The International Standards of the Drug Evaluation and Classification Program

A Product of

The DEC Standards Revision Subcommittee
of the Technical Advisory Panel
of the IACP Highway Safety Committee

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Use of the Masculine Pronoun in this Document

"He", "him" and "his" are used throughout this document wherever a singular pronoun is required to refer to either the male or female gender. This is to avoid awkward phrasing such as "he/she" or the inaccurate use of the plural pronoun "they" or "them" when used with a singular verb.

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Executive Summary

Since 1984, the National Highway Traffic Safety Administration (NHTSA) has supported the Drug Evaluation and Classification Program (DECP), often referred to as the Drug Recognition Expert (DRE) Training Program. Initially developed by the Los Angeles, California, Police Department, DRE training has been validated through both laboratory and field studies conducted by Johns Hopkins University.

In 1987, the Highway Safety Committee of the International Association of Chiefs of Police (IACP) was requested by NHTSA to participate in the development and national expansion of the DECP, as well as to oversee the credentialing of certified DREs.

As the program grew, it became apparent that in order to ensure continued success, nationally accepted standards needed to be established. These standards, which establish criteria for the selection, training, and certification of DREs, helped to ensure the continued high level of performance of the DECP. In 1988, NHTSA asked the IACP and its Highway Safety Committee to develop this system of nationally accepted standards.

In March 1989, the IACP and NHTSA sponsored a meeting at the Transportation Safety Institute in Oklahoma City, Oklahoma. Persons invited to this meeting included experienced DREs, DRE instructors, curriculum specialists, toxicologists, prosecutors, and training administrators. The participants met in working groups to reach consensus concerning the many issues relating to the DEC Program and to develop recommended minimum standards to the Highway Safety Committee. The standards were drafted and presented to the committee for review at its midyear meeting in June 1989.

In addition, the Highway Safety Committee agreed to name a Drug Evaluation and Classification Technical Advisory Panel (TAP) to assist and advise the committee concerning technical aspects relating to the operation of the program.

The Highway Safety Committee, by resolution, adopted the *Interim National Standards of the Drug Evaluation and Classification Program.* The standards were subsequently approved by the voting membership of the IACP. The standards were adopted on an interim basis pending the outcome of an evaluation of the effectiveness of the program to be performed by NHTSA. In October 1992 the standards were officially approved and adopted. Revisions and updates are periodically made to the standards.

Presented in this document are standards specifying the requirements for certification and recertification of DREs and DRE instructors; standards for decertification and reinstatement; and standards for agency participation. Also, for those agencies participating in the program, a set of administrative guidelines is provided.

These standards, when adopted by other countries, will be administered pursuant to their political structure.

Definitions

ADJUNCT INSTRUCTOR:

A person not certified as a DRE but who possess knowledge, expertise, or credentials deemed valuable to the program and is thereby designated as an adjunct instructor for the Drug Evaluation and Classification Program (DECP).

ADMINISTRATIVE EXTENSION:

A pre-approved recertification extension given to a DRE by the DECP state coordinator, not to exceed the limits established in Rule 5.1. Replaces the term "grace period" used in previous versions of the standards.

BLOOD OR BREATH ALCOHOL CONCENTRATION (BAC):

A measurement that indicates the grams of alcohol per 100 milliliters of a person's blood or 210 liters of his breath. For example, a BAC of 0.08% means that there are 80 milligrams of alcohol in 100 milliliters of the person's blood.

CANDIDATE DRE:

An individual in the process of achieving certification, through the state coordinator, as a DRE. To achieve certification, a person must successfully complete a training program consisting of the following:

- An IACP/NHTSA-approved SFST training course of instruction
- A two-day IACP/NHTSA-approved DRE Pre-School or equivalent
- A seven-day IACP/NHTSA-approved DRE School
- On-the-job field certification

CANDIDATE DRE INSTRUCTOR:

An individual in the process of achieving certification, through the state coordinator, as a DRE instructor. To achieve certification, a DRE must successfully complete the IACP/NHTSA-approved DRE instructor training, conduct a minimum of two hours of DRE training, and witness two drug evaluations.

CERTIFICATION:

The only courses receiving credentialing under the auspices of IACP are the training requirements for DRE and for DRE instructor. The remaining IACP/NHTSA Impaired Driving Curriculum courses (i.e. Standardized Field Sobriety Testing, Drugs that Impair Driving) have approved curriculum but the attendees receive no certification or credentials from IACP upon completion.

