

Memorandum of Understanding between City of London Corporation, City of London Police and City of London Substance Misuse Team

City of London Substance Misuse Partnership Arrest Referral Team.

The following document constitutes a working agreement between the City of London Corporation “(CoLC)”, the City of London Police “(CoLP)” and the City of London Substance Misuse Team “(SMT)” concerning the working practice and responsibilities of the Arrest Referral Team “(ART)”, which works under the direction of the SMT.

This document is not intended as a legally binding contract between the above parties. It does not constitute an addendum or variation to any contract for services or contract of employment held between the CoLC and its employees working for the SMT or otherwise.

Background

Drug testing has been in place in CoLP custody suites since 2006. Testing was introduced to enable the CoLP to identify and legally require substance misusing offenders to attend an initial assessment with the ART and where relevant, these offenders are then subsequently referred for a mandatory Required Assessment “(RA4)” in their residential area.

The result of this test where applicable is then communicated to all relevant parties: CoLP, CPS and the Court in order that the Court can make informed decision with regards imposing a Restriction on Bail “(RoB)”. Evidence shows the judicious use of RoB can strongly incentivise offender’s attendance at drug treatment appointments.

Drug testing by way of the Drug Intervention Programme “(DIP)” is an integral part of the Integrated Offender Management framework (IOM) introduced by the Home Office, that brings together partners to tackle the criminality of the most prolific offenders.

The Home Office recognises the importance of the DIP as drug testing is a powerful tool for identifying offenders where drug misuse is a significant or possible causal factor. A positive drug test for heroin, crack or cocaine use is a valuable gateway to ensure the offender can access treatment and other support to tackle their drug-related offending.

Following a review of the DIP process the City of London SMT refined the drug testing process and in January 2012 introduced targeted testing.

The targeted testing scheme involves Custody Officers and the ART looking at a range of factors before deciding whether to test the detained person "(DP)". These factors include: the offence committed, previous results of drug tests, previous convictions, previously gathered intelligence, self-disclosed information and behaviour of the individual.

From 2006 the Home Office met the cost of drug testing consumables, equipment and maintenance for the City of London Police force area however this funding ended in March 2013. From this time the City of London Police now covers this cost exclusively as of 2013 with agreement to continue the Targeted Testing scheme.

Pilot Scheme: The Alcohol IBA 'Identification and Brief Advice'

From September 2014 the ART and Custody staff will be piloting IBAs within custody the Alcohol 'Identification and Brief Advice.' This is an intervention which involves identifying drinkers with an elevated risk of harm followed by delivery of a short and structured 'brief advice' aimed at encouraging a reduction in alcohol consumption to lower risk levels.

Individuals identified in the 'increasing risk' or 'higher risk' groups would be offered brief advice; those identified with possible 'dependence' would ideally be linked or signposted into structured services, although the brief advice could still be effective.

Delivery of the Alcohol IBA to DPs in custody is a simple and cost-effective way to reduce 'risky' but non-dependent drinking and therein further reduce the risk of alcohol related offending.

The progress of the Pilot will be discussed and monitored via the quarterly review meetings with SMP and COLP.

Employment

The ART consists of Arrest Referral Workers “(ARWs)” who are directly employed under a contract of employment by the CoLC and work on behalf of the SMT.

The Line management of ARWs is the responsibility of the City of London Corporation

Place of Work

The ARTs primary work location is Bishopsgate Police Station.

Hours of work

The ART are available from 08:00 to 22:00 Monday to Friday. They can be contacted on telephone number: 0800 023 4831 24 hours a day, outside of working hours this number should be reserved for emergencies only.

Vetting Process for ARWs

All ARWs are subject to contractor level CoLP vetting. This vetting process is undertaken by the CoLP and will be renewed for all ARWs every three years. All ARWs agree to this vetting process. The management of information held under this process is the responsibility of the CoLP.

All ARWs are subject to an enhanced Criminal Records Bureau check. This process will be managed by the CoLC Human Resources Department and will be renewed for all ARWs every three years. All ARWs agree to this vetting process. The management of information held under this process is the responsibility of the CoLC.

ART Core Roles and Responsibilities

The ART assess DPs within Bishopsgate Police Station custody suite where they have been identified by the CoLP officers as having either a drugs and/or alcohol support needs.

Assessment of DPs by the ART is conducted on either a voluntary consent basis or as required by law under the auspices of the DIP.

The ART endeavour to;

Engage and assess DPs who have tested positive for a Class A drug, or whose offence is linked to substance misuse problems within the custody cells of City of London Police stations.

Provide drug arrest referral services to DPs, as well as advice, assessment and brief interventions for any offender using any other drug and/or alcohol.

Engage with injecting DPs to consider the benefits of HIV and Hepatitis testing promote sexual health awareness and advise on referral for screening.

