

TEANECK POLICE DEPARTMENT					
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SUBJECT: Drug Testing - GO 18-002					
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BY THE ORDER OF: Chief Glenn M. O'Reilly		SUPERSEDES ORDER #:			

I. Purpose:

The purpose of this policy is to provide all sworn officers with notice of the provisions of the Teaneck Police Department's drug testing policy, including applicant and trainee drug testing.

II. Policy:

It will be the policy of the department to conduct drug tests on every applicant for a sworn law enforcement position during the pre-employment selection process. In addition, the department will conduct reasonable suspicion testing and random drug screening of all sworn officers in accordance with the N.J. Attorney General's Law Enforcement Drug Testing Policy and the N.J. Attorney General's Law Enforcement Directive No. 2018-2 Statewide Mandatory Random Drug Testing. The department shall 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. A sworn member 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 or prior to the completion of final disciplinary action, shall be reported to Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.

III. Procedure:

A. Applicant Drug Testing

- 1) Applicants shall be advised, in writing, that they will be required to submit to a urine sample for drug use analysis as part of the pre-employment selection process. The advisement shall also indicate that a negative result is a condition of employment and that a positive result shall:
 - a) Result in the applicant being dropped from consideration for employment
 - b) Cause the applicant's name to be reported to the central drug registry maintained by the State Police
 - c) Preclude the applicant from being considered for future law enforcement employment for a period of two years.
- 2) If the applicant is currently a law enforcement officer with another agency and tests positive, the officer's agency shall be immediately notified.
- 3) There is no provision for collecting or analyzing a control sample for applicants who test positive. Any appeal or challenge shall be the responsibility of the individual.
 - a) The intent to file or the filing of an appeal or challenge shall in no way affect the applicant's status with this or any other department.
- 4) Collection of Applicant Samples
 - a) The Detective Bureau Commander (Lieutenant) shall be responsible for administering the collection and submission of applicant urine samples. This shall include determining when samples are to be collected and how the collection will be monitored.
 - i) The Detective Bureau Commander or his/her designee shall ensure that the monitor is of the same sex as the applicant.
 - b) The monitor shall be responsible for ensuring that the Applicant Notice and Acknowledgement and all other documentation is fully and accurately completed. The identity of the individual applicant shall remain confidential throughout the process. Only the applicant's social security number shall appear on any document or container.
 - c) Applicants are not to complete the Drug Screening Medication Information form unless a positive test result has been received and the Chief of Police approves the completion and submission of the form to verify the test results.
 - d) Samples shall only be collected and submitted in containers approved by the NJ State Toxicology Lab. The Detective Bureau Commander shall be responsible for ensuring that an adequate supply of approved containers is kept on hand.

- i) The NJ State Toxicology Lab is the only facility permitted to be used for law enforcement drug testing.
- e) Applicants shall void without the direct observation of the monitor. However, the monitor shall be in a position to observe any attempt by the applicant to contaminate or otherwise compromise the integrity of the sample. If an applicant does contaminate or compromise the sample it will be brought to the immediate attention of the Detective Bureau Commander.
- i) Contaminating or compromising a sample shall be considered a refusal to submit and will result in the applicant being immediately dropped from consideration.
 - ii) Unless otherwise noted, the following steps must be completed by the submitting applicant in the presence of the monitor.
 - (1) The monitor allows the submitting applicant to select two sealed specimen container kits.
 - (2) The submitting applicant unseals both kits and removes the kit contents on a clean surface
 - (3) Using an ordinary pencil, the submitting applicant writes his/her SSN and the letter "A" below the SSN on one of the I.D. labels, and places the label inside one of the specimen containers printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle A" and "first specimen", respectively.
 - (4) Next, using an ordinary pencil the submitting applicant writes his/her SSN and the letter "B" below the SSN on the second I.D. label, and places the label inside the second specimen container printed side out, thereby designating the bottle, and subsequently produced specimen, as "bottle B" and "second specimen", respectively.
 - (5) The monitor checks that the submitting applicant SSN on both labels matches the SSN provided on the submission form.
 - (6) The monitor instructs the submitting applicant to void a specimen between 45ml and 60ml into each specimen container, to not flush the toilet, and return with both specimens immediately after the specimen is produced.
 - (7) The monitor checks each specimen for adequate volume and temperature indicator strip on the specimen container within 4

minutes. A color change between 90° and 100° F 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 spaces provided on the submission form. 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.