COURSE MANAGER:

An individual who ensures that each training event follows the standardized curriculum and evaluates the training event. The course manager represents the National Highway Traffic Safety Administration and the International Association of Chiefs of Police and resolves issues with the content and/or delivery of the training.

CREDENTIALING:

The IACP maintains an international credentialing registry for DREs who have been certified by their state coordinators. The IACP also provides documents (a certificate and card) that verify the DRE's certification.

CRIMINAL JUSTICE AGENCY:

For purposes of these standards, a criminal justice agency is any organization, funded by public monies, that is involved in the apprehension, prosecution, and adjudication of public miscreants; or in the incarceration, detention, supervision, or control of said miscreants following apprehension, prosecution, and/or adjudication.

DEACTIVATION:

An action initiated by a DRE or DRE instructor requesting his deactivation from the DEC Program. To be deactivated, the individual needs to be actively certified at that time.

DECERTIFICATION:

Decertification shall be initiated by the state coordinator when a DRE or DRE instructor fails to meet minimum standards and requirements for certification or recertification, or demonstrates evidence of poor performance, inconsistent findings, or other substantiated acts on the part of the DRE that reflect discredit upon the DEC Program.

DEC PROGRAM INSTRUCTOR:

Individuals who have been trained under the guidelines of one of the approved IACP/NHTSA Drug Evaluation and Classification Program's instructor training courses, such as Standardized Field Sobriety Testing, Drugs that Impair Driving, or the Drug Recognition Expert Course.

DEC PROGRAM COORDINATORS:

A **state coordinator** is selected by a state's Governor's Highway Safety Office, or the equivalent, and designated to act as the statewide coordinator for the DEC Program. The duties and the responsibilities of the position are listed in Section VII ("Standards for the State DEC Program Coordinator") and in the "Guidelines for State Coordinators." If a state coordinator is not designated within a particular state, the IACP Technical Advisory Panel (TAP) regional DECP coordinator shall serve as that state's coordinator.

An **agency coordinator** may be designated within his department or agency and be responsible for maintaining program records, ensuring maintenance of program standards, and conducting training and certification sessions within the agency. Responsibility for this function may rest with one individual, in the case of a small or closely coordinated effort, or may be decentralized among several people throughout the agency. If an agency coordinator is not designated, the state DECP coordinator shall serve as that agency's DECP coordinator.

A **regional coordinator—**one DRE from each of the four regions, as established by the IACP Drug Recognition Expert Section is appointed by the chair of the IACP Highway Safety Committee to serve on the Technical Advisory Panel and to provide assistance to the state coordinators.

DRE INSTRUCTOR:

A trained and certified drug recognition expert who has received further training and experience instructing within the DEC Program.

DRUG:

Any substance that, when taken into the human body, can impair the ability of the person to operate a vehicle safely.

DRUG INFLUENCE EVALUATION:

A process of systematically examining a person suspected of being under the influence of a drug, for the purpose of ascertaining what category of drugs (or combination of categories) is causing that person's impairment. A trained DRE can identify, with a high degree of reliability, the distinguishing signs and symptoms of seven broad categories of drugs.

DRUG EVALUATION AND CLASSIFICATION PROGRAM (DECP) TECHNICAL ADVISORY PANEL (TAP):

A group formed to assist the Highway Safety Committee of the International Association of Chiefs of Police (IACP) on specific matters relating to the Drug Evaluation and Classification Program (DECP or DEC Program). These matters include, but are not limited to, the revision of the approved training curriculum, review and approval of proposed alternative training programs, and other matters relating to the technical aspects of the DEC Program, which include Standardized Field Sobriety Testing (SFST), Drugs that Impair Driving, Drug Impairment Training for Education Professionals (DITEP) and the DEC Program.

DRUG RECOGNITION EXPERT (DRE):

An individual who has successfully completed all phases of training requirements for certification established by the IACP and NHTSA. The word "evaluator", "technician", or similar words may be used as a substitute for "expert", depending upon locale or jurisdiction.

GOVERNOR'S HIGHWAY SAFETY OFFICE:

A state agency, or the equivalent, that appoints the state DECP coordinator.

HIGHWAY SAFETY COMMITTEE:

A standing committee of the IACP that addresses highway safety issues. One of its subcommittees, the Technical Advisory Panel (TAP), makes recommendations specifically on impaired driving issues.

