



## Rumson Police Department

DIRECTIVE #: GO-1342-2018-0001R			EFFECTIVE DATE:		
SUBJECT: Drug Testing of Law Enforcement Personnel			ACCREDITATION STANDARD:		
ISSUING AUTHORITY: Chief Scott A. Paterson			REVIEW DATE:		
Author: Lt. Christopher J. York			SPECIAL INSTRUCTIONS:		
SOURCE DOCUMENTS: Monmouth County Uniform Policy; Drug Testing of LE Personnel, May 1, 2018 NJ Attorney General Guideline, N.J.S.A. 40A:14-118 Attorney General Law Enforcement Drug Testing Policy April, 2018					
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**PURPOSE:** The procedures contained herein shall be in accordance with the New Jersey Attorney General’s Law Enforcement Drug Testing Policy, revised April 2018, and Monmouth County Prosecutor’s Uniform Law Enforcement Drug Testing Policy revised May 1, 2018.

**POLICY:** It is the policy of the Rumson Police Department that this Law Enforcement Agency shall comply with the Attorney General's Law Enforcement Drug Testing Policy, revised April, 2018, the Attorney General's Law Enforcement Directive No. 2018-2 dated March 20, 2018, and the Monmouth County Prosecutor's Uniform Law Enforcement Drug Testing Policy revised May 1, 2018. The Rumson Police Department shall adhere to these policies in full, in accordance with the Rumson Police Department Policy Manual and internal affairs policy. This policy shall satisfy the requirements for establishing a fair and impartial random selection process for selecting officers to submit to drug screening.

**PROCEDURES:**

A. Random CDS Testing For Sworn Law Enforcement Officers:

1. Random drug testing for law enforcement officers shall include:

a. Eligibility for Drug Testing: With few exceptions, all sworn members of the agency are eligible for random drug testing, regardless of rank or assignment. The method of random selection shall ensure that every sworn officer in the agency has an equal chance to be selected for testing each and every time a selection takes place. Officers who are on extended sick/injury leave and trainees in the police academy will be excluded from the agency random selection. (NOTE: Such reason for such exclusions shall be documented. Trainees are subject to the academy's drug screening process.)

b. Frequency/Numbers to be Tested: The number of personnel tested will be no greater than two 20 % (rounding the all fractioned percentages up to the highest number) of the sworn officers employed by the department during each testing process. Testing shall occur a minimum of two (2) times per calendar year, once during the first six months and once during the second six months

c. Monitoring the Selection Process: An Internal Affairs Officer (as designated by the Chief of Police) and a representative of New Jersey Police Benevolent Association Local 345 will attend the selection process. The Internal Affairs Officer will prepare the materials needed and will oversee the selection process in accordance with Attorney Generals Directive.

d. During the first week of January, and July, the month and day of testing shall be selected for the upcoming half by the Chief of Police. The Chief of Police shall record the date selected and placed the date in a sealed envelope, which shall not be opened until the day of testing. The envelope containing the date, shall be open in the presence of the Monitor and Collective Bargaining representative. The Chief of Police shall not share the dates selected under any circumstances with any member of the department, including Internal Affairs and the Collective Bargaining Unit, since those officers are equally subjected random screening and could be viewed as have an unfair advantage of knowing in advance when the testing may occur.

e. Notification to the Monitor and Collective Bargaining Unit of the date of testing shall be made by the Chief of Police no earlier than the morning of the testing.

f. Confidentiality Of Those To Be Tested: Any member of the Department who discloses the identity of an officer selected for random testing, or the fact that a random selection is scheduled to take place, prior to the Department officially announcing same or prior to the collection of urine specimens is subject to discipline.

g. Random Selection System: The selection of officers to be tested will be made randomly in the following manner:

h. The Rumson Police Department shall adopt a lottery system, each sworn officer will be assigned a numerical number and marked on a standardized bingo ball, which is selected from a container. A master list will identify which officer is assigned to each numbered bingo ball.

i. The Chief of Police will arrange for the presence of a bona fide union representative from the bargaining unit, Rumson PBA #345; in the presence of the union representative, the Chief of Police will physically present and allow visual verification of the presence of a single bingo ball for each of the qualifying sworn law enforcement officers in the department.

j. Upon the verification of the presence of each bingo ball, the bingo balls will be placed by the Chief of Police into an opaque container. The Chief of Police and the union representative will sign an inventory sheet listing the numbers on each bingo ball that was placed in the container.

k. The Chief of Police will take efforts to mix the bingo balls within the container to ensure random selection. The Chief of Police, in the presence of the union representative, will accommodate the selection of one bingo ball at a time from the container. This will continue until the required number of random officers is met.

l. Upon completing the random selections, the Chief of Police will note the numbers chosen on the bottom portion of the inventory sheet. The inventory sheet will be signed by both Chief and union representative.

m. The identity of the bingo balls selected for random drug testing shall remain confidential and will only be revealed by the Chief of Police to the designated official monitor.

n. Any member of the agency who discloses the identity of an 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 discipline.

o. If an officer is selected and is scheduled to be off that day, they will be tested on the first day they return to work. However, if the officer selected is on vacation, attending a training seminar, sick or on injury leave, they shall be deemed unavailable and another officer will be randomly selected.

p. The Internal Affairs Officer will record and maintain a file of the results of the selection process.

**IV. Adoption by the Appropriate Authority of the Borough of Rumson**

This policy shall be adopted as a rule and regulation through ordinance by the Appropriate Authority of the Rumson Police Department, in accordance with N.J.S.A. 40A:14-188

**X. SUPERCEDES**

This Order supersedes all provisions of all directives previously published, orally or in writing, which are not in total consistency herewith.

**XI. EFFECTIVE DATE**

This order shall become effective immediately upon execution and issuance.

ORDER; EXECUTED and ISSUED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Scott Paterson  
Chief of Police