



# N.S.W. POLICE FORCE STUDENT DRUG & ALCOHOL POLICY

NSW POLICE SAFETY COMMAND  
May 2008

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# 1. Introduction

This policy is provided to inform all NSW Police Force Constable Education Program (CEP) Students of the NSW Police Force expectations in relation to their use of alcohol and other drugs.

Control over the misuse of alcohol and the prohibition of illicit drug use is considered essential to the safety and wellbeing of students and NSW Police Force employees in all education facilities utilised for training by the NSW Police Force and for the future suitability of students as policing professionals.

NSW Police Force and Charles Sturt University, have a clear duty of care to students in order to maintain a safe place of work and training.

This policy provides a clear statement of acceptable behaviour of CEP students in regards to alcohol and other drug use. It should also serve as a basis for personal conduct standards expected of police students who aspire to become sworn members of the NSW Police Force.

This policy articulates the procedures and implications of random, target and mandatory drug and alcohol testing of CEP students.

This policy is to be read in conjunction and compliance with the Charles Sturt University Code of Conduct.

## 1.1 Principal messages:

The key messages for student police are that:

- Illegal drug use by a NSW Police officer is not acceptable at any time;
- Illegal drug use by CEP students is not acceptable at any time;
- Drug testing, both on and off duty, is one of the conditions of working as a NSW Police Officer;
- There is not place for any employee in the NSW Police Force who uses illegal drugs, sells, illegal drugs or abuses prescription / non prescribed drugs;
- Associations with drug users, places your employment with the NSW Police Force in jeopardy.
- Alcohol testing is intrinsically linked to O.H & S. requirements, general health and fitness and the need for CEP Students to exhibit a high standard of conduct and integrity.

## 2. Aim

The NSW Police Force Student Drug and Alcohol Policy aims to facilitate the health, safety and welfare of all CEP Students and encourage personal responsibility in relation to the use of drugs and alcohol.

Drug and alcohol testing of CEP students is aimed at deterring students from using prohibited drugs or being impaired by alcohol whilst undertaking police related training activities. It also serves to identify those students who use prohibited drugs or are impaired by alcohol whilst scheduled for police training.

This policy will prepare CEP Students for entry into the NSW Police Force where drug and alcohol testing is a standard procedure and abstinence from using prohibited drugs is mandatory.

## 3. Scope

All CEP Students are expected to comply with the NSW Police Force Student Drug and Alcohol Policy.

The Occupational Health and Safety Act, 2000 places an obligation on employers to ensure the health, safety and welfare of its employees, contractors and visitors. It also places an obligation on the employees to take reasonable care of the health, safety and welfare of others and to cooperate with their employer in implementing the Occupational Health and Safety Act.

Section 8 (2) *Occupational Health and Safety Act, 2000* requires that:

“An employer must ensure that people other than employees of the employer, are not exposed to risks to their health or safety arising from the conduct of the employer’s undertaking while they are at the employer’s place of work”.

Breaches of the Act, which could have been prevented by early intervention at the workplace in response to health and safety problems, may result in prosecution and heavy penalties for the organisation and or individuals.

The NSW Police Force Student Drug and Alcohol Policy should be read in conjunction with the responsibilities of the NSW Police Code of Conduct and Ethics, The NSW Police Force Drug and Alcohol Policy 2006 and the Charles Sturt University Code of Conduct.

# 4. NSW Police Force Student Drug and Alcohol - Policy statement

CEP Students are expected to present fit for duty at all Constable Education Program (CEP) training activities. This includes being unimpaired by alcohol and drugs.

## 4.1 Prohibited drugs

A CEP Student is not permitted to use any prohibited drug at any time.

There is no place for any person within NSW Police Force who uses prohibited drugs, sells or supplies prohibited drugs.

**All drug test samples will be examined for prohibited drugs that are listed under the *Drug Misuse and Trafficking Act 1985*.**

## 4.2 Alcohol consumption

A CEP Student is not permitted to consume alcohol whilst undertaking any CEP training activities at any facility utilised for CEP training.