HORIZONTAL GAZE NYSTAGMUS (HGN):

An involuntary jerking of the eyes, occurring as the eyes gaze towards the side.

IMPAIRMENT:

One of the several terms used to describe the degradation of mental and/or physical abilities necessary for safely operating a vehicle.

IMPLIED CONSENT:

Every state has enacted a version of an Implied Consent Law, which serves to encourage persons arrested for DWI to submit to a chemical test to determine blood alcohol content. Many states also allow for the testing of blood, breath, or urine for the presence of drugs and/or alcohol. The concept of implied consent is that the state views the suspect as already having agreed to take the test as a condition of operating a vehicle in the state. The typical wording of an implied consent law is as follows: "Any person who operates a motor vehicle upon the public highways of this state shall be deemed to have given consent to a chemical test or tests for the purpose of determining the alcohol (or drug) content of his or her blood, when arrested for any act alleged to

have been committed while the person was operating a vehicle while under the influence of alcohol (or any drug).” The law further provides that if the arrestee refuses the test, his driver’s license will be suspended or revoked.

INACTIVE (EXPIRED) DRE CERTIFICATION:

A DRE’s certification is in an expired status when the DRE has not completed requirements for recertification by the expiration date issued by the IACP. There may be circumstances in which a DRE’s certification has expired and all requirements for recertification have not been completed. If the inactive status is within one year past the expiration date as credentialed by the IACP, the word “evaluator”, “technician”, or similar word may be used as a substitute for “expert”, depending upon locale or jurisdiction.

IACP STAFF:

With grant assistance from the National Highway Traffic Safety Administration, the Division of State and Provincial Police of the IACP has agreed to develop standards and assist in managing the certification process for the DECP. As part of this agreement, the IACP performs necessary staff and coordination functions for the program, such as maintaining the DECP certification registry and issuing certification credentials.

INSTRUCTOR TRAINER:

An experienced DRE instructor who conducts instructor training courses; must be knowledgeable of and have audited all phases of the training within the DEC Program; and must be fully conversant with the student and instructor manuals.

INTOXICATION:

One of the several terms used to describe the degradation of mental and/or motor skills and other faculties due to use of alcohol or other drugs.

NHTSA:

The National Highway Traffic Safety Administration, within the United States Department of Transportation that exercises primary responsibility for coordinating federal efforts to ensure the safe design and operation of motor vehicles.

ON-SITE TESTING DEVICE:

Any device used for testing of bodily fluids such as blood, urine or saliva for the purpose of determining the category or categories of drug/s affecting the subject being evaluated. Any devices used should be supported by the state coordinator.

STANDARDIZED FIELD SOBRIETY TESTS (SFSTs):

A battery of three tests developed and validated through a series of controlled experiments supported by research grants from NHTSA. The three tests include: Horizontal Gaze Nystagmus (HGN); Walk and Turn (WAT); and One Leg Stand (OLS).

STATE:

In addition to the designated states within the United States, this term is used to indicate other recognized jurisdictions outside the USA.

I. Standards for Certification as a Drug Recognition Expert

The standards in this section specify the criteria that must be met prior to an individual's being certified as a drug recognition expert (DRE). These criteria outline the knowledge and skills required to be considered for training, as well as the knowledge and proficiencies required for final certification. The currently approved curriculum involves a three-phase training process. Prior to beginning the training program, students are required to be trained in, and demonstrate proficiency in, the use of the IACP/NHTSA-approved Standardized Field Sobriety Tests (SFST), including the horizontal gaze nystagmus (HGN) test. Phase I of the DRE training consists of the two-day (16-hour) Pre-School. During this training phase, students are taught the definition of the term "drug" as it is used in the Drug Evaluation and Classification Program (DECP), and become familiar with the techniques of the drug influence evaluation. Students also begin to learn the techniques and procedures for evaluating persons suspected of drug impairment. Phase II of the training is a seven-day (56-hour) classroom program during which students receive detailed instruction in the techniques of the drug influence evaluation examination as well as in physiology, the effects of drugs, and legal considerations. Upon completion of this phase of training, the student must pass a comprehensive written examination before proceeding to Phase III of training, the field certification.