- (8) If the monitor is satisfied that all test requirements are met and the required documentation is accurate, he/she shall request the submitting applicant to seal each one of the specimen containers.
 - (9) The monitor will then secure the sample in the evidence room refrigerator, pending transfer to the NJ State Toxicology Lab.
- f) When the submitting officer initially produces an inadequate amount of urine, the monitor must take the following steps:
- i) Advise the submitting applicant to remain on the premises and under the supervision of the monitor until the monitor is satisfied that the submitting officer cannot produce a specimen.
 - ii) While the submitting applicant is under supervision, allow the submitting applicant 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.
 - iii) Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
- g) If the submitting applicant remains unable to provide a specimen after a reasonable period of time, the monitor may have the submitting officer 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.

B. Sworn Officers – Reasonable Suspicion Testing

- 1) Sworn officers, to include Class II Special Officers and Class III Special Officers, shall be ordered to submit to drug testing when there is reasonable suspicion to believe that the officer is illegally using drugs. Prior to ordering such a test, a written report documenting the basis for the suspicion must be submitted to the Chief of Police for review. Only the Chief of Police may order a reasonable suspicion test. The written report may coincide with any Internal Affairs investigation.

- a) In emergency circumstances, the Chief of Police may issue such an order based on a verbal report. A written report must still be prepared and submitted within five working days of the verbal report.
 - i) The Chief of Police may extend the five days, if necessary. However, a preliminary written report must be submitted within the five days and a supplemental report every five days thereafter until the submission of the final report.
- 2) When ordering the test, the Chief of Police shall advise the officer that a negative result is a condition of continued employment and that a positive test will result in:
 - a) Immediate suspension from all duties
 - b) Termination from employment as a law enforcement officer upon final disciplinary action:
 - i) This process shall be in accordance with law and no officer shall be denied the right to due process.
 - c) Inclusion in the Central Drug Registry maintained by the NJ State Police
 - d) Being permanently barred from future law enforcement employment in NJ
- 3) Reasonable Suspicion Samples – Collection
 - a) The Professional Standards Supervisor shall be responsible for administering and monitoring the collection and submission of reasonable suspicion urine samples. Samples are to be collected as soon after the order is issued as is reasonably possible.
 - i) The Professional Standards Supervisor shall designate an officer of like sex to monitor the collection if the officer being tested is of the opposite sex of the Professional Standards Supervisor.
 - b) The Professional Standards Supervisor shall be responsible for ensuring that the Drug Screening Medication Information form is completed and submitted by the officer. The officer's name is not to be used; only the social security number is to appear on any document or container.
 - i) Upon completion of the form, the officer is to make two additional copies of the form. The officer is to separately seal the original and one copy of the form in the provided envelopes. The officer's social security number is to be written on the outside of the envelopes and the officer and the monitor are to date and initial the seal. The third copy is the officer's copy.

- ii) The envelope containing the original copy is to be forwarded to the New Jersey State Toxicology Lab with the sample.
- iii) The envelope containing the copy is to be retained by the Professional Standards Supervisor. The information on the form is to be considered confidential. No one, to include the Chief of Police and the Professional Standards Supervisor, is to read the information on the form unless the officer tests positive.
 - a) Upon notification that the officer tested negative, the unopened envelope is to be destroyed.
- c) Samples shall only be collected and submitted in containers approved by the NJ State Toxicology Lab. The Professional Standards Supervisor shall be responsible for ensuring that an adequate supply of approved containers is kept on hand.
 - i) The NJ State Toxicology Lab is the only facility permitted to be used for law enforcement drug testing.
- d) The officer shall void without direct observation of the Professional Standards Supervisor or his/her designee. The monitor will however be in a position to observe any attempt by the officer to in any way contaminate or otherwise compromise the integrity of the sample. If an officer does contaminate or compromise the sample it will be brought to the attention of the Chief of Police and may subject the officer to criminal prosecution.
 - i) Contaminating or compromising a sample will be considered a refusal to submit and will result in the officer's immediate suspension pending removal.
 - ii) Unless otherwise noted, the following steps must be completed by the submitting officer in the presence of the monitor.
 - (1) The monitor allows the submitting officer to select two sealed specimen container kits.
 - (2) The submitting officer unseals both kits and removes the kit contents on a clean surface
 - (3) Using an ordinary pencil, the submitting officer writes his/her SSN and the letter "A" below the SSN on one of the I.D. labels, and places the label inside one of the specimen containers printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle A" and "first specimen", respectively.

