

Warwickshire & West Mercia Police



Drug Drive / FIT Submissions Guide.

V1.0

23rd November 2015

Contents

Introduction	3
Creating a New Submission.....	4
Tab 1 – Time / Location	5
Tab 2 – Tests Performed	8
Tab 3 – Person / Arrest.....	12
Tab 4 - HCP (health care professional).....	16
Tab 5 - Blood/Urine.....	17
Tab 6 - Disposal.....	18
Tab 7 - Additional details	19
My submissions / Finalising partly completed submissions	21

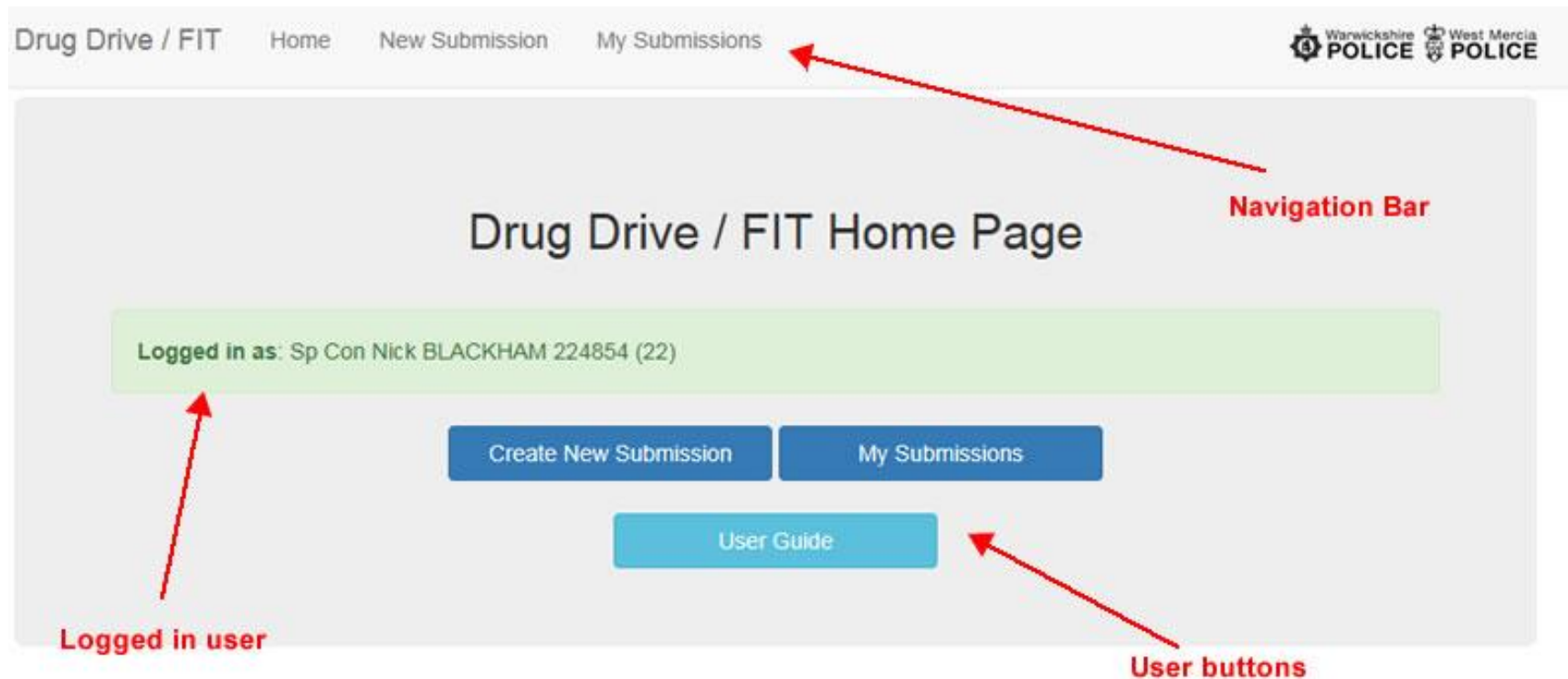
Introduction

Drug Drive / FIT Submissions are available via the Force Desktop -> Start -> All Programs -> Sessions -> Drug-FIT Test

The Drug Drive / FIT submission homepage will show the user you are logged in as

Standard users will have 3 buttons available. Create New Submission, My Submissions and User Guide. Admin users will have an extra button Administrators.