The field certification portion of training follows completion of the classroom training and is conducted within the next 60 to 90 days. During this portion of the training, students, under the direction of certified instructors, evaluate subjects suspected of being impaired by drugs other than alcohol. After participating in and documenting the results of at least 12 drug evaluations (being an evaluator for a minimum of six) and completing a comprehensive final knowledge examination, the student may be recommended for certification as a DRE. The 60-to-90-day period may be expanded to six months with approval of the state coordinator

1.1 In order to be considered for certification as a DRE, a person shall be in the employ and under the direct control of (1) a public criminal justice agency involved in the enforcement of criminal or traffic safety laws or (2) an institution involved in providing training services to officers of law enforcement agencies.

Commentary: At the discretion of the agency head or administrator, and with the consent of the training body, other persons may audit or observe any or all portions of the DRE training. Persons attending the course as auditors or observers shall not be eligible for certification.

Persons pursuing certification for the purpose of instructing in the DECP must meet all requirements for certification and recertification in order to maintain their standing as DREs or DRE instructors.

1.2 The candidate DRE must have experience in preparing comprehensive investigative reports and in providing detailed court testimony.

Commentary: The technical nature of the drug evaluation process and the need to provide detailed and accurate documentation of findings and conclusions requires proficiency in preparing reports. Candidate DREs should have demonstrated the ability to investigate, document, and prepare detailed reports of incidents such as major traffic crashes or criminal violations. In addition, DREs must be able to provide court testimony concerning their methods and results, as well as their training and qualifications.

1.3 All DRE candidates must attend and successfully complete the IACP/NHTSA-approved course of instruction in Standardized Field Sobriety Testing (SFST), or an equivalent curriculum approved by the IACP Highway Safety Committee and its Technical Advisory Panel. They shall demonstrate proficiency in the use of SFST, to the satisfaction of a DRE instructor, by the conclusion of the IACP/NHTSA DRE Pre-School or a school meeting Standard 1.2 above.

Commentary: The drug influence evaluation process requires that the contribution of alcohol to observed impairment be determined. NHTSA has developed, and the IACP has adopted, the SFST procedure in conjunction with immediate breath testing, as a means of identifying the alcohol-impaired driver. If the effects of alcohol are determined not to be the sole cause of impairment, the officer can begin the evaluation process to determine what other causes may be responsible.

In order to conform to the IACP/NHTSA model curriculum, SFST training must contain the specified number of hours and include at least two approved alcohol workshops. In addition, the training must instruct students in the administration of the horizontal gaze nystagmus (HGN), the walk-and-turn, and the one-leg-stand tests.

Each agency should ensure that candidates submitted for DRE training has had adequate time prior to beginning the training program to develop and to demonstrate proficiency in the use of SFST's, or allow for refresher training in these techniques as necessary.

1.4 All DRE candidates must attend and complete the IACP/NHTSA DRE Pre-School or an IACP-recognized equivalent prior to progressing to Phase II, the DRE School.

1.5 Prior to attending Phase II of the DRE training, the candidate shall have met the learning objectives for Phase I of the training program, the IACP/NHTSA-approved DRE Pre-School. The candidate shall be able to

1. define the term "drug" as it is used in the DECP;
2. name the seven drug categories identified in the DRE training program;
3. measure vital signs including blood pressure, pulse, and body temperature;
4. demonstrate proficiency with the 12-step drug influence evaluation process;
5. demonstrate proficiency in the administration of the SFSTs, including HGN;
6. demonstrate proficiency with the administration of the eye examinations, including pupil size, vertical gaze nystagmus, and lack of convergence.

These learning objectives are generally met through completion of Phase I, the DRE Pre-School. However, agencies have the latitude to determine the best means of ensuring that candidate DREs meet the prerequisites. The agency must verify, through the application process to the instructor responsible for delivering the training, that a candidate meets all requirements. Each candidate DRE will be required to demonstrate the knowledge and skills outlined. Administrative guidelines and suggested application forms containing the necessary information will be provided by IACP staff to agencies and training institutions upon request.

1.6 The candidate DRE shall complete an approved classroom training course that, at minimum, achieves the learning objectives as stated in the IACP/NHTSA-approved training curriculum.

Commentary: NHTSA and the IACP have developed a classroom training course that, when completed, qualifies the student to proceed to the field certification portion of the training program. Because of differences in the type and level of training for officers in the detection of impaired subjects, agencies should determine the most effective means of providing classroom training in drug recognition. However, in order to maintain the credibility and integrity of the certification phase, agencies that use a training program other than that currently approved by the IACP, must have the alternative curriculum approved by the IACP Technical Advisory Panel (TAP) as meeting learning objectives. In addition, the TAP will be responsible for providing periodic updates and modifications to the IACP/NHTSA training curriculum.