All CEP Students who consume alcohol in a private capacity outside scheduled training times are expected to do so in a responsible manner and are to avoid its misuse, both in terms of acute and prolonged intoxication and longer term health implications. Practices and customs that advocate, glamorise or popularise alcohol use are to be discouraged. Alcohol testing is intrinsically linked to O.H & S. requirements, general health and fitness and the need for Students to exhibit a high standard of conduct and integrity.

**All CEP student alcohol testing will test for a blood alcohol limit (prescribed concentration amount) of 0.02 grams of alcohol per 100 millilitres of blood and above.**

## 4.3 Prescription medication

There is no place for any person within NSW Police Force who abuses any prescription or over the counter drug.

CEP Students should check with a suitably qualified health professional that the prescription or over the counter drug will not impair their ability to undertake training.

A CEP Student is not permitted to use anabolic steroids unless prescribed by a qualified medical practitioner.

There is no place for any person within NSW Police Force who unlawfully sells or supplies non prescribed anabolic steroids.

**Target drug testing samples may examine for anabolic steroids.**

## **5. Code of conduct**

### **5.1 Drugs and alcohol**

You must not perform training, remain in class or undertake any NSW Police Force CEP related activity if you are impaired by alcohol or other drugs, including drugs prescribed by your doctor or pharmacist. This includes attending seminars.

The use of Prohibited Drugs by you will result in the immediate withdrawal of your professional suitability for employment with the NSW Police Force.

If you are taking prescribed drugs and have any doubt about your ability to perform any or all of your normal training duties you should consult your medical practitioner, Police College Health Services Nursing Staff or the Police Medical Officer and discuss alternative training options with your supervisor or subject co-ordinator, if required.

Similarly, ceasing to take medication that is required on medical grounds could impair your performance. If you cease taking medication that inhibits an impairment then you should consult your medical practitioner, Police College Health Services nursing staff or the Police Medical Officer and discuss alternative training options with your supervisor or subject co-ordinator, if required.

*Police Regulation 2000, Division 2*, sets out a standard of conduct expected to be observed by police officers in relation to the use of alcohol and other drugs and all students are encouraged to familiarise themselves with the provisions of this document.

## **6. Support services**

There are a number of support services available for any CEP Student who wishes to seek assistance regarding alcohol and other drug issues. The services of the NSW Police Chaplains and student counselling provided by Charles Sturt University are available to all students who can contact them directly or an appointment can be pre-arranged through the Student Management Unit at the NSW Police College.

Information provided to Police Chaplains and CEP Counsellors by a CEP Student will be totally confidential.

# 7. Definitions

<b>Anabolic Steroids:</b>	Means anabolic or androgenic steroidal agents included in Schedule 4 of the Poisons List under the <i>Poisons and Therapeutic Goods Act 1966</i> .
<b>AS/NZS 4308:2001:</b>	Means the document entitled Australian/New Zealand Standard AS 4308:2001 Procedures for the collection, detection, and quantification of drugs of abuse in urine, published by Standards Australia.
<b>Authorised Testing Officer:</b>	A person who is appointed as an authorised person under Part 5, Division 4, Clause 60, Police Regulation 2000, and is acting on behalf of the NSW Police Drug and Alcohol testing unit or the Principal of the NSW Police College.
<b>Breath analysis:</b>	Means a test carried out by a breath analysis instrument for the purpose of ascertaining, by analysis of a persons breath, the concentration of alcohol present in that person's blood.
<b>Breath analysis instrument:</b>	Means any instrument of a type approved by the Governor by order under the Road Transport ( Safety and Traffic Management ) Act 1999 as such an instrument, that is, as an instrument designed to ascertain, by analysis of a person's breath, the concentration of alcohol present in that persons blood.
<b>Breath test:</b>	Means a test: (a) that is designed to indicate the concentration of alcohol present in a person's blood, and (b) that is carried out on the person's breath by means of a device (not being a breath analysis instrument) of a type approved by the Governor for the conduct of breath tests under the <i>Road Transport (Safety and Traffic Management) Act 1999</i> .
<b>Drink Spiking:</b>	The unlawful administration of a mind altering substance into another persons drink.
<b>High risk student:</b>	Any CEP student who has recorded a positive alcohol, prohibited drug or non prescribed anabolic steroid test conducted by NSW Police Force. Any student who declares historical use of prohibited drugs.

