

Lincolnshire Police

Policy Document



Alcohol, drug and other substance misuse (pre-employment screening) policy PD116

Policy document information

Reference number:	PD116
Policy sponsor:	DCC
Policy owner:	Director of People Services
Author:	Resourcing Manager
Publication date:	May 2026
Review date:	May 2028

Version history

Version	Date	Reason for issue
4	March 2017	Biennial Review - amendments to process. Testing conducted and co-ordinated by PSD.
5	April 2020	Biennial Review - update to include Special Constabulary
6	April 2022	Review – minor updates to terminology
7	April 2025	Biennial Review – minor updates to terminology and contact details
8	May 2026	Review – minor updates to processes

Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity has also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligations. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Security classification

Policy to be published on Intranet: Yes

Policy to be published on Force Website: Yes

Authorised Professional Practice (APP)

This policy has been checked against APP and there is none in relation to the subject matter of this policy.

1. Policy aims (Purpose)

1.1. The Chief Constable of Lincolnshire Police aims to:

- Preserve and enhance the health, safety and welfare of all personnel in matters relating to alcohol, drug or substance misuse.
- Maintain the professional integrity of all personnel in providing services to the members of the public and wider community.
- Apply the policy equally to everyone applying to join Lincolnshire Police.
- Maintain and increase the public confidence in Lincolnshire Police by ensuring the highest professional standards.

2. Policy statement (Key information)

- 2.1. The Chief Constable of Lincolnshire Police is committed to providing a safe, healthy and productive working environment that is free from alcohol and drug misuse for all employees, members of the public and people in Lincolnshire Police's care.
- 2.2. Misuse of alcohol and drugs can lead to poor attendance, reduced efficiency, increased risk of accidents and health/welfare issues. This can have serious consequences for individuals, their families, the public, and the people in their care, and can affect the reputation and public perception of Lincolnshire Police.
- 2.3. For the purpose of this policy, 'alcohol and drug/substance misuse' includes the use of illegal drugs, the misuse of prescribed drugs, non-prescribed preparations, legal highs, and other substances, the consumption of and/or misuse of alcohol.
- 2.4. This policy applies to all external and internal candidates applying to work for Lincolnshire Police in the capacity of Police Officers and the Special Constabulary.
- 2.5. The Chief Constable of Lincolnshire Police does not condone the excessive or inappropriate use of alcohol or the misuse of drugs, whether illegal or prescribed. Possessing and supplying illegal drugs are criminal offences.

2.6. Legal status

- 2.6.1. The Police Regulations 2003 (amended) give the Chief Officer the power to require Police Officer candidates to provide a sample for alcohol and drug screening purposes.
- 2.6.2. The Home Office Circular 11/2012 outlines specific amendments to the 2003 Police Regulations which govern drug and alcohol testing for Police Officer candidates. This policy adheres to the ACPO Guidelines on Substance Misuse & Testing 2012.

2.7. General principles

2.7.1. Lincolnshire Police may require external candidates applying for a role with Lincolnshire Police to submit to drug testing by means of one of the following samples:

- Oral fluids
- Urine
- Hair

2.7.2. Candidates applying to join as Police Officers or members of the Special Constabulary will be required to submit relevant samples.

2.7.3. As part of the pre-appointment checks, Human Resources will arrange drug and alcohol screening, which will be carried out by an external agency in a secure and confidential environment.

2.7.4. Due consideration will be given to an individual's cultural or religious beliefs in terms of taking or obtaining samples.

2.7.5. External applicants will be advised that they may be subject to drug and alcohol testing at any time of the selection process.

2.8. Internal candidate and transferee screening

2.8.1. Internal candidates applying to join as Police Officers or members of the Special Constabulary will also be required to submit relevant samples.

2.8.2. In the event that an internal member of staff having a positive result this will be referred to Professional Standards who will consider misconduct procedures.

2.8.3. Transferees joining from other forces are excluded from this pre-employment policy in line with the Police Regulations 2003 but may be subject to testing under the In-Service Policy.

2.9. Conducting the test

- 2.9.1. There will be a secure chain of custody through collection, analysis and medical review. Laboratory analysis will be undertaken by an independent agency. Collection of samples may be undertaken by an independent agency or by suitably qualified employees of Lincolnshire Police.
- 2.9.2. If a potential recruit does not wish to submit to a test, they will not be considered for employment by Lincolnshire Police and any offer made will be withdrawn.

2.10. Alcohol and drugs/substance testing

- 2.10.1. Alcohol, drug and substance testing will cover the illicit use of the following substances:
- Amphetamines (including ecstasy)
 - Cannabis
 - Cocaine
 - Opiates (e.g. morphine and heroin)
 - Benzodiazepines
- 2.10.2. Appointment to Lincolnshire Police will be conditional upon receiving a negative test result. In the event of a positive test result, the candidate will not be considered for employment with Lincolnshire Police. In this instance HR will write to the candidate to reject their application and any offers made will be withdrawn.

Candidates who receive a positive drug test result and are not successful in any appeals process, will be ineligible to apply for any role within Lincolnshire Police for a minimum period of 12 months from the date of notification of the result. This includes police officer, staff and volunteer positions. Any applications submitted during this exclusion period will not be progressed.

This approach is in place to uphold the professional integrity of the organisation and to ensure public confidence in the services provided to the community.

2.11. Confidentiality

- 2.11.1. The results of the tests will be sent to Human Resources and communicated confidentially to the individual.
- 2.11.2. In the event of a positive result, screening results will be shared with the Professional Standards Department. Screening results will not be given to any other person within Lincolnshire Police or to any other organisation or individual seeking information regarding the candidates test results, without the candidate's written permission unless they are an internal member of staff and this is necessary to manage their ongoing employment, for example as part of misconduct procedures.
- 2.11.3. All relevant data will be stored confidentially on the applicant's file.

3. Other related documents and appendices

3.1. Related documents

- PD1 – Alcohol, Drug and Other Substance Abuse – In Service Screening and Support
- PD 6 – Managing Attendance Policy
- PD 27 – Health and Safety at Work Policy
- PD 39 – Smoking at Work Policy

4. Monitoring and review

- 4.1 The implementation and application of this policy should be adhered to sensitively, professionally and on a confidential basis, with due regard for the needs of the individual and Lincolnshire Police.
- 4.2. The policy will be subject to periodic review every two years and will be regularly monitored by the Director of People Services to maintain compliance with legislative updates and to reflect good practice.

5. Who to contact about this policy

- 5.1. This policy is owned by Director of People Services. Any enquiries about this policy should be directed to HR Resourcing Team via email to:
resourcing@lincs.police.uk