



LINCOLNSHIRE POLICE

Policy Document

POLICY IDENTIFICATION SHEET

This policy has been drafted in accordance with the principles of human rights legislation, public disclosure is approved unless where otherwise indicated and justified.

POLICY TITLE:	ALCOHOL, DRUG AND OTHER SUBSTANCE MISUSE – PRE-EMPLOYMENT SCREENING
POLICY REFERENCE NO:	PD116 (3)

POLICY OWNERSHIP:	
ACPO Commissioning Officer:	Deputy Chief Constable
Portfolio/Business Area Owner:	Deputy Chief Constable
Department Responsible:	Human Resources
Senior Owner:	Head of Human Resources
Links or overlaps with other policies/strategies:	
Lincolnshire Policing Plan People Strategy 2013-2017 PD1 – Alcohol, Drug and Other Substance Abuse – In Service Screening and Support PD6 – Managing Attendance Policy PD27 – Health and Safety at Work Policy PD39 – Smoking at Work Policy	

POLICY IMPLEMENTATION DATE:	1 MAY 2015
POLICY REVIEW DATE:	1 MAY 2016

VERSION	DATE	REASON FOR ISSUE
2	1 July 2011	Biennial Review including Force structure changes
2.1	15 Nov 2012	Change of wording from Police Authority and Crime

		Commissioner
2.2	1 May 2014	ACPO Guidelines on Substance Misuse & Testing 2012
3	5 May 2015	Revised to include the Code of Ethics

1.0	INTRODUCTION
1.1	The Police and Crime Commissioner for Lincolnshire Police and the Chief Constable of Lincolnshire Police are 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.
1.2	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 be costly for the reputation of Lincolnshire Police.
1.3	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.
1.4	This policy applies to all external and internal candidates applying to work for The Police and Crime Commissioner for Lincolnshire and/or Lincolnshire Police in the capacity of Police Officers, the Special Constabulary, Police Staff, Volunteer Cadets, volunteers and others of a similar nature, including temporary staff and contractors.
1.5	The Police and Crime Commissioner for Lincolnshire and the Chief Constable of Lincolnshire Police do 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.
1.6	The Police and Crime Commissioner for Lincolnshire and the Chief Constable of Lincolnshire Police aim to: <ul style="list-style-type: none"> • 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 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.
2.0	LEGAL STATUS
2.1	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.
2.2	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.
3.0	HEALTH AND SAFETY
3.1	Lincolnshire Police is obliged under the Health and Safety at Work, etc. Act 1974, the

	Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 to provide and maintain a safe and healthy working environment for personnel and those who come into contact with Lincolnshire Police.
3.2	Lincolnshire Police has a duty of care to protect the health and safety of officers, staff, the people in their care, as well as members of the public who may be affected by their work. This would include: <ul style="list-style-type: none"> • Taking care to recruit suitably qualified and competent officers and staff • Ensuring they are fit to carry out their function safely and effectively
3.3	Nothing in these guidelines will prevent the exercise of statutory duties in relation to the: <ul style="list-style-type: none"> • Road Traffic Act 1988 • Misuse of Drugs Act 1971 • Any other statutory provision relating to substance misuse
4.0	CODE OF ETHICS
4.1	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.
5.0	PRE-EMPLOYMENT SCREENING PROCESS
5.1	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: <ul style="list-style-type: none"> • Breath • Oral fluids • Urine • Hair
5.2	Screening will be routinely undertaken on a random selection basis. 10% of all external applicants will be randomly sampled with year. The screening can be conducted at any stage of the pre-employment.
5.3	Human Resources are responsible for the administration of the collection and on-site screening of samples from potential recruits, including the taking of information about medications.
5.4	Due consideration will be given to an individual's cultural for religious beliefs in terms of taking or obtaining samples.
5.5	External applicants will be sent an information sheet regarding the pre-employment screening alcohol and substance procedures.
6.0	INTERNAL CANDIDATE AND TRANSFEREE SCREENING
6.1	Internal candidates applying to join as Police Officers or members of the Special Constabulary may also be required to submit relevant samples.
6.2	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.

7.0	CONDUCTING THE TEST
7.1	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.
7.2	If a potential recruit does not wish to submit to a test, he or she will not be considered for employment by Lincolnshire Police.
8.0	ALCOHOL & DRUGS/SUBSTANCE TESTING
8.1	Alcohol, drug and substance testing will cover the illicit use of the following substances: <ul style="list-style-type: none"> • Alcohol • Amphetamines (including ecstasy) • Cannabis • Cocaine • Opiates (e.g. morphine and heroin) • Benzodiazepines
8.2	Appointment to Lincolnshire Police will be conditional upon 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.
9.0	CONFIDENTIALITY
9.1	The results of the tests will be communicated confidentially to the HR Resourcing and Succession Planning Manager and the individual.
9.2	Screening results will not be given to any person within Lincolnshire Police or to any other organisation or individual seeking information regarding the candidates test results, without the candidate's written permission.
9.3	All relevant data will be stored confidentially on the applicant's medical file.
10.0	IMPLEMENTATION AND MONITORING
10.1	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. The application and monitoring of this policy is the responsibility of the HR Director.
11.0	HUMAN RIGHTS CONSIDERATIONS/ARTICLES ENGAGED
11.1	These guidelines may impact on the rights of individuals with interference of an individual's rights under Articles 3, 5, 8 and 11 of the First Protocol of the European Convention on Human Rights, as embodied in the Human Rights Act 1998.
12.0	IMPLICATIONS OF THE POLICY
12.1	<i>Financial Implications/Best Value</i>