<b>Impairment:</b>	Any loss or abnormality of psychological, physiological, or anatomical structure or function. It represents a deviation from the person's usual biomedical state. An impairment is thus any loss of function directly resulting from the consumption or use of any drug.
<b>Mandatory Testing Incident:</b>	Means an incident where a person is killed or seriously injured: (a) as a result of a discharge of a firearm by a police officer, or (b) as a result of the application of physical force by a police officer, or (c) as a result of being detained, or while in police custody, or (d) involving a police aircraft, motor vehicle or vessel
<b>Prescribed Concentration of alcohol:</b>	A concentration of <b>0.02 grams or more</b> of alcohol in 100 millilitres of blood.
<b>Prescription Drug:</b>	Is a licensed medication that is regulated by legislation to require a prescription issued normally by a suitably qualified medical practitioner before it can be obtained.
<b>Principal:</b>	Principal of the NSW Police College.
<b>Prohibited Drug:</b>	Any drug that is listed in Schedule one of the <i>Drug Misuse and Trafficking Act 1985</i> .
<b>Sell:</b>	Includes sell whether by wholesale or retail and barter and exchange, and also includes dealing in, agreeing to sell, or offering or exposing for sale, or keeping or having in possession for sale, or sending, forwarding, delivering or receiving for sale or on sale, or authorising, directing, causing, suffering, permitting or attempting any of such acts or things.
<b>Supply:</b>	Includes sell and distribute, and also includes agreeing to supply, or offering to supply, or keeping or having in possession for supply, or sending, forwarding, delivering or receiving for supply, or authorising, directing, causing, suffering, permitting or attempting any of those acts or things.

## 8. Drug & alcohol testing program

Provision for both random and targeted drug and alcohol testing for all NSW Police officers lies within the *Police Act 1990*, Part 12, 211A.

Whilst it is recognised that students undertaking the CEP are not sworn members of the NSW Police Force, consensual drug and alcohol testing has been introduced to ensure that students, prior to attestation have demonstrated acceptable behaviour with regard to alcohol and prohibited drugs and that a safe working and training environment is maintained.

## 9. Random testing

### 9.1 Random alcohol testing procedures

Random alcohol testing of CEP students will be undertaken with the authority of the Principal of the NSW Police College.

Any CEP student scheduled for police training on or off College premises during a training session in which testing is being carried out will be required to submit to random alcohol testing by way of breath test and or breath analysis, if directed to do so by an authorised testing officer.

A CEP student must comply with all reasonable directions given to them by the authorised testing officer until that officer is satisfied that an accurate breath test and or analysis reading has been obtained from that student.

The prescribed concentration of alcohol is **0.02** grams or more of alcohol in 100 millilitres of blood.

In all cases where a breath test indicates the prescribed amount or more, the student indicating the positive result must then submit to a breath analysis.

With written consent, a student may elect to provide a sample of their blood as obtained by a suitably qualified medical practitioner at their own expense in addition to a breath analysis for the purpose of indicating the concentration of alcohol in their blood.

### 9.2 Random drug testing procedures

Any CEP student who is attending NSW Police Force related training on or off NSW Police College premises, in accordance with their training schedule, will be required to submit to random drug testing in accordance with the directions of an authorised drug testing officer.

Only NSW Police Drug and Alcohol testing unit personnel are authorised to conduct drug testing in accordance with this policy. A CEP student must comply with all reasonable

directions given to them by the authorised drug testing officer to provide a valid drug test sample.