- (4) Next, using an ordinary pencil the submitting officer writes his/her SSN and the letter "B" below the SSN on the second I.D. label, and places the label inside the second specimen container printed side out, thereby designating the bottle, and subsequently produced specimen, as "bottle B" and "second specimen", respectively.
 - (5) The monitor checks that the submitting officer SSN on both labels matches the SSN provided on the submission form.
 - (6) The monitor instructs the submitting officer to void a specimen between 45ml and 60ml into each specimen container, to not flush the toilet, and return with both specimens immediately after the specimen is produced.
 - (7) The monitor checks each specimen for adequate volume and temperature indicator strip on the specimen container within 4 minutes. A color change between 90° and 100° F 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 spaces provided on the submission form. 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.
 - (8) If the monitor is satisfied that all test requirements are met and the required documentation is accurate, he/she shall request the submitting officer to seal each one of the specimen containers.
 - (9) The monitor will then secure the sample in the evidence room refrigerator, pending transfer to the NJ State Toxicology Lab.
- e) When the submitting officer initially produces an inadequate amount of urine, the monitor must take the following steps:
- i) Advise the submitting officer to remain on the premises and under the supervision of the monitor until the monitor is satisfied that the submitting officer cannot produce a specimen.
 - ii) While the submitting officer is under supervision, allow the submitting officer 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.

- iii) Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
- f) If the submitting officer remains unable to provide a specimen after a reasonable period of time, the monitor may have the submitting officer 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.

C. Sworn Officers – Random Drug Testing

- 1) All sworn members of the department, regardless of rank or assignment and to include Class II Special Officers and Class III Special Officers, shall be subject to random drug testing.
- 2) At a minimum, random drug testing shall be conducted at least twice per calendar year.
- 3) At least 10 percent of the total number of sworn officers within the agency, with Class II and Class III Special Officers included in that calculation, shall be randomly tested each time. The number of officers selected shall be the number rounded to the next highest whole number of officers.
 - a) The Chief of Police shall determine the exact dates of the selection, and the Professional Standards Supervisor shall be responsible for administering the tests.
- 4) Once a date has been selected, the Chief of Police shall notify the Policemen's Benevolent Association Local # 215 (PBA) President so that he/she may be present during the selection. The president shall also be advised that one other member, who is a full-time employee, may also attend. The Chief of Police shall also designate one officer of command rank to be present.
 - a) Officers who will be in attendance shall be advised upon notification and again prior to the actual commencement of the selection process that if they reveal the identity of any officer selected for testing they will be subject to disciplinary action.
- 5) Prior to collecting samples, the Professional Standards Supervisor shall advise the selected officers that a negative result is a condition of their continued employment with the department. A positive test shall result in:
 - a) Immediate suspension from all duties
 - b) Termination from employment as a law enforcement officer upon final disciplinary action.

- i) This process shall be in accordance with law and no officer shall be denied the right of due process.
 - c) Inclusion in the central drug registry maintained by the NJ State Police
 - d) Being permanently barred from future law enforcement employment in New Jersey
- 6) Random Drug Testing – Officer Selection
- a) A method (computerized drug screening randomizer in the BCPO Intranet system) of random selection has been established, and mandated, by the BCPO, which ensures that every member of the Teaneck Police Department, regardless of rank or assignment, has an equal chance of being selected each and every time a selection is made.
 - b) A Selection Process Verification Form shall be completed for each selection session.
 - i) Upon completion of the selection session the form will be submitted for filing. Access to this file shall be restricted to the Chief of Police and the Professional Standards Supervisor.
 - ii) Once the selection process is complete, the Chief of Police shall direct the Professional Standards Supervisor to immediately arrange for the collection of samples. Officers who are required to report while off-duty shall be compensated in accordance with current contractual agreements. Selected officers who are not immediately available due to pre-approved leave requests, training, or other authorized absence shall be tested immediately upon becoming available. Officers may be exempted from random testing if those officers are on “approved leave” from the department at the time that the random sampling is done. For example, if an officer is on extended military service abroad, this department may exempt that officer from testing by placing that officer on “approved leave”. Note that approved leave should be in writing and must be designated before the testing occurs. An officer cannot be placed on approved leave after that officer’s name has been pulled in a random testing period.

7) Random Drug Testing – Sample Collection

- a) The Professional Standards Commander shall be responsible for administering and monitoring the collection and submission of random testing urine samples, to include the Chief of Police if selected. Samples are to be collected as soon after selection as is reasonably possible.