	There will be costs associated with the implementation of a screening programme. Pre-employment screening may be undertaken in-house or by an external provider. Contracting an external provider would ensure independence in cases of professional integrity.
	The screening for alcohol and substance abuse at the pre-employment stage may reduce the long term costs due to absence reduced efficiency, and the reputation of Lincolnshire Police.
12.2	<i>Human Resources/Training</i>
	There will be an impact with the implementation of alcohol and drug screening at recruitment stage. The screening programme will require an administration system and random selection process to be set up. A process for taking and analysing samples, and a method for action upon results of the tests.
	Potential recruits, managers, HR staff, staff associations and trade unions will need to be provided with information regarding the policy at the recruitment stage and through normal communication channels.
12.3	<i>Risk Management</i>
	Lincolnshire Police may be liable if it knowingly recruited an individual with an alcohol or substance use problem, or did not take adequate steps to prevent such recruitment.
12.4	<i>Diversity</i>
	Pre-employment screening will be applied consistently to all candidates by random selection.
	This policy applies to all groups and embraces all protected characteristics of diversity.

PRO-FORMA FOR THE INITIAL ASSESSMENT

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review,
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (Where appropriate)
- Equality and Diversity

Department:	Resources	Section:	Health and Safety	Person responsible for initial assessment:	Nick Cornwell-Smith
Name of the Policy to be assessed:	Alcohol, drug and other substance misuse – pre-employment screening	Date of Assessment:	4 July 2011	Is this a new or existing policy?	Existing
1. Briefly describe the aims, objectives and purpose of the policy.	Minimise the chances of those who misuse substances working for Lincolnshire Police in the first instance to ensure that the ethos of high integrity, individual responsibility and accountability are maintained so demonstrating a commitment to enhance public trust in the Lincolnshire Police and the service we provide.				
2. Are there any associated objectives of the policy? Please explain.	The overall aims of this policy are to promote the health, safety and welfare of all police personnel and protect those whom they come into contact with, whilst ensuring the integrity of those that deliver the service.				
3. Who is intended to benefit from the policy and in what way?	Police personnel and the public would benefit from the fact that people with substance misuse issues would not be employed by Lincolnshire Police. This would maintain the health and safety of such staff and members of the public as well as protecting the reputation of the force.				

4. What outcomes are wanted from this policy?	The health and safety of officers, staff and the public.	
5. What factors/forces could contribute/detract from the outcomes?	Failure to follow the policy could allow those people with substance misuse issues to become employed by Lincolnshire Police.	
6. Who are the main stakeholders in relation to the Policy?	Lincolnshire Police personnel and members of the public.	
7. Who implements the policy and who is responsible for the activity?	Assistant Chief Officer and Director of Resources delegates the actual operation of the policy to the HR section of the Resources Department.	
8. Is there any likelihood the policy could have a differential impact on racial groups? (including Gypsies and Travellers)	NO	Please explain This policy will not have any racial impact.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable	
9. Is there any likelihood the policy could have a differential impact due to gender?	NO	Please explain This policy will not have any gender impact.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable	
10. Is there any likelihood the policy could have a differential impact on due disability?	NO	Please explain This policy will not have any disability impact.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable	

11. Is there any likelihood the policy could have a differential impact on people due to sexual orientation?		NO	Please explain This policy will not have any sexual orientation impact.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable		
12. Is there any likelihood the policy could have a differential impact on people due to their age?		NO	Please explain This policy will not have any impact due to age.
12a Is there any likelihood the policy could have a differential impact on Young People and Children?		NO	Please explain This policy will not have any impact on young people and children.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable		
12b Is there any likelihood the policy could have a differential impact on Older People?		NO	Please explain This policy will not have any impact on older people.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable		
13. Is there any likelihood the policy could have a differential impact on people due to their religious belief?		NO	Please explain This policy will not have any impact due to religious belief.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable		
14. Is there any likelihood the policy could have a differential impact on people due to them having dependants/caring responsibilities?		NO	Please explain This policy will not have any impact due to dependants/caring responsibilities.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable		

15. Is there any likelihood the activity could have a differential impact on people due to Marriage or Civil partnership?		NO	Please explain This policy will not have any impact due to Marriage or Civil partnership.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable		
16. Is there any likelihood the policy could have a differential impact on people due to them being Transgender or Transsexual?		NO	Please explain This policy will not have any impact due to them being Transgender or Transsexual.
What existing evidence (either presumed or otherwise) do you have for this?	Not applicable		
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?			
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?			
19. If Yes, is there enough evidence to proceed to a full EIA?			YES NO
20. Date on which Full impact assessment to be completed by.			

Signed (completing officer)_____N B Cornwell-Smith

Signed (Lead officer) _____ N B Cornwell-Smith

Groups Affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
Disability - Physical ,Sensory, Learning Disability, Mental Health, Carers		✓	
Gender - Male , Female		✓	
Transgender		✓	
Race - Traveller and Gypsy etc		✓	
Sexual Orientation - Lesbian, Gay , Bisexual		✓	
Religion and Belief		✓	
Age - Young and Old		✓	
Marriage and Civil Partnerships		✓	