

Developing and Managing An Effective Drug Evaluation and Classification (DEC) Program



International Association of Chiefs of Police

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Preface

The public outcry against the "drunk" driver occurred in the early 1980s resulting in a great deal of national attention, thanks to many groups and organizations. The focus directed by the National Highway Traffic Safety Administration (NHTSA) and Mothers Against Drunk Drivers (MADD) led, in part, to the enactment of stricter impaired driving laws nationwide. Efforts were also made nationally to improve and expand enforcement to remove the drug impaired driver from our roadways. Developments included the expanded training and use of the Drug Evaluation and Classification (DEC) program (also referred to as the Drug Recognition Expert program).

To ensure that the DEC program is delivered in an effective and efficient manner, NHTSA, and the International Association of Chiefs of Police (IACP), working in conjunction with the Governor's Highway Safety Offices, designated DEC program coordinators in each of the participating states.

This guide has been crafted from the simple notion that all DEC state coordinators are not created equal. Coordinators come from widely diverse backgrounds and are entering into the DEC program at various points. With that in mind, this guide is intended to provide assistance and direction for *Developing, Managing and Maintaining an Effective Drug Evaluation and Classification Program*.

What This Guide Will Do For You

This guide is a compilation of many "best practices" and "how to's" from former experienced and successful DEC program state coordinators. It is intended to provide new, current and future state coordinators the knowledge and understanding to be successful and how to get the optimal performance from those individuals who comprise the DEC program.

Section I: The Development of the DEC Program

The Drug Evaluation and Classification (DEC) program is a transportation safety program focusing on the detection, apprehension and adjudication of drug-impaired drivers. The program is managed and coordinated by the *International Association of Chiefs of Police (IACP)* with support from the *National Highway Traffic Safety Administration (NHTSA)* of the U.S. Department of Transportation.

The DEC program began in the early 1970s in Los Angeles, California. It was developed initially by the Los Angeles Police Department as a means of dealing with the increased number of drivers suspected of driving under the influence of drugs. Through the program's success it later expanded to other states and eventually into Canada and other countries. As of July 2005, forty-one states plus the District of Columbia are participating in the program in the United States. DEC states and sites include:

Alaska, Arizona, Arkansas, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Wisconsin, District of Columbia.

Section II: Phases of the DEC Program Training

The DEC program trains police officers and other public safety officials as drug recognition experts or drug recognition evaluators (DREs) through a three-phase training curriculum:

- Drug Recognition Expert Pre-School (16 hours)
- Drug Recognition Expert School (56 hours)
- Drug Recognition Expert Field Certification (Approximately 40 - 60 hours)

The training relies heavily on the Standardized Field Sobriety Tests (SFSTs), which provide the foundation for the DEC program. Once trained and certified, DREs become highly effective officers skilled in the detection and identification of persons impaired or affected by alcohol and/or other drugs. DREs are trained to conduct a standardized and systematic 12-step evaluation consisting of physical, mental and medical components.

Because of the complexity and technical aspects of the DRE training, not all police officers may be suited for the training. Experience has shown that by training a well defined group of officers proficient in impaired driving enforcement works well and can be very effective.

Section III: DEC Program Site and Selection Criteria

NHTSA and the IACP have identified eight key areas of importance when developing, managing and maintaining a successful DEC program. Those key areas are:

1. Community focus and support
2. Level of DUI enforcement
3. Supportive impaired driving laws
4. Level of Standardized Field Sobriety Testing (SFST) training and use
5. Program management and coordination
6. DRE data collection
7. DRE evaluation site selection criteria
8. Additional program support

It is highly recommended that each of the listed key areas be addressed when attempting to develop, manage and/or maintain an effective DEC program.

I. Community Focus and Support

New participating states should develop an initial group of drug recognition experts (DREs) within a well-defined area of the state. Locations should be within a geographical area that supports a need for DRE and drugged driving enforcement.