- i) The Professional Standards Supervisor shall designate an officer of like sex to monitor collection if the officer being tested is of the opposite sex of the Professional Standards Supervisor.
 - ii) In the event the Professional Standards Supervisor is to be tested, the Chief of Police shall designate another officer of command rank to administer and monitor the collection and submission of samples.
 - b) The Professional Standards Supervisor shall be responsible for ensuring that the Officer Notice and Acknowledgement Form and the Drug Screening Medication Information Form is completed and submitted by the officer.
 - i) Upon completion of the Drug Screening Medication Information Form the officer is to make two additional copies of the form. The officer is to separately seal the original and one copy of the form in the provided envelopes. The officer's social security number is to be written on the outside of the envelopes and the officer and the monitor are to initial the seal. The third copy is the officers' copy.
 - ii) The envelope containing the original copy is to be forwarded to the New Jersey State Toxicology Lab with the sample.
 - iii) The envelope containing the copy is to be retained by the Professional Standards Supervisor. The information on the form is to be considered confidential. No one, to include the Chief of Police and the Professional Standards Supervisor, is to read the information on the form unless the officer tests positive.
 - a. Upon notification that the officer tested negative the unopened envelope is to be destroyed.
 - c) Samples shall only be collected and submitted in containers approved by the New Jersey State Toxicology Lab. The Professional Standards Supervisor is responsible for ensuring that an adequate supply of approved containers is kept on hand.
 - i) The New Jersey State Toxicology Lab is the only facility permitted to be used for law enforcement drug testing.
 - d) The officer will void without the direct observation of the Professional Standards Supervisor or his/her designee. The monitor will however be in a position to observe any attempt by the officer to in any way contaminate or otherwise compromise the integrity of the sample. If an officer does contaminate or compromise the sample it will be brought to the attention of the Chief of Police and may subject the officer to criminal prosecution.

- i) Contaminating or compromising a sample shall be considered a refusal to submit and will result in the officer's immediate suspension pending removal.
- ii) Unless otherwise noted, the following steps must be completed by the submitting officer in the presence of the monitor.
 - (1) The monitor allows the submitting officer to select two sealed specimen container kits.
 - (2) The submitting officer unseals both kits and removes the kit contents on a clean surface
 - (3) Using an ordinary pencil, the submitting officer writes his/her SSN and the letter "A" below the SSN on one of the I.D. labels, and places the label inside one of the specimen containers printed side out, thereby designating this bottle, and subsequently produced specimen, as "bottle A" and "first specimen", respectively.
 - (4) Next, using an ordinary pencil the submitting officer writes his/her SSN and the letter "B" below the SSN on the second I.D. label, and places the label inside the second specimen container printed side out, thereby designating the bottle, and subsequently produced specimen, as "bottle B" and "second specimen", respectively.
 - (5) The monitor checks that the submitting officer SSN on both labels matches the SSN provided on the submission form.
 - (6) The monitor instructs the submitting officer to void a specimen between 45ml and 60ml into each specimen container, to not flush the toilet, and return with both specimens immediately after the specimen is produced.
 - (7) The monitor checks each specimen for adequate volume and temperature indicator strip on the specimen container within 4 minutes. A color change between 90° and 100° F 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 spaces provided on the submission form. 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.

- (8) If the monitor is satisfied that all test requirements are met and the required documentation is accurate, he/she shall request the submitting officer to seal each one of the specimen containers.
 - (9) The monitor will then secure the sample in the evidence room refrigerator, pending transfer to the NJ State Toxicology Lab.
- e) When the submitting officer initially produces an inadequate amount of urine, the monitor must take the following steps:
- i) Advise the submitting officer to remain on the premises and under the supervision of the monitor until the monitor is satisfied that the submitting officer cannot produce a specimen.
 - ii) While the submitting officer is under supervision, allow the submitting officer 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.
 - iii) Under no circumstances, should multiple voids be combined to produce an adequate sample volume.
- f) If the submitting officer remains unable to provide a specimen after a reasonable period of time, the monitor may have the submitting officer 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.

D. Second Sample Testing

- 1) A submitting officer whose specimen tested positive may only challenge the positive test result by having the second specimen independently tested. The first specimen will not be retested.
- 2) The second specimen will be maintained at the State Toxicology Laboratory for 60 days following the receipt of a positive drug test result from the laboratory by the submitting agency.
- 3) The second specimen will be released by the NJSTL under the following circumstances:
 - a) The agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance;

- b) The agency notifies the submitting officer that the first specimen tested positive for a controlled substance; and
 - c) The agency is informed by the submitting officer 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 SAMHSA 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 result of the second specimen drug test to the donor, to the submitting agency, and to the medical review officer.
- 7) Applicants are not required to submit a Drug Testing Medication Information form with their specimen. Therefore, if an applicant tests positive, this department, following notification from the State Toxicology Laboratory, will have the applicant complete the Drug Testing Medication Information form. Once the form has been completed, this department will transmit the form to the Laboratory.