Any CEP student selected for random drug testing will be required to provide a sample of their urine **in the privacy of a toilet cubicle** for the purpose of testing for the presence of prohibited drugs.

Collection procedures will comply with the Australian / New Zealand Drug Testing Standard **AS/NZS 4308:2001**

A CEP student who provides a sample of urine to the authorised drug testing officers will be offered a third portion of that sample to retain for their own analysis purposes.

Analysis of a CEP Students random drug test sample will examine for the presence of prohibited drugs that are listed under the Drug Misuse and Trafficking Act 1985.

With written consent a student may elect to provide a sample of their blood for the purpose of indicating the presence of prohibited drugs should they be unable to supply the required sample of urine.

Results of the drug test will be forwarded, normally within 2 – 3 weeks directly to any CEP student having submitted to a drug test.

## **10. Target testing**

### **10.1 Targeted alcohol testing procedures**

The Principal of the NSW Police College, Commander Education and Training or any person acting on behalf of the Principal may direct that a CEP student be breath tested and or submit to a breath analysis as directed by an authorised testing officer, if they have reasonable cause to believe that the CEP student whilst scheduled for training on or off NSW Police College premises, may be under the influence of alcohol.

Any student considered as “high risk” as defined in this policy may be target alcohol tested at any time during scheduled training.

A CEP student must comply with all other requirements as stated in the random alcohol procedures of this policy.

## 10.2 Targeted drug testing procedures

Target drug testing protocols for sworn police are available through the NSW Police Intranet – Safety Command site. These protocols should serve as a guide to Education and Training when considering a student target drug test.

When the Principal of the NSW Police College or their equivalent receives information concerning the possible use of prohibited drugs or non prescribed anabolic steroids by a CEP student, arrangements should be made for an authorised drug testing officer from the NSW Police Drug and Alcohol Testing Unit to conduct a target test at the first available opportunity.

Any CEP student selected for target drug testing will be required to provide a sample of their urine for the purpose of testing for the **presence of prohibited drugs / anabolic steroids**.

Collection procedures for target testing of CEP students is the same as with the random drug testing procedures in this policy and comply with Australian Drug Testing Standard **AS/NZS 4308:2001**.

A student may elect to provide a sample of their blood as obtained by a suitably qualified medical practitioner for the purpose of indicating the presence of prohibited drugs and non prescribed anabolic steroids, should they be unable to supply the required sample of urine.

## 10.3 Discreet targeted drug and alcohol testing

The Principal of the NSW Police College, Commander of Education and Training or any person acting on their behalf in consultation with the NSW Police Drug and Alcohol Testing Unit, may request a discreet targeted drug or alcohol test be conducted on any CEP student scheduled for training.

The manner in which targeted drug or alcohol tests are conducted may vary from time to time and will have regard to operational contingencies, including the need to protect the informant's identity and the integrity of current investigations.

The method of target testing may not be limited to testing a specific targeted individual. A CEP student may be included in the broader testing programs previously stated in this policy but recorded as a targeted test by an authorised testing officer.

# 11. Mandatory testing

## 11.1 Drug and alcohol testing – Critical incidents

Section 211A of the *Police Act 1990*, defines situations where mandatory drug and alcohol testing is required. In the event of a CEP Student being identified by any NSW Commissioned Police Officer as directly involved in one of these categories, then such CEP student will be subjected to both, drug and alcohol testing in accordance with the guidelines set out in this policy for Random and Target testing.

Where a CEP student is required to undergo mandatory testing, both alcohol and drug testing procedures will follow those stated in the random testing section of this policy and should be conducted as soon as reasonably possible after the incident.

Where a CEP student has been hospitalised as a result of the critical incident and a blood sample has been taken in compliance with any legislation, then written consent may be obtained from the CEP student to use any such blood sample to comply with the testing requirements of this policy.

# 12. Positive test results

## 12.1 Positive alcohol tests

### First occasion:

Any CEP student who records the prescribed concentration of alcohol in their blood on the first occasion when detected in accordance with the testing requirements of this policy, will be immediately removed from training for that day. An immediate review of the student's professional suitability will be undertaken in consultation with the Co-ordinator, Student Management Unit.