History has shown that an effective DEC program will assist in the detection and apprehension of impaired drivers, and is an effective drugged driving countermeasure. The following are suggested areas of emphasis when identifying support for the DEC program:

- Percentage of population directly effected by alcohol and/or drug abuse
- Level of state or local drug use and abuse
- Drug/alcohol involvement in state or local crime
- Economic cost related to alcohol and drug abuse
- Impaired driving arrest data (both alcohol and other drugs)
- Alcohol and/or drug crash statistics
- Drug arrest statistics
- Surveys or studies regarding public perception of impaired driving
- Drug-related death statistics
- Data on school drug-related incidents

II. Level of DUI Enforcement

It is important to identify the incidence of DUI, especially those cases involving drugs other than alcohol. To accomplish this, state arrest records, motor vehicle data, and information provided by traffic safety groups should be collected and analyzed.

Experience has shown that law enforcement agencies that support DUI enforcement and have an active DUI enforcement program benefit from DRE trained officers. When trying to identify new DEC sites for program expansion, DUI arrest records can be very helpful and revealing. Areas where DUI enforcement is not a priority and lacks support may not be well served by this program.

Methods of determining the level of DUI enforcement include:

- Comparing DUI arrest data with other areas of the state
- Identifying the level of SFST training and use by law enforcement
- Identifying the level of Highway Safety Office funding for impaired driving enforcement
- Identifying special impaired driver enforcement programs used by law enforcement
- Identifying agency DUI enforcement trends and overall support and participation in impaired driving enforcement programs
- Identifying the level of DUI prosecution support

III. Supportive Laws

State laws that support drugged driving enforcement and a DEC program are critical. Without supportive laws in place, the effectiveness of the program will suffer. Laws should include statutes that make it illegal to drive under the influence of alcohol and/or other drugs and statutes that assist in the collection of blood, urine or saliva for drug analysis.

Examples of laws or statutes to support the DEC program include:

- Impaired driving laws or statutes that include any drug and/or any impairing substance (both controlled and non-controlled).
- Implied consent statutes that support the collection of blood, urine or saliva for drug testing laws that make it illegal to drive with

- any detectable level of an illegal drug
- Laws making it illegal to be under the influence of drugs while operating a motor vehicle

If such laws are not in place, it is important to identify options for collecting blood or urine from suspected drug impaired drivers. Examples include, but are not limited to: voluntary consent, search warrants, probation/parole orders, use of medical records, etc.

IV. Level of Standardized Field Sobriety Testing (SFST) Training

As previously mentioned, one of most important components of a successful DEC program is the proper use of the Standardized Field Sobriety Tests (SFSTs). DRE candidates must have successfully completed and be proficient in the use of SFSTs.

Standardized Field Sobriety Testing (SFST) is the foundation of an effective DEC program. The SFSTs include horizontal gaze nystagmus (HGN), the walk and turn test (WAT), and the one-leg stand test (OLS). These tests, used with several others, make up the battery of psychophysical evaluations used in the DEC program.

If a state or local law enforcement agency is deficient in their SFST skills, this will be evident during the DRE training. Only officers trained and experienced in the proper administration and interpretation of the IACP/NHTSA approved SFSTs should be considered for the DRE School.

When determining the level and proficiency of SFST training, ensure that each officer selected has successfully completed the IACP/NHTSA or approved equivalent SFST training. The training should have included the 8-hour “Drugs That Impair Driving” (DID) module or an approved equivalent course. It is also important that the selected officers routinely use the SFSTs in the course of their impaired driving investigations

Note: It is important to remember that many police officers may have received SFST training early in their career and may require refresher or additional training in this area prior to becoming a DRE. NHTSA has produced and now provides an 8-hour SFST Refresher Training program.

V. Program Management and Coordination

Proper management and coordination of the DEC program is essential for success. To accomplish this many states have designated an agency that has statewide authority and jurisdiction. Under the IACP International Standards for the DEC program, selection and appointment of the DRE State Coordinator is a function of the Governor’s Highway Safety Office or their representative.

In what ever means the program is managed, controlled or coordinated, it is essential that the IACP minimum guidelines are followed and maintained. (Refer to: *IACP International Standards for the Drug Evaluation and Classification Program*). For managing and coordinating a DEC program, the following should be considered:

- Size of the program
- Future expansion plans for the program
- Funding sources for the position and program
- Statewide jurisdiction and cooperation
- Travel and communication issues
- Cooperation and collaboration with other criminal justice entities

VI. DRE Data Collection

DRE data collection is extremely important and a necessity of the DEC program. Some states have developed in-house data collection programs while others have elected to use the national DRE data collection system developed and available through NHTSA and IACP.

