



ATTACHMENT M

Drug Recognition Expert State Coordinator Duties, Roles and Responsibilities



The success of the Drug Evaluation and Classification (DEC) program depends on proper coordination and infrastructure in each of the DRE states. This ultimately rests with the DRE state coordinator working in partnership with the International Association of Chiefs of Police (IACP) and the respective Highway Safety Office's.

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 the DEC program. In the IACP DEC 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
11. The National DRE Tracking System (DRE data collection system)

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 statewide DRE evaluation data is entered and reported using the National DRE Tracking 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

Training Coordination 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.

Latest revision: 07/2013