Any CEP student who continues in the Constable Education Program having recorded a positive alcohol test will be regarded as a "**high risk student**" as defined in this policy.

### Second occasion:

Any CEP student who records the prescribed concentration of alcohol in their blood on a subsequent occasion whether detected by random, target or mandatory alcohol testing, will be immediately removed from training for that day.

The CEP student's professional suitability will be reviewed in consultation with the Principal of the NSW Police College and /or Commander of Education and Training. The student should be excluded by the Principal and /or Commander of Education and Training from the Constable Education Program for a period of **2 years**.

## **12.2 Positive drug tests**

### **12.2.1 Prohibited drugs**

Any CEP student who tests positive to the presence of a prohibited drug in their urine whether detected by random, target or mandatory drug testing will have their professional suitability immediately withdrawn and the student will be removed from the NSW Police Constable Education Program.

The CEP student will not be permitted to remain on or visit NSW Police Force training facilities at any time in the future and will not be permitted to complete their CEP studies using any NSW Police Force Facilities.

When a positive drug test has been detected a formal criminal investigation may be conducted into the matter as directed by the Principal of the NSW Police College or Commander Education and Training.

### **12.2.2 Anabolic steroids**

When a target drug test of a CEP student indicates a presence of anabolic steroids the student will be asked to provide documentary evidence to the Principal of the NSW Police College and /or Commander of Education and Training, that the anabolic steroid was lawfully prescribed by a medical practitioner.

Should this presence be considered lawful by Education and Training, the student still has a responsibility to comply with the “code of conduct” of this policy. The Student must declare specific details regarding quantity, type and time frames of any medical prescription containing anabolic steroids.

Any CEP student who tests positive to a presence of anabolic steroids in their urine from a target drug test, and cannot provide documentary evidence of lawful use will have their professional suitability immediately withdrawn and the student will be removed from the NSW Police Constable Education Program.

The student will not be permitted to remain on or visit NSW Police Force training facilities at any time in the future and will not be permitted to complete their CEP studies using any NSW Police Force facilities at any time in the future.

When the Principal of the NSW Police College and /or Commander of Education and Training, considers that a presence of anabolic steroids was found in a students drug test and that the anabolic steroid was not lawfully prescribed by a suitably qualified medical practitioner, a formal criminal investigation may be conducted into the matter as directed by the Principal or Commander Education and Training.

## **13. General compliance**

A refusal to comply with this policy will not be considered a sign of criminality rather, a question of the suitability of the student for future employment by NSW Police Force.

Any CEP student that does not comply with any aspect of this policy will have their professional suitability reviewed and may be withdrawn from the Constable Education Program by the Principal of the NSW Police College and /or Commander of Education and Training.

## **14. Refusal to submit to testing**

When a CEP student refuses to submit to the alcohol and or drug testing requirements of this policy then they may have their professional suitability immediately withdrawn and the student will be removed from the NSW Police Constable Education Program by the Principal of the NSW Police College and / or the Commander Education and Training.

## **15. Exemptions to testing**

An exemption by a student from submitting to a drug or alcohol test can only be granted by the Commander of Education and Training, Principal of the NSW Police College or any authorised person acting on their behalf. The circumstances supporting any such exemption should be documented and retained by Education and Training.

A CEP student may be exempted from submitting to a breath test or breath analysis, or provide a sample of urine for the purpose of drug testing, if the student is unable to do so on serious medical grounds.

The onus is on the CEP students to provide documentary evidence of the “serious medical grounds”, to the Principal of the NSW Police College and /or Commander of Education and Training or any person acting on their behalf at the time of testing.

This documentation will need to be certified by a suitably qualified medical practitioner before being considered.

## 16. Lawful / accidental exposure to drugs

A CEP student if travelling outside NSW (including overseas) must not use any prohibited drugs or non prescribed anabolic steroids.