1.7 All candidate DREs shall attend and complete the classroom portions of an approved DRE curriculum prior to progressing to Phase III (the field certification phase) of the training. This shall include satisfactorily completing all assignments and required examinations. A student missing classroom instruction shall be required to complete the missed portion under the guidance and approval of the course manager. Students who miss more than eight—not necessarily consecutive—hours of instruction shall repeat the course. Students shall not be permitted to "test out" of portions of the training, nor shall they be permitted to attend only those classes that they have not previously completed.

Commentary: Class sessions missed must be made up prior to the final exam.

1.8 In order to complete satisfactorily the classroom portion of the training and proceed to field certification, the candidate DRE must complete an IACP-approved final examination with a score of not less than 80%.

A candidate scoring less than 80% on the final examination may be retested one time, under the supervision of a certified DRE instructor. The retest shall be completed not less than 15 or more than 30 days following the completion of the classroom training. If the candidate was originally given Test Form A they should receive Test Form B for the retest.

Commentary: The examination used to retest the candidate shall be an IACP-approved examination and shall not have been administered to the candidate previously. If the candidate does not achieve a passing score on reexamination, the candidate must retake the classroom portion of the training and pass the final examination before proceeding further in the certification process. Upon satisfactory completion of the examination, the candidate may then proceed to field certification.

1.9 Upon completion of the field certification phase of training, the candidate must demonstrate the ability to correctly conduct a complete drug evaluation and appropriately document and interpret the results. The candidate must also be able to document the findings of the evaluation.

Commentary: One of the primary factors in the success of the DEC Program has been the emphasis upon a standardized approach to the drug influence evaluation process. The training stresses the importance of a systematic, structured approach to performing the drug influence evaluation. Upon

conclusion of an evaluation the DRE reviews the results of all tests, examinations and observations, documents the findings, and draws a conclusion based on the totality of the evidence.

1.10 To be considered for certification as a DRE, the candidate must satisfactorily complete a minimum of 12 drug influence evaluations, during which the candidate must encounter and identify subjects under the influence of at least three of the drug categories as described in the DRE training. Of the evaluations required for certification, the candidate shall administer a minimum of six evaluations. The candidate may observe the remaining evaluations.

The opinion of the DRE candidate regarding drug categories must be supported by forensic testing and/or toxicology. In the case of influence from some drug categories, such as inhalants, it may not be possible to acquire confirming toxicology. In these situations, the concurrence from a certified DRE instructor regarding the drug category will be required. Certification training evaluations will be conducted in accordance with the current procedures and guidelines established in the DEC Program training curricula. All evaluations, administered or observed, and documented for certification purposes, shall be observed and supervised by at least one certified DRE instructor, and shall be performed on subjects suspected of drug impairment.

Commentary: For a candidate to receive credit for an administered or observed evaluation, the candidate shall independently write his own narrative based on his observations. The evaluation must also be recorded on the candidate's rolling log and progress log. The evaluation shall include the face sheet and a complete narrative identifying the category(ies) of the drug(s) affecting the subject.

1.11 Prior to completing the certification phase of training, the candidate DRE must demonstrate the ability to draw correct conclusions consistent with observed physiological signs and symptoms. In addition, the conclusions must be supported by forensic testing. No candidate DRE shall be certified as a DRE unless blood, urine, or other appropriate biological samples are obtained and tested from at least nine subjects whom the candidate DRE has examined for certification purposes. These may include subjects for whom the candidate DRE served as the examination recorder or observer as well as those subjects directly evaluated by the candidate DRE. Further, the candidate DRE cannot be certified unless the opinion concerning the drug category or categories affecting the subject is supported by forensic testing analysis 75 percent of the time, or in at least seven of the nine samples submitted for certification purposes. For purposes of this standard, a candidate DRE's opinion is supported if the forensic testing analysis discloses the presence of at least one drug category named by the candidate DRE. In the event that the candidate DRE has concluded that three or more categories of drugs are involved, at least two categories must be supported by toxicology results.

Commentary: Successful and uniform application of this standard places important forensic toxicological requirements on the program. Whenever possible, the DRE should obtain a biological sample to confirm the DRE candidate's opinion during the field certification process.