Provide a holistic service ensuring the DPs needs are met: to include advice regarding child protection, housing, medical, criminal justice and mental health including referrals to appropriate services and within joint working arrangements.

Provide information on differing treatment models and services available and where appropriate undertake to assist in the transfer of DPs who are SMT clients to enable them to access and engage with appropriate Tier 3 packages of treatment and other relevant services

Provide assertive outreach interventions in order to engage with SMP clients previously referred into treatment services as DPs and who have failed to comply with prescribing/treatment/support regimes.

Maintain and keep up to date records on assessed DPs that comply with data protection laws and principles on all appropriate areas of work such as drug intervention records, required assessment forms, referrals appointments made and progress of those referrals, meetings attended etc.

Provide RoB Services at the City of London Magistrates Court when required.

Other ART responsibilities

Provision of training sessions for CoLP officers and staff with regards substance misuse awareness and methods of intervention.

Ensuring up to date and relevant information is available to DPs and Custody Officers/staff relating to substance misuse as well as other key health issues

Provision of information and support to the CoLP through the IOM framework where required.

Provision of information and support to relevant CoLP operations, as appropriate..

CoLP responsibilities

Support the work of the ART, including:

- Completing and filing DT1 paperwork correctly (including when sending samples off for analysis)
- Liaising with the ART when drug/ alcohol use is suspected if officers are unsure whether to test/ refer.
- Promote monthly health topics (information given to the HCP) and key information relating to drug/ alcohol use (e.g. warnings about specific substances)
- Ensure DT1's, test kits, and any other paperwork/ equipment related to drug testing/ IBA's are requested/ ordered in advance so as not to disrupt the service.
- Fax daily a copy of the cozart log covering the previous 24 hours to CoL Mags.
- CoLP to meet quarterly with CoL/ SMP to monitor, review, update and discuss key issues/ concerns.
- Ensure Custody staff are available for training and appropriate time is allocated for this.
- Ensure any changes in process are communicated to Custody staff in an effective way and in a timely manner and that implementation of any change is monitored.
- Conduct brief alcohol assessments as per the requirements detailed within the Alcohol Assessment Tool.

ART Service Provision Targets

DPs testing positive for opiates or cocaine - the CoLP target for 2013/14 for those tested is 50%. This is a target for Custody Officers and not an ART target.

The ART will report to CoLP the numbers of DPs drug tested, the percentage of positive tests, the number of Inspector Authority tests for Violence Against the Person offences, detailing the authorising officer and the number of follow up appointments, the number of initial alcohol assessments conducted by CoLP staff and the number of follow up appointments conducted by the ART. This information will be provided monthly to the Custody Manager and Chief Inspector, Uniform Policing Specialist Support

Facilities

ARWs are given access to CoLP Custody Suites and should not be unduly obstructed by CoLP officers or staff in carrying out their duties.

ARWs are given access to the NSPIS Custody Management System, individual CoLP email accounts and relevant protected computer files by CoLP in order for ART records to be maintained and saved confidentially.

The ART are provided with an office within Bishopsgate Police Station by the CoLP that is lockable. The ART require this in order to comply with information and data protection laws and principles due to the confidential nature of the paperwork concerned.

ART Working Issues

If the CoLP has an issue or concern about a member of the ARW they are to inform the ART line manager at the CoLC in a timely manner. It is accepted and understood that it will not always be possible to disclose full details due to the sensitivity or nature of the issue, for example where vetting is concerned, however an indication of the underlying issue will be provided by the CoLP.

If the CoLC have reason to be concerned about an ART employee that may raise an issue for their work with the CoLP, this is to be communicated to the appropriate officers within the CoLP by the CoLC in a timely manner.

In the event that the ART or an individual ARW wishes to raise any issues, they are to inform the ART line manager at the CoLC in the first instance, who will then raise the matter with the Custody Manager.

Monitoring and Review

Quarterly meetings are to be held between the Custody Manager, Substance Misuse Manager, CoL Commissioning and Performance Manager, Development Officer and the Senior Arrest Referral Worker to monitor, review and discuss key issues and concerns. These are facilitated by the Substance Misuse Manager and are held at either Bishopsgate Police Station or the Guildhall.

Main contacts (as at September 2014):

ARW Line Manager Kate Sullivan, 020 7332 3971 katy.sullivan@cityoflondon.gov.uk
CoLC HR contact Fleet HR Business Group, [020 7332 3260](tel:02073323260),
fleethrbuhelpdesk@cityoflondon.gov.uk

CoLP contact for ARW's Ashlie May 020 7601 2375 Ashlie.may@cityoflondon.pnn.police.uk

This MOU must be reviewed by the Custody Manager and Substance Misuse Manager by 30th September 2015, prior to any continuation of the agreement.

Signed on behalf of City of London Police:

Title.....

Signature.....

Print.....

Date.....

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Title.....

Signature.....

Print.....

Date.....