However, it is acknowledged that a CEP student, prior to entering the Constable Education Program, may have been exposed to prohibited drugs or non prescribed anabolic steroids.

It is also appreciated that a CEP student may be the victim of a malicious act such as “drink spiking.”

If as a CEP student you believe that historically, you may have inadvertently and or lawfully been exposed to prohibited drugs or used non prescribed anabolic steroids then you must voluntarily disclose this information to the Co-ordinator, Student Management Unit at the first available opportunity.

You will be required to submit to a drug test in line with the testing collection procedures previously stated in the random / target drug testing sections of this policy. You will also be regarded as a high risk student.

Any perceived accidental exposure to prohibited drugs or non prescribed anabolic steroids by a student, will to be declared as soon as reasonably possible less than **24 hours** after the exposure to the Co-ordinator, Student Management Unit or Principal of the NSW Police College.

If a CEP student fails to disclose accidental exposure and they are then subjected to normal drug testing procedures as stated in this policy, that indicates the presence of a prohibited drug and / or non prescribed anabolic steroids the student will be subject to the actions set out in the “positive drug test” section of this policy.

If a CEP student to makes such a disclosure at the time of or shortly before being directed to submit to a drug test by an authorised drug testing officer the student will be subject to the actions set out in the “positive drug test” section of this policy.

Any CEP student who wishes to claim accidental exposure on a second occasion will be subject to the actions set out in the “positive drug test” section of this policy.

# 17. High risk students

High risk students will be subjected to **more frequent** testing for alcohol and drugs.

A High risk student will include:

- A CEP student who has recorded a positive alcohol test on one previous occasion will be considered a high risk student;
- A CEP student who declares any prohibited drug or non prescribed anabolic steroid use at any time;
- Any CEP student who discloses lawful / accidental exposure to drugs as set out in that part of this policy;
- Any CEP student that has admitted previous drug use in their NSW Police Force Drug and Alcohol Policy declaration form;
- Any CEP student who declared any prohibited drug or non prescribed anabolic steroid use on their initial police recruitment application form.

Any CEP student regarded as high risk will remain so only for the period of time that they are enrolled as a NSW Police Force CEP student.

The NSW Police Drug and Alcohol testing Unit will maintain any confidential records of CEP students considered to be high risk.

# 18. Declaration form

All CEP students are required to familiarise themselves with this policy and as such sign a declaration of compliance and understanding.

It is a further requirement that upon signing the “NSW Police Force Student Drug and Alcohol Policy, “ a CEP student is required to disclose any use of prohibited drugs and or non prescribed anabolic steroids in the previous 6 months prior to commencing training at the College. Any such disclosure should be made to the Principal of the NSW Police College and /or Commander of Education and Training or Co-ordinator, Student Management Unit immediately and the student considered as a “high risk student”.

## 19. Records

A joint data base of information will be maintained by the NSW Police Drug and Alcohol Testing Unit and Education and Training regarding all alcohol testing of CEP students.

A data base will be maintained by the NSW Police Drug and Alcohol Testing Unit of any student considered to be “high risk”, with this information being shared with Education and Training.

All drug testing records of CEP students will be maintained by the NSW Police Drug and Alcohol Testing Unit.

## 20. Review

The Safety Command, NSW Police Force, developed the *NSW Police Force Student Drug and Alcohol Policy 2006-2011*. This policy was drafted in consultation with representatives from Education and Training, Safety Command, Ministry, Professional Standards Command, Employee Management and Commissioner’s Inspectorate.

As new, more efficient and effective methods of addressing alcohol and drug use become available, the NSW Police Force may seek to introduce appropriate changes to the current structure including testing methodologies.

## 21. Conclusion

The introduction of the NSW Police Force Student Drug and Alcohol Policy 2008, is intended to increase the personal accountability of students of policing and establish an environment where they must examine and/or re evaluate their personal values.

Importantly it sets a foundation of ethical and professional behaviour both on and off duty required by sworn NSW Police regarding substance use.