E. Submission of Samples

- 1) The department shall make every effort to deliver collected samples to the lab within 24 hours of collection. If samples cannot be delivered within 24 hours they shall be delivered as soon as possible. While samples are awaiting transfer, they will be kept in a locked refrigerator in the department's evidence room.
- a) The Identification Bureau Personnel will transport the samples to the lab.
 - i) Under no circumstances shall a tested officer transport the samples.
 - b) All specimens must be accompanied by the Law Enforcement Drug Testing Custody and Submissions Form which can be obtained from the lab and the sealed envelope containing the Medication Information Form.

F. Analysis of Samples

- 1) The New Jersey State Toxicology Lab shall analyze each sample for the following controlled substances:
 - a) Amphetamines
 - b) Barbiturates
 - c) Benzodiazepines
 - d) Marijuana
 - e) Cocaine
 - f) Methadone
 - g) Phencyclidine
 - h) Opiates
 - i) Oxycodone/Oxymorphone
- 2) The Chief of Police may request that one or more specimens be analyzed for the presence of steroids.
- 3) The analysis of specimen shall be done in accordance with procedures adopted by the New Jersey State Toxicology Lab. These procedures shall include but not be limited to security of the test specimens, chain of custody, metabolite cut-off levels and the issuance of test reports.

G. Test Results

- 1) The New Jersey State Toxicology Lab shall advise the department in writing of a positive test result within 15 working days of the submission of the sample. A report indicating a positive test result shall not be issued until the sample has undergone a confirmatory test and the medical review officer has reviewed the test results and submitted information.
- 2) Upon receipt of a positive test report, the department shall notify the affected applicant or officer as soon as is practical. The individual shall be provided a copy of the lab report upon request.
- 3) Under no circumstances shall the department be permitted to resubmit a sample for testing or request that a particular sample in the possession of the lab be retested.

H. Records

- 1) The Professional Standards Supervisor shall maintain all records relating to drug testing. Records for all drug testing shall include but not be limited to:
 - a) The identity of those ordered to submit urine samples
 - b) The reason for the order
 - c) The date the sample was collected
 - d) The officer who monitored the collection process
 - e) The chain of custody from the time of collection until received by the New Jersey State Toxicology Lab
 - f) The results of the drug testing
 - g) Copies of notifications to tested officers
 - h) For any positive result, documentation from the officer's physician that the medication was lawfully prescribed and does not render the officer unfit for duty
 - i) For any positive result or refusal, appropriate documentation of disciplinary action
- 2) For random drug testing, the records shall also include:
 - a) A description of the process used to randomly select officers for drug testing
 - b) The date selection was made
 - c) A copy of the document listing the identities of those selected for drug testing
 - d) A list of those who were actually tested
 - e) The dates those officers were tested
- 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.

I. Central Drug Registry

- 1) In the event the department receives a positive test result or a refusal to submit a urine sample, the following information shall be provided to the Central Drug Registry:
 - a) Name and address of the submitting agency, and contact person;
 - b) Name of the individual who tested positive;
 - c) Last known address of the individual;
 - d) Date of birth;
 - e) Social security number;
 - f) SBI number (if known)
 - g) Gender
 - h) Race
 - i) Eye color
 - j) Substance the individual tested positive for, or circumstances of the refusal to submit a urine sample
 - k) Date of the drug test or refusal
 - l) Date of final dismissal or separation from the department
 - m) Whether the individual was an applicant, trainee, or sworn law enforcement officer
- 2) The certification section of the notification to the Central Drug Registry shall be completed by the Chief of Police and notarized with a raised seal.
- 3) Information contained in the central registry may be released by the Division of State Police only under the following circumstances:
 - a) In response to an inquiry from a criminal justice agency as part of a background investigation process for prospective or new personnel
 - b) In response to a court order

J. Notification to County Prosecutor

- (1) The Chief of Police or his/her designee shall provide a confidential written notice to the County Prosecutor or his/her designee within ten days, in the event of the following:
 - a) A positive drug test by an officer
 - b) A refusal by an officer to take the drug test, or
 - c) Administration of a reasonable suspicion drug test to an officer
- (2) Upon completion of any disciplinary action, the Chief of Police or his/her designee shall report the discipline to the County Prosecutor or his/her designee.
- (3) By December 31st of each year, the Chief of Police or his/her designee shall provide written notice to the County Prosecutor or his/her designee of the following:
 - a) Dates of testing conducted during the prior year
 - b) Total number of sworn officers employed by the department
 - c) Total number of sworn officers tested, and
 - d) Total number of sworn officers who tested positive