These buttons are reflected in the Nav bar as links at the top of the screen.



Creating a New Submission

To create a new submission click the `New Submission` Nav bar link or the `Create New Submission` button on the home screen.

A submission has 7 tabs, depending on the nature of your submission all or just some of the tabs will be enabled.

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
-----------------	-----------------	-----------------	-----	---------------	----------	------------

You cannot move on to the next tab until you have completed mandatory data in the current tab. Mandatory fields are marked with an asterisk * and are in yellow.

Date *

23/11/2015

Time *

08:23

When the tab is completed the green 'Next Tab' button will be available.



Goto Next Tab

Your submission is saved every time you press the Next Tab button. You can go back to previous tabs when they are completed by clicking the tab title. As your submission is saved every time you click the Goto Next Tab button you can stop entering a submission and complete it at a later time, see the `My submissions / Finalising partly completed submissions` section.

Tab 1 – Time / Location

When opening this tab two fields must be completed. These are the date and time that the drug swipe / fit took place.

Drug / FIT Test Home New Submission My Submissions Administrators

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
Date *	<input type="text" value="23/11/2015"/>					
Time *	<input type="text" value="08:23"/>					
	<input type="button" value="Get My Location"/>					

Clicking the 'Get my Location' button will send a request to get your location from ARLS at that date/time.

If your location is available then Force / LPA / Beat Code will automatically be populated for you.

Get My Location

Force * West Mercia Police ▼

Local Policing Area * D - North Worcestershire ▼

Beat Code DC07

Reason for Drug/FIT? * ▼
Select reason test(s) were performed.

If your location cannot be found then you will need to complete Force / LPA fields manually, beat code is optional.

Your location could not be found please select Force and Local Policing Area below

Force * -- Select -- ▼
Please select a Force.



Local Policing Area * ▼
Please select a Local Policing Area.

Beat Code Optional, complete if kno

You will also need to complete the reason for the test.

Once all mandatory fields are complete the green 'Next Tab' button will appear. Clicking it will save your submission and move you to the next tab.

Drug / FIT Test Home New Submission My Submissions Administrators

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
Date *	<input type="text" value="23/11/2015"/>					
Time *	<input type="text" value="08:23"/>					
	<input type="button" value="Get My Location"/>					
Force *	<input type="text" value="West Mercia Police"/> ▼					
Local Policing Area *	<input type="text" value="D - North Worcestershire"/> ▼					
Beat Code	<input type="text" value="DA01"/>					
Reason for Drug/FIT? *	<input type="text" value="Suspect Impairment Thru Drugs"/> ▼					
<input type="button" value="Goto Next Tab"/>						

Tab 2 – Tests Performed

The first question on this tab is the location of the test. Roadside, Station or Hospital

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
<div>Performed At *</div> <div><div>-- Select -- Roadside Station Hospital</div><div>st was performed.</div></div>						

If you select roadside then 3 further sections are available.

FIT test Y/N. If Y is selected then the result of the fit test and time of test required.

Breath test Y/N. Y/N is required but any other details are optional

Drug Test Y/N. If Y then the result of the test and batch no are mandatory. If the test is positive then the drugs detected are mandatory.

Performed At *	Roadside ▼
FIT Test? *	No ▼
Breath Test? *	No ▼
Drug Swipe? *	Yes ▼
Drug Test Time*	11:35
Batch No *	abc.def
Drug Swipe Result *	Positive ▼
Drug Detected *	Cannabis Cocaine

Select drug(s) detected, hold CTRL key down and click drug to select more than one.

If you select station then 2 further sections are available

Breath test Y/N. Y/N is mandatory but other details are optional

Drug Test Y/N. If Y then the result of the test and batch no are mandatory. If the test is positive then the drugs detected are mandatory.

Performed At *	Station <input type="button" value="v"/>
Breath Test? *	Yes <input type="button" value="v"/>
Breath Test Reading	<input type="text" value="µg/100 ml"/>
Breath Test Time	<input type="text" value="HH:mm"/>
Drug Swipe? *	Yes <input type="button" value="v"/>
Drug Test Time*	<input type="text" value="11:30"/>
Batch No *	<input type="text" value="abc.def"/>
Drug Swipe Result *	Positive <input type="button" value="v"/>
Drug Detected *	<div>Cannabis Cocaine</div>

Select drug(s) detected, hold CTRL key down and click drug to select more than one.