Data collection is important in that it can provide program justification, identify training weaknesses, provide program funding support and measure program success. Data collection begins with the individual DRE and ends with the DRE state coordinator who is ultimately responsible for ensuring that DRE data is entered in a timely and proper manner. DRE data collection should at a minimum include the following:

- Name, agency and IACP DRE number
- DRE evaluation date
- Suspect information (name, age, race, sex)
- DRE's opinion (impairment and drug category)
- Toxicology sample collected (blood, urine, saliva)
- Toxicology result
- Related arrest information (type of offense and other related charges)

Note: State Coordinators and approved DREs can request access to the national DRE data collection site maintained by Pacific Institute of Research and Evaluation (PIRE) by contacting the IACP DEC Program Manager or PIRE directly at (301) 755-2799.

VII. DRE Evaluation Site Selection

IACP and NHTSA recommend that DRE evaluation processing sites meet the minimum standards for effectively evaluating suspected drug-impaired individuals.

When identifying DRE evaluation sites, the following should be considered (*Refer to Standard 6.7 of the International DEC Program Standards*):

- Locations convenient to jail lodging facilities and accessible to the arresting officer and DREs
- Facilities with adequate space for conducting drug evaluations, including a room for conducting the dark room eye examinations
- Availability of properly maintained and certified breath-testing instruments
- An available location to collect blood or urine samples

VIII. Additional Program Support

There are numerous other areas essential for the support of a DEC program. Experience has shown that one agency or one individual working on his/her own will fail. Successful programs are much like a "three legged stool" with the three legs representing law enforcement, prosecution and toxicology. Without all three legs working together, the program cannot be supported.

Both IACP and NHTSA recommend and encourage that states have additional support from various partners, which include, but are not limited to:

- Governor's Office of Highway Safety
- NHTSA Regional Offices
- State or local forensic or toxicology laboratories
- State Chiefs and Sheriffs Associations
- State Department of Transportation
- State Department of Corrections
- State Department of Motor Vehicles and Licensing
- City/State prosecutors
- Mothers Against Drunk Drivers (MADD)
- Local traffic safety organizations or groups
- Drug prevention and treatment organizations
- Hospital or medical providers
- State Legislators
- School and Educational groups
- Media

Note: Impaired driving cases involving drugs other than alcohol require specially skilled and trained prosecutors. Information and training designed to assist prosecutors in prosecuting the drugged driver are available through the American Prosecutors Research Institute (APRI) in Alexandria, VA. For additional information, contact APRI at (703) 549-4253 or through their website at: www.ndaa-apri.org

Section IV: Roles and Responsibilities of the DRE State Coordinator

The success of the DEC program depends on proper coordination and infrastructure in each of the DEC states. This ultimately rests with the DRE state coordinator working in partnership with the Governor's Highway Safety Office.

The IACP DRE Technical Advisory Panel (TAP) provides oversight and makes recommendations to the IACP Highway Safety Committee regarding the DEC program and other impaired driving issues. The IACP has developed international standards to assist and provide program support for DEC. In the IACP Drug Evaluation and Classification Program International Standards a DRE state coordinator is defined as "*An individual designated to act as the statewide coordinator for the DEC program.*" *The duties of the position generally include, but are not limited to:*

- 1. Acting as an information clearinghouse and central communication point for the program within the state.*
- 2. Assisting in coordinating training and other support activities for all agencies participating in the program within the state.*
- 3. Coordinating the assignment of instructors in response to requests for service from federal and other sources.*

Not mentioned in the definition, but vital to the program is ensuring proper communication with IACP and that data is collected, maintained and reported using a reliable data collection program. DRE state coordinators will be called upon to provide justification and report the effectiveness of their program. Without data, this will be difficult if not impossible.

Appointment and Selection of the DRE State Coordinator

Under the guidelines listed in the IACP International Standards for the DEC program, the Governor's Office of Highway Safety is responsible for designating the DRE state coordinator. (Refer to definitions section of the International Standards). The selection may be made by the individual Governor's Highway Safety Representative or by any means approved by the Governor's Office of Highway Safety.