Although the candidate DRE must complete a minimum of 12 drug influence evaluations (Standard 1.10), Standard 1.11 requires only 75 percent of those to include a biological sample. This allows for those cases in which a biological sample is unavailable, such as when a subject refuses or cannot provide one. In those cases when an evaluation is not supported by forensic testing, a certified DRE instructor should ensure that the candidate DRE's opinion was based on observable signs and symptoms consistent with the opinion.

1.12 Prior to concluding field certification training, the candidate shall satisfactorily complete an approved Certification Knowledge Examination. The examination shall be administered and the results reviewed by at least one certified DRE instructor. The examination shall only be administered after the candidate has completed not less than three drug influence evaluations.

Commentary: The Certification Knowledge Examination includes a comprehensive written examination section. As stated previously, certification is based on the evaluation by the instructor(s) of the skills and abilities of the candidate rather than on the completion of a specified set of tasks. The purpose of the examination is to aid the instructor(s) in evaluating the candidate's qualifications, performance, and general abilities. The examination should be administered when, in the judgment of the reviewing instructor(s), the candidate has demonstrated proficiency in conducting, evaluating, and documenting results of the drug influence evaluation process.

1.13 The candidate DRE shall complete the field certification phase of training as soon as possible following completion of the classroom training. This phase shall take place within the next 60 to 90 days and may be extended to six months with the approval of the state coordinator.

Commentary: Under normal circumstances a candidate not completing field certification within the prescribed time period will be dropped from the DRE certification process; however, a reevaluation of the candidate's qualifications and the reasons for non-completion may be conducted by the appropriate state DECP coordinator to determine if circumstances exist that indicate that the candidate should continue in the certification process.

1.14 By the time the candidate DRE has completed field certification training, he shall have prepared a curriculum vitae, which shall reflect his training and experience. The curriculum vitae shall include a complete log of all evaluations in which the candidate has conducted or observed.

Commentary: In order to be accepted as a credible witness, the DRE must be able to document and articulate a body of information concerning training, qualifications, and experience in the field of drug evaluation and classification. Toward this end, candidates are instructed in the importance and proper preparation of a curriculum vitae.

1.15 When the candidate DRE has satisfactorily completed all requirements of the classroom and field certification portions of training, at least two certified DRE instructors who have observed the candidate during the field certification process will verify that the candidate meets all requirements for certification as a DRE.

Commentary: The certification process relies in large part on the judgment of the instructor(s) as to the abilities and performance of the candidate. Experience has shown that in many cases, particularly those in which a candidate's qualifications may be in question, the opinion of a second instructor as to readiness for certification is of value. In addition, the use of a second instructor to evaluate the candidate may overcome any bias, either for or against a candidate. For these reasons, each candidate must be evaluated by at least two instructors prior to becoming certified as a DRE.

1.16 Following completion of certification requirements, copies of all relevant documents required—including test results, evaluation logs, and drug evaluation reports—shall be forwarded to the agency coordinator who shall forward all documents to the state coordinator. The state coordinator shall forward to the IACP the names and copies of the certification progress logs of the DREs he has certified as having successfully completed all phases of the DRE training program. The IACP will then credential and register each applicant as a certified DRE.

Commentary: The IACP staff shall maintain current listings of persons certified as DREs. Upon notification that a person has met all requirements, the staff shall complete and forward to the state coordinator a certificate indicating that the person meets all requirements of the DEC Program as a DRE. The state coordinator shall forward these documents to the agency which, in turn, will present them to the DRE. The IACP does not certify; that is the responsibility of the state coordinator. The IACP is the credentialing agency.

In order to accommodate the need for candidate DREs to have a valid account to practice entering evaluations into the National DRE Data System, the DRE number that will ultimately indicate credentialing may be issued by the IACP to the state coordinator, upon request, for the sole purpose of use by the student during this learning phase. In making the request, the state coordinator shall forward the roster for the school so that the IACP staff can relate a name to each number issued. A valid IACP DRE number is required for creating an account in the data system, and state coordinators shall not use any other numbering system, self-generated number, or any other invalid numeric field in the IACP number field of the system. State coordinators are required to comply with established security and use requirements of the data system as described and provided by the IACP and NHTSA. Pre-issuance of the DRE number will not imply or reflect that a candidate DRE is credentialed by the IACP. If the student passes all the requirements for credentialing, this same number will be used throughout that individual's career as a DRE. Should the student assigned a number in advance ***not actually participate in the program*** nor complete the certification process, the state coordinator shall immediately deactivate the candidate's access to the data system, and notify the IACP staff within 30 days. The IACP will permanently deactivate this DRE number and indicate that it is inactive and no longer available to be reissued to anyone else.