If you select Hospital 1 further section is available

Drug Test Y/N. If Y then the result of the test and batch no are mandatory. If the test is positive then the drugs detected are mandatory.

Performed At *	Hospital <input type="button" value="v"/>
Drug Swipe? *	Yes <input type="button" value="v"/>
Drug Test Time*	11:33
Batch No *	abc.def
Drug Swipe Result *	Positive <input type="button" value="v"/>
Drug Detected *	Cannabis Cocaine

Select drug(s) detected, hold CTRL key down and click drug to select more than one.

Once all mandatory fields are complete the green 'Next Tab' button will appear. Clicking it will save your submission and move you to the next tab.

Tab 3 – Person / Arrest

The first question on this tab is arrested Y/N

Drug / FIT Test						
Home	New Submission	My Submissions	Administrators			
<div>Warwickshire POLICE West Mercia POLICE</div>						
Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.						
Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
<div>Arrested? * <div>Select if test resulted in or was as a result of an arrest</div></div>						

If **Y Arrested** is selected then a list of custodies from the last seven days is displayed. 10 custodies are displayed per page. To move between pages use the previous/next or page number buttons below the custody table. You can filter the list by typing in the filter box at the top of the custody list table. Eg custody no, person arrest surname etc..

Drug / FIT Test

Home

New Submission

My Submissions

Administrators

Warwickshire POLICE

West Mercia POLICE

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location

Tests Performed

Person / Arrest

HCP

Blood / Urine

Disposal

Additional

Arrested? *

Yes

Filter box

Select Custody

type to filter eg. Name, Custody Ref etc.

Custody Ref	Person	Sex	DOB (Age)	Arrest By	Arrest Date
22FA/3112/15	Paul BROWN (366902F)	M	12/05/1962 (53)	22 20460	23-NOV 00:56
22DA/3641/15	Melvyn John DANIEL (299436Y)	M	06/10/1956 (59)	22 1308	23-NOV 00:12
23S1/3454/15	Mark James HONE (2024980P)	M	02/12/1981 (33)	23 1159	23-NOV 00:12
22CA/5104/15	Daniel PAYNE (2156929M)	M	27/12/1993 (21)	22 1340	22-NOV 23:45
22CA/5105/15	Ashley Jiley RUSHER (506945B)	M	23/11/1986 (29)	22 2807	22-NOV 23:25
22CA/5102/15	Stuart WITCOMBE (382816D)	M	17/07/1978 (37)	22 2311	22-NOV 23:20
22EA/3295/15	Gary THOMAS (584856M)	M	05/04/1966 (49)	22 3283	22-NOV 23:19
22CA/5103/15	Leslie ASHDOWN (855824T)	M	11/06/1988 (27)	22 2827	22-NOV 23:05
22EA/3293/15	Christian WANDA (2156916Y)	M	03/01/1991 (24)	22 2236	22-NOV 21:35
22CA/5101/15	Richard KUPFER (1251934X)	M	14/04/1991 (24)	22 2696	22-NOV 21:35

Previous / Next and Page Nos

Previous

1

2

3

4

5

6

7

8

9

10

Next

To select the correct custody click its reference number.

This will then populate the person's age / sex and ethnicity details from the custody. If any of these are not available you will need to complete them manually.

Drug / FIT Test

Home

New Submission

My Submissions

Administrators

Warwickshire

POLICE

West Mercia

POLICE

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location

Tests Performed

Person / Arrest

HCP

Blood / Urine

Disposal

Additional

Arrested? *

Yes

Custody Ref

22CA/5105/15

Show Custody List

Age of person *

29

Sex of person *

Male

Self Defined Ethnicity *

W1 WHITE - BRITISH

Officer Defined Ethnicity *

NORTH EUROPEAN - WHITE

Arrested For *

☐ Section 4 Alcohol and/or drugs

☐ Section 4 Alcohol

☐ Section 5 Alcohol

☐ Section 4 Drugs

☐ Section 5 Drugs

☐ Fail to provide

Other :



Select reason for arrest or enter other

You will then need to complete the Arrested For field before you can move onto the next tab.