DRE State Coordinator Qualifications

The definition for the DRE state coordinator contained in the International Standards lists minimum *suggested* duties. The duties are general in nature and may be exceeded or expanded.

Qualifications to be a DRE state coordinator vary from state to state and are dependent upon the Governor's Office of Highway Safety. It is not a requirement that the state coordinator be a Drug Recognition Expert (DRE) or has a background in DRE. However, some states have adopted this standard to ensure that the DRE state coordinator understands and is familiar with the DRE process, program and requirements. In addition, the state coordinator does not have to be a sworn law enforcement officer, unless directed by the Governor's Highway Safety Office.

As previously mentioned, the DRE state coordinator must ensure that the DEC program is properly and effectively administered. The state coordinator must be able to work in partnership with federal, state, and local groups and organizations and should be familiar with:

1. IACP Drug Evaluation and Classification (DEC) Program International Standards
2. IACP Drug Recognition Expert training curriculum
3. IACP/NHTSA Standardized Field Sobriety Testing (SFST) curriculum
4. Key state and national impaired driving enforcement issues
5. State, federal and local laws, regulations and court decisions related to and effecting impaired driving prosecution and enforcement
6. Local and state toxicology guidelines and drug testing procedures
7. State training requirements and guidelines for police officers
8. IACP DRE Technical Advisory Panel (TAP) and it's role
9. IACP DRE regional procedures and concept
10. Traffic safety grants and reporting procedures

In essence, the DRE state coordinator is much like a *project manager* in that they conduct four essential tasks: 1) Define 2)Plan 3) Implement and 4) Evaluate.

DRE state coordinators must **define** the goal for developing and administering an effective DEC program.

They must also **plan** a strategy for accomplishing the goals and objectives for a successful program consistent with those of IACP, NHTSA and their Governor's Highway Safety Office.

They must **implement** effective strategies to meet their objectives and to achieve the goal(s) of the program.

Lastly, they must **evaluate** the effectiveness of the program. They must be prepared at all times to justify their program, which is achieved through periodic evaluation.

Proper evaluation should also include documentation and reporting of supportive information. Many states accomplish this through an annual report, quarterly reports to their Governor's Highway Safety Office or by providing information for the IACP DRE Section Annual Report.

DRE State Coordinator Duties

Duties of the DRE state coordinator may vary depending upon the size of the program and their agency/organization. At a minimum, the state coordinator should:

1. Provide oversight and coordination of the DEC program following the IACP International Standards or equivalent state adopted standards
2. Work in partnership with the IACP DEC program staff
3. Ensure that DRE evaluation data is entered and reported using either an in-state data collection system or the IACP/NHTSA approved system
4. Ensure that information is submitted to the IACP DRE Section Chair in a timely manner outlining the state's yearly activities and accomplishments
5. Promote the DEC program with the various key partners within the state
6. Coordinate and assist in providing DRE training when resources allow
7. Appoint and assign course managers to DRE training schools
8. Promote and assist in the continuing education process for DREs within the state
9. Conduct periodic review of DRE files for certification and re-certification procedures
10. Conduct a periodic review of DRE reports and toxicology results to ensure accuracy
11. Assist in the collection and distribution of IACP/NHTSA impaired driving and drug training materials
12. Authorize or assist in obtaining DRE equipment and supplies when needed
13. Work with other state coordinators to advance the effectiveness of the program
14. Assist with or oversee the selection of DRE school candidates
15. Participate whenever possible in the DRE Regional meetings

DEC Program Ethics

The success and failure of a state DEC program and the DRE officers participating in the program can be greatly affected by improper or questionable practices. The DRE state coordinator must ensure that sound ethical principles are followed. This includes, but is not limited to, training records, the certification process, recertification and decertification procedures, courtroom testimony, report writing and data collection and reporting.

The DRE state coordinator must be prepared to address issues that have the potential of bringing discredit or unfavorable attention to the program. It is extremely important that the state coordinator promote, practice and demand high ethical standards for those involved in the program.