II. Standards for Certification as a Drug Recognition Expert Instructor

Because of the highly technical nature of the functions performed by the DRE, only persons experienced in the techniques of drug influence evaluation should instruct in the DEC Program. In general, these instructors will be certified DREs with experience in performing drug influence evaluations and in providing testimony in court in the area of drug recognition; however, persons who possess specialized skills or credentials may be utilized to teach certain parts of the training course as adjunct instructors. Dedicated, qualified instructors are critical to the continued success of the DECP.

Certified instructors are responsible for observing, evaluating, and verifying the performance of candidate DREs throughout the training and certification process. In addition, certified instructors must provide periodic update training to DREs already certified.

Also addressed in this section are standards for the use of instructor trainers in the program. These individuals are responsible for the training of DRE instructors.

2.1 Only persons certified as DREs may be certified as DRE instructors.

Commentary: Persons not certified as DREs but who possess knowledge, expertise, or credentials deemed valuable to the program may be designated as adjunct instructors for the DEC Program. Persons who might be considered for this designation may include medical professionals, toxicologists, attorneys, former DRE instructors, and others who possess knowledge in a designated field of expertise. Adjunct instructors must be familiar with the DEC Program and fully conversant with the lesson plans for their assigned blocks of instruction. Classes taught by adjunct instructors shall be taught in cooperation with certified DRE instructors to ensure accuracy and consistency.

Each adjunct instructor should provide to the state coordinator a biographical sketch to be included in the file of approved instructional staff. The biographical sketch shall include those segments of the training curricula that the associate instructor is qualified to teach. Some courts place more credibility on the DRE's expertise when portions of the curriculum are instructed by licensed medical professionals, toxicologists, etc.

2.2 A DRE desiring to become an instructor in the DEC Program shall make written application to the agency coordinator. The agency coordinator will ensure that the candidate meets all requirements to become an instructor and will refer the application to the state coordinator.

Commentary: The agency head shall verify to the training provider that a candidate DRE instructor meets all prerequisites to enter DRE instructor training. Prerequisites may also include any state, local, or agency requirements specified for instructors within the jurisdiction. The state coordinator shall provide to requesting agencies the administrative guide and sample application forms for candidate instructors.

2.3 The candidate shall satisfactorily complete the IACP/NHTSA-approved DRE Instructor Training Program, or an approved equivalent, which shall include both a knowledge and practical examination of candidate instructors.

Commentary: This requirement does not preclude states or local jurisdictions from placing additional requirements on persons wishing to teach in the local law enforcement community.

2.4 Upon satisfactory completion of the IACP/NHTSA-approved classroom portion of training or completion of an equivalent program, the student shall be designated as a candidate instructor for purposes of completing instructor certification. To complete instructor certification, the candidate instructor must

- teach for a minimum of two hours in the classroom portion of an approved drug recognition training program; and
- supervise the administration of not less than two drug influence evaluations performed by candidate DREs during certification training.

The candidate instructor's progress shall be monitored and evaluated by at least one certified DRE instructor.

Commentary: NHTSA and the IACP have developed a training curriculum for instructors in the DECP. The learning objectives for this program emphasize specific techniques for teaching the specialized information contained in the DECP.

The TAP shall be responsible for reviewing and evaluating alternative training programs submitted by agencies. Those programs meeting or exceeding the approved learning objectives for instructor training shall be deemed "equivalent." This does not preclude agencies or states from adopting more stringent standards.

2.5 Upon satisfactory completion of instructor training, copies of all documentation, including instructor progress logs, examination scores, and instructor evaluations, shall be forwarded to the appropriate DECP coordinator. The agency coordinator will forward these documents to the state coordinator who shall certify that the candidate has successfully completed all phases of DRE instructor training. The IACP will then credential and register each applicant as a certified DRE instructor.

Commentary: The IACP staff will maintain a current register of persons certified as instructors in the DEC Program. Upon notification that a person has met all requirements, the staff shall complete and forward to the state coordinator a certificate indicating that the applicant meets all requirements as a DRE instructor. The state coordinator shall forward these documents to the agency who, in turn, will present them to the DRE instructor.

The administrative guidelines shall provide sample forms for necessary progress logs and certification documents.

