



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE

PD 482 Pre-appointment Drug Screening

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**Replaces document (if applicable)** (draft version) PD 482 Procedure on Pre-employment Substance Misuse Screening – to be used for prospective police officers, police staff, special constabulary and agency workers/contractors

**Linked Documents:** PS 173 Recruitment and Selection Policy  
PD 480 Police Officer Recruitment and Selection Procedure  
PD 381 Police Staff Recruitment and Selection Procedure

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## SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Nov 2013	Jayne Maione Sue Peckham	HR Advisor / Senior HR Partner	Review of Procedure

## SECTION 2 AIMS / OBJECTIVES

As part of the selection process for Nottinghamshire Police, the following Pre-appointment Drug Screening Procedure is used for all external candidates to whom it is proposed to offer appointments with Nottinghamshire Police. This includes prospective police officers, police staff and members of the special constabulary.

This procedure should be read in conjunction with PS 173 Recruitment and Selection Policy.

The procedure aims to:

- outline the process that Nottinghamshire Police will follow to undertake drug screening for candidates who have applied for roles within the Force;
- reduce the potential risks to Nottinghamshire Police, individuals and the public, if we were to appoint individuals who are misusing drugs.

The misuse of drugs could either:

- place at risk the health and safety of colleagues, the public or police partners;
- compromise individual and / or organisational integrity and reputation;
- breach both criminal and health & safety laws;
- reduce organisational effectiveness and performance.

## SECTION 3 DETAILS

### Drug screening method

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

Nottinghamshire Police will undertake drug screening by the analysis of a hair sample to determine whether any of the following illegal substances may be present that could affect the safety, performance or behaviour of that person in the workplace:

- Cannabinoids (cannabis)
- Amphetamine (including ecstasy)
- Cocaine
- Opiates (e.g. morphine and heroin)
- Benzodazepine

### Scope

This procedure is focused on pre-appointment of individuals to positions within the Force.

All applicants for police officer and special constabulary posts who reach the medical assessment will be required to undertake drug screening.

HR Resourcing will select a significant random sample of police staff vacancies for which the successful candidate will undergo drug screening. HR Resourcing will ensure at least 50% of all high risk vacancies are identified for drug screening, for example PCSO, Crime Scene Investigators.

### Roles and Responsibilities

**Alere Toxicology** is an external organisation appointed by Nottinghamshire Police to undertake pre-appointment drug screening on behalf of Nottinghamshire Police. Alere Toxicology are required to ensure that the procedure is consistently applied and the process is handled with complete integrity and reliability. This will include obtaining the individual's consent, collecting the sample and using a consistent and fair procedure which maintains the integrity of the 'chain of custody' of the sample. All drug testing undertaken by Alere Toxicology is governed by UKAS ISO 17025 accreditation.

**HR Resourcing** will issue the literature on drug screening within application packs. HR Resourcing are also responsible for ensuring the effective referral of individuals to Alere Toxicology for drug screening, including selecting the random sample of police staff roles where candidates will undertake drug screening and ensuring that 50% of successful candidates for higher risk police staff roles such as PCSOs are tested.

## **Conducting the screening process**

Prior to providing the hair specimen the individual will be given a copy of this procedure and will be asked to complete a consent form to confirm that they:

- consent to the screening taking place,
- sign a chain of custody form for the sample,
- accept that a confirmed positive screening will be recorded on their medical file,
- consent to the results, either positive or negative, being passed on to HR Resourcing
- understand that a positive result could potentially affect a successful application and may lead to a criminal investigation.

The individual will also be required to outline any medication/prescribed drugs they have taken within a set timeframe.

If an individual refuses to sign the consent form, their application will be terminated.

If an applicant refuses to provide a hair sample on religious grounds, HR Resourcing will investigate the facts of the case and a urine test may be offered.

Alere Toxicology will collect the sample of hair, undertake the required analysis and notify HR Resourcing of the results within 7 calendar days of the sample being collected.

## **Results**

If the result is negative, this is definitive and HR Resourcing will proceed with the application.

If the initial result is 'non-negative', Alere Toxicology will undertake further analysis and then forward the results and the consent form to the Force Medical Advisor for Nottinghamshire Police. The Force Medical Advisor will report to HR Resourcing whether the applicant is considered suitable for appointment.

If a decision is made to terminate the application, HR Resourcing will write to the applicant and explain the reason for this termination. Details of the positive test will be recorded on the applicant's medical file.

If the applicant is already employed by Nottinghamshire Police an internal investigation will be undertaken before deciding the appropriate course of action in relation to their employment.

## **Complaint process**

In the unlikely event that an applicant feels they have been subject to unlawful discrimination or unfair treatment, an investigation will be undertaken and all documentation will be reviewed.

If an external candidate feels they have cause for complaint they should submit this in writing to the HR Partner Resourcing within 10 working days. The HR Partner Resourcing (or nominated representative) will undertake the required investigation, and provide a response to the candidate, where possible, within a further 15 working days following receipt of the letter.

Any complaint from an internal applicant will be handled under PS 141 Force Grievance Policy.

Any costs will be borne by the individual.

### **Confidentiality**

Results will remain confidential to the Force Medical Advisor/ HR Resourcing and will only be disclosed in relation to a potential criminal investigation.

All relevant data will be stored on the applicant's Force medical file for 12 months.

## **SECTION 4 LEGISLATIVE COMPLIANCE**

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.