DRE Steering Committees

Because various state coordinators have expanded roles and responsibilities some have developed and established state DRE Steering Committees that assist in the coordination and delivery of the program. A properly functioning and well coordinated Steering Committee can assist with:

- Selecting officers for DRE training
- Selecting DRE officers for DRE Instructor School
- Selecting DRE School Course Managers
- DRE Recertification procedures
- DRE Decertification procedures
- DEC program expansion
- Identifying and obtaining DRE funding
- Drafting and submitting legislative concepts to support the DEC program
- Toxicology testing and lab support for the DEC program
- Arrest and DRE evaluation process issues
- Prosecution/Judicial training to support the program
- Selection and appointments of local agency and/or regional coordinators
- Identifying recommendations for curriculum revisions
- Planning and coordinating DRE related training events

Training Responsibilities

As previously mentioned, the DRE state coordinator must ensure that DRE training is conducted within their state whenever needed and when resources and personnel allow. Preparing for and conducting a DRE school requires proper planning and coordination which include, but are not limited to:

1. **Selecting a geographical training location:** Most DRE schools are conducted at a state or regional police training academy or at a location that supports DRE. When considering a new location within the state, the state coordinator should refer to the “Site Selection Criteria” and the Administrators Guide in the DRE School Instructor manual for guidance.
2. **Selection of DRE candidates:** Many states use a DRE school application process to assist in the selection of DRE candidates. (Refer to Appendage #1). However the selection process is accomplished, it is imperative that the best possible candidates are selected. Experience has shown that the best DRE candidates have a background in impaired driving enforcement, write above average reports, have courtroom experience and will use the DRE skills in their assignments.

3. **On-Site Physical needs for the school:** There are numerous on-site needs or requirements for conducting a DRE school. They will include, but are not limited to, lodging, meals, coffee for breaks, etc. Many of these are listed in the DRE School Checklist included with this document. (Refer to Appendage #2)
4. **Out-of-State Instructors:** If a state does not have adequate in-state DRE instructors and there is a need for out-of-state instructors, the state coordinator should contact the IACP for assistance. Out-of-state instructor support is normally for new DEC states, however, all requests will be considered depending upon the circumstances.
5. **DRE School manuals and materials:** DRE state coordinators can order DRE Pre-School and DRE School manuals using the IACP DRE School order form. (Refer to Appendage #3). Note: To ensure proper and timely delivery, manuals should be ordered four to six weeks prior to the school.
6. **Student equipment:** A variety of specialized equipment is required for each DRE student in order to complete the training. (Refer to DRE School Checklist, Appendage #2). Equipment purchases should be made in compliance with local or state purchasing procedures.
7. **DRE School schedule:** Per IACP TAP recommendations, there are three DRE training schedules to choose from. The state coordinator should confer with the school course manager to determine the best and most appropriate schedule to use. (Refer to the DRE Instructor manual under “Alternative Schedules”). Whichever schedule is used, the state coordinator must ensure that the school course manager and DRE instructors are familiar with the schedule of events and agenda and adhere to it.
8. **Coordinating and conducting the Alcohol Workshops:** Due to the importance of these workshops, a great deal of planning and attention must be devoted to these two training sessions. Two alcohol workshops *are required* during the DRE training process; one during the DRE Pre-School and one during the DRE School. Experience has shown live “wet” workshops work best for the students and also give the instructors a better understanding of the student’s skills.
9. **Field Certification Training:** The field certification training can be one of the major obstacles in finalizing the DRE training process. (Refer to IACP International Standards, Standard 1.13). The state coordinator should examine the best options for completing this portion of the training.

Experience has shown that the longer this process takes the more likely that some of the DRE Some states have determined that sending students out of state to productive certification sites (Arizona and/or California) is more cost effective and practical than conducting in-state certification training.

Note: For more information about out-of-state certification training, contact the IACP DEC program coordinator or DRE Regional Operations Coordinator.

10. **Final Certification Knowledge Examination:** State coordinators must ensure that DRE students take the final Certification Knowledge Exam as soon as possible after the completion of the DRE School. (Refer to IACP International Standards, Standard 1.12). Experience has shown that the longer the examination is delayed the increased likelihood that the student will not complete this portion of the certification process.
11. **Maintaining DRE certification records:** Many state coordinators maintain files of DREs trained under their jurisdiction. Records retained include copies of the IACP Certification Log, IACP DRE certification letters, their IACP DRE number and other pertinent information. Note: The retention of DRE file information should follow established state retention schedules and public disclosure rules.

