



Pre-employment Substance Misuse Screening

Procedure

Introduction

As part of the selection process for Nottinghamshire Police, a Pre-employment Substance Misuse screening procedure has been introduced for all external candidates to whom it is proposed to offer employment with Nottinghamshire Police. This includes prospective Police Officers, Police Staff, members of the Special Constabulary and temporary staff/contractors.

The procedure is designed to tackle misuse of substances that could either place at risk the health and safety of users, colleagues or the public or could threaten to compromise individual and /or organisational integrity, efficiency and reputation. Additional reasons for screening include a duty to be compliant with Health and Safety laws and to enhance productivity.

Definitions

Drug Misuse

Drug misuse is defined as any circumstance, in which an individual's consumption of drugs, whether continual or intermittent, causes physical, psychological or social impairment or harm to the individual or others whilst at work.

Drug Screening

`Drug screening` refers to the analysis of biological materials to detect the presence or absence of drugs within the human body.

Drug screening is a process in which a sample of oral fluid is collected and analysed to determine whether any substances may be present that could affect the safety, performance or behaviour of that person in the workplace.

The five core substances that will be tested for during the procedure are: -

- Cannabinoids (Cannabis)
- Amphetamines (including ecstasy)
- Cocaine
- Opiates (e.g. morphine and heroin)
- Benzodazepines

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NOTTINGHAMSHIRE POLICE

All external applicants will be required to attend the pre-employment drug screening for the five core substances at the following stages in the selection process: -

Police Officers / Special Constables

All prospective Police Officers / Specials, successfully reaching the medical stage of their application will be required to provide a saliva specimen for drug screening.

Police Staff

All prospective Police Staff who have been verbally informed of a conditional offer (post interview) will be required at this stage to provide a saliva specimen for drug screening.

Agency Workers / Contractors

Agency Workers /Contractors will only be tested if contracted to work for Nottinghamshire Police for in excess of two months.

Conducting the screening process

The drug screening process is a simple non-invasive procedure that will involve placing a collection pad in your mouth to collect a saliva sample.

Prior to this you will be required to complete a consent form to confirm that: -

- You consent to the screening taking place
- Accept that a positive screening will be recorded on your medical file (if applicable)
- Consent to results (positive / negative) being passed onto the Recruitment Department/ Divisional Personnel Team responsible for your application.
- You understand that a positive result could effect a successful application

Please note: - Any external candidate who refuses to sign the consent form will have their application terminated

Negative Screening

If the result of the screening is negative you will be allowed to proceed with your application.

Positive Screening

If the test is positive you will be required to sign a form and make a declaration concerning any medication/prescribed drugs you have taken recently.

The sample will then be sent to an independent laboratory for further analysis and these results will then be reviewed by the represented Force Doctor for Nottinghamshire Police, who will advise the relevant department of your suitability for appointment.

If a decision is made to terminate your application, you will be informed of this in writing, giving the reason for the termination.

Details of the positive test will then be recorded on your medical file.

Appeal Procedure

In the event of supplying a positive specimen, which is subsequently rejected, you will have the right to appeal against the decision to terminate your application. Appeals should be submitted within **28 days** of the notification of the positive test. This should be submitted to: -

Nottinghamshire Police
Head of Personnel
Headquarters
Sherwood Lodge
Arnold
Nottingham
NG5 8PP

At the conclusion of the investigation, you will be notified of the result in writing within 14 days of the appeal taking place. The decision reached in respect of the appeal will be final and no further correspondence will be entered into. Any supporting information or costs provided will be borne by the individual.

Confidentiality

Drug screening results will not be given to any person in Nottinghamshire Police (except Occupational Health, Recruitment Department and /or Divisional Personnel Team) or to any other organisation or individual seeking information on the applicant, without the applicant's written permission. All relevant data will be stored on the applicant's medical file.

Misuse of Drugs Act (1971)

This is the principle legislation in the UK for controlling drug use and preventing misuse of drugs. It deals with nearly all drugs that have the potential for misuse or dependence liability. It lays down specific requirements for their prescription, safe custody and record keeping and defines offences relating to production, cultivation, supply or possession.

Controlled drugs are classified into three categories with decreasing seriousness and penalties if found guilty.

- Class A** Hallucigens (e.g. LSD, magic mushrooms) opium, cocaine, heroin, Methadone;
- Class B** Amphetamines (e.g. Ecstasy) codeine, pentocine, barbiturates;
- Class C** Cannabis, Dextropropoxypherne (Distalgesic), pipradol, diethylpropion, meprobate, benzodiazephine (e.g., Valium, Librium, Mogadon), temazepam, anabolic steriods;