If **N Not Arrested** is selected then age / sex / ethnicity details must be completed manually.

If the drug swipe was positive and no arrest was made then you will need to complete the reason for no arrest box.

Drug / FIT Test Home New Submission My Submissions Administrators

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
<div><div>Arrested? *</div><div>No</div></div> <div><div>Drug Swipe Positive, why not arrested? *</div><div>eg. Went to hospital, reported for summons</div><div>Detail why person was not arrested.</div></div> <div><div>Age of person *</div><div>29</div></div> <div><div>Sex of person *</div><div>Male</div></div> <div><div>Self Defined Ethnicity *</div><div>W1 WHITE - BRITISH</div></div> <div><div>Officer Defined Ethnicity *</div><div>NORTH EUROPEAN - WHITE</div></div>						



Once all mandatory fields are complete the green 'Next Tab' button will appear. Clicking it will save your submission and move you to the next tab.

Tab 4 - HCP (health care professional)

Tab only required if Arrested in tab 3 is Y

Only mandatory field is Referred to Health Care Professional Y/N field all other fields are optional.

Drug / FIT Test [Home](#) [New Submission](#) [My Submissions](#) [Administrators](#)

 **West Midlands**  **West Mercia**

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location

Tests Performed

Person / Arrest

HCP

Blood / Urine

Disposal

Additional

Referred to Health Care Prof (HCP)? *

Date Referred

DD/MM/YYYY

Time Referred

HH:mm

HCP Was

☐ Doctor

☐ Nurse

Other :

Impairment assessed by HCP?

HCP's Decision

Drug Related Condition?



Goto Next Tab

Once all mandatory fields are complete the green 'Next Tab' button will appear. Clicking it will save your submission and move you to the next tab.

Tab 5 - Blood/Urine

Tab Only required if Arrested in tab 3 is Y

All fields on this tab are optional

[Drug / FIT Test](#) [Home](#) [New Submission](#) [My Submissions](#) [Administrators](#)  

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
-----------------	-----------------	-----------------	-----	----------------------	----------	------------

Blood Sample Requested?

☐

Blood Sample Provided?

☐

If NO why not?

Time Blood Taken

Urine Sample Provided?

☐

1st Sample Time

2nd Sample Time

Labratory

☐ LGC

☐ Radox

☐ ROAR

Other :

Medical defence claimed?

☐

If YES which drugs indicated?

Goto Next Tab

Tab 6 - Disposal

Tab only required if Arrested in tab 3 is Y

It is mandatory that you select a method of disposal.

Drug / FIT Test

Home

New Submission

My Submissions

Administrators

Warwickshire

West Mercia

POLICE

POLICE

Please complete the information in the tabs below. Mandatory fields are marked with a * and are in yellow.

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
<div><div>Charged with</div><div><div><input type="checkbox"/> Section 4 Alcohol and/or drugs</div><div><input type="checkbox"/> Section 4 Alcohol</div><div><input type="checkbox"/> Section 5 Alcohol</div><div><input type="checkbox"/> Section 4 Drugs</div><div><input type="checkbox"/> Section 5 Drugs</div><div><input type="checkbox"/> Fail to provide</div><div>Other : <input type="text"/></div><div>Select disposal method</div></div></div>						



Once all mandatory fields are complete the green 'Next Tab' button will appear. Clicking it will save your submission and move you to the next tab

Tab 7 - Additional details

This is the final tab and has a text box that any other useful information can be put in.

If your submission is valid a green box will be displayed above the tabs to denote this and a button below the text box `Submit Drug\FIT Test` will be displayed.

Drug / FIT Test Home New Submission My Submissions Administrators

Your Submission is Valid! Click `Submit Drug/Fit Test` in the Additional tab to finalise and get your URN.

Time / Location	Tests Performed	Person / Arrest	HCP	Blood / Urine	Disposal	Additional
-----------------	-----------------	-----------------	-----	---------------	----------	-------------------

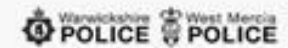
Additional Information

Please use this section to add any additional information. Eg. problems with screening device, or doctor/nurse not being available

Submit Drug/Fit Test

Clicking the button will save your submission and display your URN.

[Drug / FIT Test](#) [Home](#) [New Submission](#) [My Submissions](#) [Administrators](#)



Your Drug/FIT submission has been successfully saved.