12. **DRE Re-certification:** Re-certification is required every two years. (Refer to IACP International Standards). The state coordinator must ensure that DREs are aware of their re-certification requirements and dates. They must also ensure that re-certification opportunities exist and that DRE instructors are available to assist in the process. As a reminder – the International Standards allow for a one-year grace period beyond the last expiration date. However, a DRE is not technically certified when in their grace period. Any evaluations completed during that period of time could be jeopardized. Standard 4.3 of the International Standards requires a minimum of four (4) acceptable evaluations every two years, one of which must be witnessed by a DRE instructor for recertification. These evaluations may be conducted in classroom simulation. However, this is a *minimum standard*. Some state coordinators have exceeded that standard and require that all re-certification evaluations be conducted on suspected drug impaired subjects.

Communication

As with any large program, effective and regular communication is essential. This includes communication between the state coordinator and DRE instructors, region/agency coordinators, DREs and the Office of Highway Safety. Some states publish newsletters and use quarterly mailings. Others have developed e-mail list serves to assist in the communication process. State coordinators should explore various methods to develop and promote effective communications within their jurisdictions.

There are currently two national DRE List Serves. One is for DRE Administrators, which includes the state coordinators, TAP members, and NHTSA and IACP staff. The second is for practicing DREs and those approved who are involved in DRE training and prosecution. State coordinators are encouraged to participate and to encourage participation in the national DRE List Serve. For more information, go to the following website: www.drug-recognition-I.org Additional information may be obtained by accessing the national IACP DEC website at www.decp.org

Summary

The Drug Evaluation and Classification program is one of the most effective countermeasures in the battle against impaired driving. The continued success of the program requires effective development, management and coordination at the national, state and local levels.

The information contained in this document is not the “answer to all”. It is merely a guide derived from the experiences and best practices of former DRE state coordinators and others involved in the success and history of the program. It is provided as a tool for new programs, new state coordinators, current state coordinators, and the Office of Highway Safety. If you have questions or would like additional information concerning the Drug Evaluation and Classification program or the duties of a DRE state coordinator, contact one of the following IACP or NHTSA DEC program representatives:

Carolyn Cockroft
Program Manager, IACP
515 North Washington Street
Alexandria, VA 22314-2357
Phone: 703-836-6767, Ext. 206
E-mail: cockroftc@theiacp.org

Ernie Floegel
IACP Drug Programs Coordinator
P.O. Box 1233
Hopewell Junction, N.Y. 12533
Telephone: 845-226-8058
E-mail: iacpdre@frontiernet.net

Chuck Hayes
IACP DRE Regional Operations
P.O. Box 4597
Salem, OR 97302
Telephone: 503-585-0055
E-mail: chayesiACP@msn.com

Dean Kuznieski
Sr Hwy Safety Specialist, NHTSA
400 7th Street, S.W., NT1122
Washington, DC 20590
Telephone: 202-366-9835
E-mail: dean.kuznieski@nhtsa.dot.gov

Appendages

- 1. DRE School application example**
- 2. DRE School Checklist**
- 3. DRE Pre-School materials order form**
- 4. DRE School materials order form**



Drug Recognition Expert School

Application Form

Name (Last, First) _____ Rank: _____

Agency: _____ Hire date: _____

Current Assignment: _____ Work Telephone#: _____

The Drug Evaluation and Classification (DEC) program has received national acclaim for its success in identifying the drug-impaired driver. Officers trained as Drug Recognition Experts (DREs) are frequently called upon to differentiate between drug influence and medical and/or mental disorders and is an extremely valuable tool in combating the adverse impact of drug and alcohol impaired driving in our communities.

