prescribed and does not render the officer unfit for duty;
 - 9. For any positive result or refusal, appropriate documentation of disciplinary action.
- C. For random drug screening, the records will also include:
 - 1. A description of the process used to randomly select officers for drug screening;
 - 2. The date of that selection;
 - 3. A copy of the document listing the identities of those selected for drug screening;
 - 4. A list of those who were actually tested;

5. The date the urine was tested.
- D. The records of drug screening shall be maintained with the same level required for internal affairs pursuant to the New Jersey Internal Affairs Policy and Procedures.

XIV. Central Drug Registry

- A. The Chief of Police shall notify the County Prosecutor who shall, in accordance with the Attorney General's Guidelines, notify the Central Drug Registry maintained by the State Police of the identity of any sworn law enforcement officers, applicants and trainees, who test positive for the illegal use of drugs or refuses an order to submit a urine sample.
- B. The notification of the Chief of Police to the County Prosecutor, who shall then notify the Central Drug Registry in accordance with the Attorney General's Guidelines, shall include the following information as to each individual;
1. Name and address of the submitting agency;
 2. Name of the 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. Gender
 8. Race
 9. Eye Color
 10. Substance the individual tested positive for or circumstances of the refusal to submit a urine sample;
 11. Date of dismissal from the agency; and
 12. Date of drug test or refusal
 13. Whether the individual was an applicant, trainee or sworn law enforcement officer.

C. The certification section of the notification form must be completed by the Chief of Police and notarized with a raised seal.

D. Notifications to the Central Registry shall be sent to:

Division of State Police
State Bureau of Identification
Central Drug Registry
P.O. Box 7068
West Trenton, NJ 08628-0068

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

1. In response to an inquiry from a criminal justice agency as part of the background investigation process for prospective or new personnel.
2. In response to a court order.

- End -

Attachments: [Applicant & Trainee Notice and Acknowledgement](#)
[Drug Screening Medication Information](#)
[Selection Process Verification Form](#)
[Central Drug Registry Form](#)