## 22. Annexures

A: Education and Training student acknowledgement form.

B: Urine Screening collection protocols – NSW Police Force.

Document Owner: NSW Police Safety Command.

Review Date: 1/8/2011

# Annexure A: Education and Training student acknowledgement form

## NSW Police Force Student Drug and Alcohol Policy Acknowledgement Form

I acknowledge that I understand the requirements of the NSW Police Force Student Drug and Alcohol Policy. I am aware that a copy of this policy is available on the NSW Police Force Intranet and I am required to read this document.

I understand that possession and self administration of illegal recreational drugs is a criminal offence. I recognise that the use of prohibited drugs will result in the immediate withdrawal of my professional suitability for employment with the NSW Police Force.

I also understand that all matters involving possession and use of illegal drugs by policing students will be investigated and may result in criminal charges. AND

I declare that I have not used illegal recreational drugs within the past 6 months.

I understand that NSW Police Force have implemented a Drug and Alcohol Policy which applies to all CEP students. I understand that the NSW Police Force Student Drug and Alcohol Policy 2008, outlines the procedures for random, targeted and mandatory testing for alcohol, prohibited drugs and targeted testing for non prescribed anabolic steroids. I consent to these tests, procedures and outcomes in the NSW Police Force Student Drug and Alcohol Policy Statement.

I understand that I may be required to supply a sample of my breath, which is sufficient to test for blood alcohol levels and a sample of my urine what is sufficient to test for illegal drugs and or non prescribed anabolic steroids.

**I acknowledge that a positive test may, and in some instances will, result in professional suitability for employment with NSW Police being withdrawn and, may and in some instances will, result in my inability to complete the NSW Police Constable Education Program.**

I acknowledge that this testing is consensual and refusal to do so will place my continued enrolment in the CEP course in risk of exclusion.

Signature of Student: \_\_\_\_\_

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Date: \_\_\_\_\_ ADPP Class: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_

# Annexure B: Urine screening collection protocols – NSW Police Force

## URINE SCREENING COLLECTION PROCEDURES

To maintain the chain-of-custody procedures, urine for drugs of abuse screening should be collected in the following manner. It is also essential that the accompanying chain-of-custody form be correctly completed. Any departure from the outlines procedure may invalidate reported results.

### SPECIMEN COLLECTION

- (1) To deter the dilution of specimens at the collection site, toilet colouring agents will be used, so the water in the toilet bowl remains coloured. There will be no other accessible source of water in the enclosure when the urine is voided.
- (2) The collector should have donor's identification verified by an authorised officer.
- (3) The authorised officer will ask the donor to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the donor's urine sample. All personal belongings will be required to be left outside the collection facility
- (4) After washing hands, the donor will be required to remain in the presence of the collector and not have access to any water fountain, tap, soap dispenser, cleaning agent or any other materials that might be used to adulterate the specimen
- (5) After voiding, the donor is required to hand the specimen container directly to the collector. The specimen should remain within sight of both parties at all times until properly sealed for dispatch to the laboratory
- (6) Collector will immediately read and record urine temperature. Reading should be taken within 4 minutes of urination. Acceptable range is 33 degrees Celsius – 38 degrees Celsius. Should temperature fall outside of this range, a repeat, witnessed collection is required.
- (7) The sample will then be split between two containers, both of which should be sealed, in the presence of the donor, with security sealing tape. The serial number of the sealing tape should be recorded on chain-of-custody form.
- (8) The sample may also be split into a third container and this container can be provided to the donor should the donor request a portion of the sample given.
- (9) Each specimen will be labelled. The donor will be asked to sign and date the sealing tape. The specimens will not leave the donor's sight until such time as they have been so initialled.
- (10) Specimens and accompanying laboratory section of the chain-of-custody form will be placed together in the biohazard bag and kept in a secure place until transported to the laboratory by laboratory courier or other authorised carrier.
- (11) The remaining copy of the chain-of-custody form will be kept by the collector and retained for the appropriate time.