DRE School is extremely demanding. To receive certification as a DRE, two phases of training must be completed. The following summarizes each phase:

ACADEMIC TRAINING: This phase is typically conducted over nine days (72 hours). It includes courses in physiology, vital signs, standardized field sobriety testing (SFST), and extensive information on each of the seven categories of the drugs of abuse. The training includes three written examinations, as SFST proficiency examination and five written quizzes. Students must achieve a minimum of 80% on the three examinations, and must demonstrate proficiency in administering SFSTs in order to progress to the certification phase.

CERTIFICATION PHASE: After successfully completing the academic portion, the students must complete the certification phase. It is the student's responsibility to complete the certification requirements within *six months* following the DRE School. These requirements include: conducting a minimum of 12 drug influence evaluations while under the supervision of a DRE instructor; identifying subjects under the influence of four of the seven drug categories; and attaining a 75% toxicological confirmation rate. In addition, the student must maintain a progress log, rolling log and submit a written resume. Finally, the student must pass a comprehensive final knowledge examination, and obtain the written endorsement of two certified DRE instructors.

DRE certification is valid for two years. In order to maintain certification, DRE's must conduct a minimum of four evaluations every two years, submit an updated rolling log, an updated resume, and attend 8-hours of approved re-certification training.

To be considered for DRE training, the applicant must meet the following criteria:

- Must have a minimum of two years of law enforcement service.
- Must be off probation with your agency.
- Must be working in patrol or traffic with your agency.
- Must be SFST trained and proficient in their use.
- Must have a reasonable background and experience level of making DWI arrests.
- Must have an endorsement/recommendation from your local prosecutor.
- Must submit a minimum of two actual DWI arrest reports for review.

To assist in the selection of quality personnel for the DEC Program, please complete the following information:

Date of SFST training (Date): _____ 16 hours 20 hours 24 hours of training.

Number of DWI arrests in the last two years: _____

Summarize your prior assignments related to, or of interest to, the DEC Program:

Summarize your formal education, work or practical experience, and training that may be related to, or may be of interest to, the DEC Program (EMT training, college, etc.):

How do you expect DRE training to benefit you and your department?

Anything else that you think would assist in your selection as a DRE?

List two DREs that would recommend you for DRE training: (They will be contacted if listed.)

List a local prosecutor that will recommend you for DRE training:

I have read the listed requirements and I recommend this officer for DRE training.

Supervisor's signature: _____

Commanding Officer's signature: _____

Date: _____

**Return the completed form to:
State DRE Coordinator**



Drug Recognition Expert School Checklist



A great deal of planning must go into preparing and successfully completing a DRE Pre-School and DRE School. Much can be learned from the IACP DRE Course Managers manual and from experience. The following check list of activities is provided to assist with the planning and preparation of the DRE School process.

I. School Planning and Preparation

- Determine and verify school funding sources
- If using a grant – complete and submit grant request
- Establish training dates for Pre-School and DRE School
- Confirm training location. (Should have ample classroom size to accommodate a U-Shaped configuration and room for group exercises)
- Notify IACP of training dates and school location
- Establish class size (Refer to DRE School Administrators Guide)
- Notify state law enforcement agencies of training dates, location and entry requirements (Forward DRE School application if used)
- Select a Course Manager (Person must have completed the IACP DRE Course Manager training)
- Have Course Manager prepare training schedules (Refer to DRE Instructors Manual Administrators Guide for examples)
- Notify DRE Instructors of dates. (If out-of-state instructors are needed, contact IACP)
- Determine how the field certifications will be handled; In-State or Out-of-State. (Confer with IACP if you plan out-of-state training)
- Locate and confirm volunteers for the two alcohol workshops (Refer to SFST Instructor Administrators Guide)

II. School Materials

Order DRE School materials through DEC Program Coordinator. (Refer to attached Pre-School and DRE School order forms). Materials needed:

- DRE Pre-School student manuals
- DRE 7-Day School student manuals
- DRE Pre-School and DRE School Certificates (Certificates will be sent to the NHTSA Regional Office for signature by the Regional Administrator)
- DRE Pre-School and DRE School Instructor manuals (If needed)
- DRE Pre-School and DRE School videotapes
- DRE Pre-School and DRE School PowerPoint
- Student name cards

III. DRE School Equipment

A. Medical evaluation equipment:

- Sphygmomanometers
- Stethoscopes
- Thermometer with probe covers
- Pupilometers
- Pen lights
- Equipment bags
- PDR, Drug Bible or other approved reference material