The URN for this submission is

DRUGDRIVE/22/D/8/15

Your submission is now complete.

My submissions / Finalising partly completed submissions

The my submission screen displays a list of the submissions that you have completed (these will have a URN displayed next to them) and ones you have started but not finalised (these will have no URN but will have a pencil I and trash can icon next to them).

The table displays records in blocks of 10, you can scroll through by clicking the previous/next or page number buttons below the table. The filter box above the table allows you to type text to search entries eg. Urn, person arrested name etc...

To view a completed submission click the URN and a PDF document of the submission will be displayed.

To complete a submission you have started click the pencil icon next to it, the submission will load in the data that you had previously entered and open in the first tab, you can then move through as per creating a new submission.

If you have a submission you have started but no longer want it you can click the trash can icon to delete it from your list.

Submissions For Sp Con Nick BLACKHAM 224854 (22)

Click URN to view complete submissions

Filter box

Filter :

Use to filter eg. Name, Urm, Crime, OIS etc..

URN	Test Date	Created	Location	Reason	FIT	Drug	Arrest
22/D/6/15	19/11/2015 13:30	19/11/2015 13:30	Station	RTC		Y - Negative	N
22/D/5/15	13/11/2015 20:24	19/11/2015 10:56	Roadside	Moving Traffic Offence	N	Y - Positive Cannabis, Cocaine	Y 22DA/3598/15 Jack READMAN
22/D/4/15	19/11/2015 10:04	19/11/2015 09:56	Roadside	Moving Traffic Offence	N	Y - Positive Cannabis	Y 22FA/3059/15 Mrs O'BRIEN, Julie Dawn (Nee REECE)
22/C/1/15	19/11/2015 09:12	19/11/2015 08:56	Roadside	RTC	N	Y - Positive Cannabis	Y 22CA/5031/15
23/D/1/15	19/11/2015 08:03	17/11/2015 10:56	Roadside	Moving Traffic Offence	N	Y - Positive Cannabis	Y 22DA/3591/15
22/D/3/15	13/11/2015 22:12	17/11/2015 10:56	Roadside	Suspect Impairment Thru Drugs	N	Y - Negative	N
22/D/2/15	29/10/2015 21:33	16/11/2015 10:56	Station	Moving Traffic Offence	Y - OK	N	Y
	19/11/2015 10:26	15/11/2015 10:56	Roadside	Moving Traffic Offence	N	Y - Negative	Y

Click to complete submission

Remove incomplete submission

Previous 1 Next

Previous Next / Page Nos for more than 10 records.

If you choose to delete an incomplete submission then you will be asked to confirm you want to do this.

[Drug / FIT Test](#) [Home](#) [New Submission](#) [My Submissions](#)

Wincheshire
POLICE


West Mercia
POLICE

Submissions For Sp Con Nick BLACKHAM 224854 (22)

Filter :

URN	Test Date	Created	Location	Reason	FIT	Drug	Arrest
22/D/6/15	19/11/2015 13:30	19/11/2015 13:30	Station	RTC		Y - Negative	N
22/D/5/15	13/11/2015 20:24	19/11/2015 10:56	Roadside	Moving Traffic Offence	N	Y - Positive Cannabis,Cocaine	Y 22DA/3598/15 Jack READMAN
22/D/4/15	19/11/2015 10:04	19/11/2015 09:56	Roadside	Moving Traffic Offence	N	Y - Positive Cannabis	Y 22FA/3059/15 Mrs O'BRIEN, Julie Dawn (Nee REECE)
22/C/1/15	19/11/2015 09:12	19/11/2015 08:56	Roadside	RTC			
23/D/1/15	19/11/2015 08:03	17/11/2015 10:56	Roadside	Moving Traffic Offence			
22/D/3/15	13/11/2015 22:12	17/11/2015 10:56	Roadside	Suspect Impairment Thru Drug			
22/D/2/15	29/10/2015 21:33	16/11/2015 10:56	Station	Moving Traffic Offence			
	19/11/2015 10:26	15/11/2015 10:56	Roadside	Moving Traffic Offence			

Message from webpage

 Are you sure you want to delete submission id: 48
Moving Traffic Offence
On 19/11/2015 10:26

OK

Cancel

[Previous](#) [1](#) [Next](#)