



Technology Transition Workshop | *David L. Sylvester*

# ***Field Investigation Drug Officer Program Structure, Scope and Objectives***

# ***Program Structure***

- Four primary sections and numerous sub-sections of the guide
- Primary Sections
  1. Summary Administration
  2. Training Program Elements
  3. Forms
  4. References

# ***1. Summary Administration***

- First sub-section is Program Summary
  - Contains guidance documents that provide comprehensive information to communicate the need for this investigative based program

# ***1. Summary Administration – Program Summary***

- Program Summary sub-sections
  - Introduction
  - Scope and Objectives
  - Statistical Data
  - Cost Benefit
  - Quality Control
  - Document Control
  - Management Oversight
  - Measurement of Effectiveness

# ***1. Summary Administration – Program Summary***

- **Cost Benefit**
  - The criterion to measure success in providing any analytical service includes the timely provision of those services
  - The delay in laboratory analytical examinations perpetuated by extensive controlled substances case backlogs and overburdened resources has compounded the problem immensely

# ***1. Summary Administration – Program Summary***

- Cost Benefit (*continued*)
  - The proper implementation and operation of the Field Investigation Drug Officer (FIDO) Program can have a significant impact in the reduction of case backlogs and improved utilization of limited resources

# ***1. Summary Administration – Program Summary***

- Document Control
  - Agencies should establish a list of documents that are utilized in the FIDO Program
  - Review of all operational documents, whether in electronic or paper format, should occur annually

# ***1. Summary Administration – Program Summary***

- Management Oversight
  - A FIDO Program should have an organizational command structure, the use of written position requirements that summarize individual responsibilities and duties, and the proper delegation of authority
  - The quality of the field drug testing service is contingent upon the commitment of all personnel to integrity, impartiality, and competence



# ***1. Summary Administration***

- Second sub-section is Program Administration
  - Framework to provide quality guidance in areas of program auditing, deficiency identification, corrective action initiation and monitoring, laboratory assessments, and remedial training efforts

# ***1. Summary Administration – Program Administration***

- Program Administration sub-sections
  - Scope and Objectives
  - Auditing Guidelines
  - Defining Deficiencies
  - Corrective Action Procedures
  - Suspension and Reinstatement
  - Training Syllabus

# ***1. Summary Administration – Program Administration***

- Program Administration sub-sections (*continued*)
  - Training Documentation and Records
  - Remedial Training
  - Review and Assessment
  - Program Reporting and Evaluation
  - Legal Environment and Considerations

# ***1. Summary Administration – Program Administration***

- Auditing Guidelines
  - Periodic auditing and monitoring are required tools utilized to ensure continued compliance with accepted quality procedures
  - The drug field testing unit shall establish an annual procedure for the auditing of field testing operations to include the review of testing methods, laboratory assessment review, and the storage and control of program documents

# ***1. Summary Administration – Program Administration***

- Corrective Action Procedures
  - The corrective action process is implemented and documented whenever non-conformities from accepted field testing practice are indicated
  - Determining causation is an important first step in the corrective action procedure
  - A process review to include training process, field testing procedures, controls and standards requirements, and employee performance may be required

# ***1. Summary Administration – Program Administration***

- Review and Assessment
  - It is the responsibility of the management of the FIDO Program to ensure that field testing results, reports, and supporting documentation are reviewed
  - Reviews are conducted to verify that:
    - Conclusions drawn are supported by the documentation
    - Conclusions are deemed as scientifically appropriate

# 1. Summary Administration – Program Administration

- Review and Assessment
  - Required methods of review and verification

## Review Method

Technical case reviews

Administrative case reviews

Laboratory analysis of a percentage of field tested cases

## Description

Review of notes, data and other documents that form the basis for a scientific conclusion

Review for consistency with field testing policy and editorial correctness

10% of each testing officer's cases quarterly

# ***1. Summary Administration – Program Administration***

- Review and Assessment
  - Documentation review

## **Documentation**

Evidence handling documentation

Analytical documentation

## **Types to be Reviewed**

- Chain of custody
- Evidence packaging information
- Initial evidence description
  
- Testing procedures followed
- Observations
- Results of field testing



## ***2. Training Program Elements***

- Sub-sections
  - Personnel Requirements
  - Performance Standards
  - Evidence Control
  - Report Preparation
  - Quality Control

## ***2. Training Program Elements***

- Sub-sections (*continued*)
  - Lesson Plans
  - Class outlines
  - Recertification Class Lesson Plans
  - Class Lectures and Presentations
  - Practical Exercises
  - Written Examinations
  - Practical Assessments

## ***3. Forms***

- Sub-sections
  - Field Drug Test Report
  - Request for Field Drug Test
  - Audit Quality Review Report
  - Corrective Action Report
  - Technical Case Review

## ***3. Forms***

- Field Drug Test Report
  - Provided as an example of a template form
  - This form is a generic one used to illustrate some of the necessary information to be captured when performing field tests for suspected controlled substances

## ***3. Forms***

- **Technical Case Review Form**
  - Provided as an another example of a template form
  - This form is also generic and simply used to illustrate some of the necessary information that should be captured when performing a supervisory technical review of previously conducted field test information

## ***4. References***

- Sub-sections
  - Reference Information
  - Presumptive Field Test Kit Evaluation
  - Evidence Operational Policy

## ***4. References***

- Additional Information Resources
  - Drug Enforcement Administration (DEA) website
  - Office of National Drug Control Policy (ONDCP) website
  - Drug Identification Bible
  - DrugID.org

## ***4. References***

- Presumptive Field Test Kit Evaluation
  - Conducted a validation study of commercially available testing kits that are most frequently employed by law enforcement agencies
  - The results of the study demonstrate that the detection kits are an adequate method for on-the-scene presumptive analysis of suspected controlled substances as targeted by the FIDO Program



## ***Contact Information***

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