B. Miscellaneous supplies needed:

- DRE Symptomology matrix
- DRE evaluation report forms
- Alcohol and mixers for alcohol workshops
- Waivers for volunteer drinkers for wet workshops
- Breath testing equipment for alcohol workshops
- Snacks for the alcohol workshop volunteers
- Transportation for volunteers after the workshops

C. Audio visual and classroom equipment:

- LCD Projector
- Laptop computer with CD ROM Drive
- VCR player with screen
- Flipcharts
- Multi-colored marking pens
- Wall charts
- Copier machine (optional)
- Writing pads and pens for students
- Highlighter pens
- 3 x 5 note cards
- Coffee pot
- Coffee, tea, cups, creamer and sugar
- Extension cords

IV. Selection and Notification of Students

- Mail out DRE School applications (if used) well in advance of school (Refer to sample application)
- Collect applications
- Establish a School Selection Committee to review applicants and make selections (Select at least two alternates)

- Send confirmation letter to selected students and to their agency
- Mail DRE Pre-School manual to students approximately three weeks prior to start of Pre-School (Optional)
- Send letter to students providing them with information on the school dates, times, location, dress and lodging information.

V. Pre-School and DRE School

- Set Instructor meeting prior to the school with Course Manager
- Review course schedules and assignments
- Obtain special awards for top academic students (Normally overall highest academic score and high final exam score)
- Make arrangements for a class photo during DRE School
- Make arrangements and notifications for DRE School graduation (Special speakers/presenters/guests/media, etc)
- Ensure Course Manager completes and submits DRE School Course Managers Report (Copy to DEC Program Coordinator)
- Make arrangements for Field Certification training
- Schedule Final Knowledge Exams

TRAINING MATERIALS ORDER FORM

PRELIMINARY DECT

FAX TO: Ernie Floegel
IACP/DRE National Coordinator
FAX #: (845) 226-1052
Phone #: (845) 226-8058

DATE: _____

COURSE INFORMATION

NOTE: If this is not for scheduled training, do not complete class location and date.

LOCATION: _____

CLASS DATES: _____

MATERIAL INFORMATION

REQUESTED

ITEM

- _____ **Student Set:** Preliminary Drug Evaluation & Classification **Participant Manual;** Tent Cards
- _____ **Instructor Set:** Preliminary Drug Evaluation & Classification **Instructor Manual;** w/Cover & Binder
- _____ **Course Set:** (Requires Authorization) DRE School **Video Tapes; PowerPoint**
- _____ **Certificates**

_____ Send directly to site (Must have signature of Regional Administrator)

_____ Send to NHTSA, Region _____ city/state

Other instructions: _____

NOTE: PLEASE VERIFY BOX CONTENTS UPON RECEIPT

SHIPPING INFORMATION

Organization: _____

Street Address: _____

P.O. Box #: _____
(Do not use if shipping overnight)

City, State, Zip: _____

Attention/Hold for: _____ Destination Phone #: _____

Remarks: _____

TSI USE ONLY

Requisition Log #: _____ Course Schedule: _____ Packed By: _____ # Boxes Mailed: _____ Date Shipped: _____

CHECK COURSE NEEDS AGAINST PACKING LIST

TRAINING MATERIALS ORDER FORM

DECT (7-DAY)

FAX TO: Ernie Floegel
IACP/DRE National Coordinator
FAX #: (845) 226-1052
Phone #: (845) 226-8058

DATE: _____

COURSE INFORMATION

NOTE: If this is not for scheduled training, do not complete class location and date.

LOCATION: _____

CLASS DATES: _____

MATERIAL INFORMATION

REQUESTED

ITEM

- _____ **Student Set:** DRE School Participant Manual; Tent Cards
- _____ **Instructor Set:** DRE School Instructor Manual; w/Cover & Binder
- _____ **Course Set:** (Requires Authorization) DRE School Video Tapes; PowerPoint
- _____ **Certificates**
- _____ Send directly to site (Must have signature of Regional Administrator)
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Other instructions: _____

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CHECK COURSE NEEDS AGAINST PACKING LIST