2.6 To ensure the proper conduct and delivery of the approved curriculum, all training sessions conducted as part of the DEC Program shall be coordinated by a certified DRE instructor who has previously instructed. All classes taught by adjunct or candidate instructors shall be supervised directly by a certified DRE instructor.

Commentary: To ensure that all training classes are conducted in accordance with applicable standards, it is recommended that the instructor coordinating the training program have a minimum of one year's experience as a DRE instructor.

2.7 An instructor trainer shall have demonstrated proficiency as an instructor.

2.8 An instructor trainer must be knowledgeable of and have audited all phases of the DEC Program and must be fully conversant with the student and instructor manuals.

Commentary: An instructor trainer must present evidence of the satisfactory completion of the IACP/NHTSA Instructor's Development Course or equivalent. Instructor trainers must be familiar with the DEC Program and fully conversant with the lesson plans for their assigned blocks of instruction. To ensure consistency, classes taught by instructor trainers shall be taught in cooperation with certified DRE instructors.

Each instructor trainer shall provide to the appropriate DECP coordinator a biographical sketch to be included in the file of approved instructional staff. The biographical sketch shall include those segments of the training curricula that the instructor trainer is qualified to teach.

The state coordinator should maintain a record of persons qualified as instructor trainers in the DEC Program.

2.9 It is recommended that each DRE Pre-School and DRE School have a course manager. The course manager primarily performs four duties: (1) planning and preparation, (2) on-scene course management, (3) data collection, and (4) reporting. Other responsibilities include

- assigning instructors, and verifying in advance that the training is conducted in the standardized manner and is properly evaluated;
- ensuring at the training site that all necessary conditions exist to maximize the students' ability to learn;
- ensuring all necessary course training materials are procured;
- collecting certain data following every training event and forwarding it to the state DECP coordinator; and
- preparing a comprehensive report following every training event, and forwarding it to the state DECP coordinator.

III. Standards for Recertification

Recertification is necessary to ensure that DREs and DRE instructors maintain proficiency. Just as the standards in the previous sections have outlined the criteria for initial certification, the standards outlined in this section are required to ensure that professional integrity is maintained throughout the recertification process.

3.1 The following records concerning certification and recertification shall be maintained:

Individual DRE/ DRE Instructor	Copies of all drug evaluations Evaluation logs Curriculum Vitae Certification and recertification progress logs Certificates
Agency DEC Program Coordinator	Copies of evaluation logs Certification progress logs Copies of certificates Instructor ratings and summaries of student critiques Records of classes taught by each instructor
State DECP Coordinator and IACP Staff	Copies of evaluation logs (optional) Certification progress logs File of certified DREs and instructors Recertification information

Commentary: Guidelines for the retention of pertinent records concerning the program operation help to ensure integrity and provide valuable information for purposes of statistics and court verification of training. Other records as deemed appropriate by local agencies or certification commissions may be required of the individual DRE or the appropriate DECP coordinator.

3.2 DREs are credentialed for two years by the IACP. They shall be required to renew their certificates of continuing proficiency every two years, except as provided in Sections 5.1, 5.2, and 5.3. On the DRE's expiration date, the DRE status automatically becomes "expired" and the DRE is not credentialed to conduct evaluations until the status becomes "recertified". A one-year administrative time period following the lapse of certification may be allowed by the state coordinator for those not meeting recertification standards, whereby during that time period the DRE may be recertified by the state coordinator after the DRE completes the recertification requirements as outlined in standard 3.4 without having to repeat the original certification process.

Commentary: The state coordinator may choose not to utilize the administrative time period. In any case, the DRE is not certified during the administrative time period.

If a DRE's certification expires, and later within the one-year administrative time period the DRE meets the recertification standards, the submission of that recertification material will bring the DRE back into an "active" status but will not change the expiration date. The DRE will be required to submit

recertification material again before the date which is two (2) years from the last expiration date issued by the IACP.

3.3 The state coordinator shall be notified by the IACP of those DREs in need of recertification six months prior to the expiration of their certificates. The state DECP coordinator shall forward to the IACP staff required documentation indicating the completion of recertification requirements. IACP staff will issue new cards when requirements are met.

Commentary: In the absence of a state coordinator, the TAP regional coordinator will perform these functions.

3.4 A DRE shall demonstrate continuing proficiency by

1) Performing a minimum of four acceptable evaluations since the date of last certification, all of which shall be reviewed and approved by a certified DRE instructor and one of which shall be witnessed by a certified DRE instructor. These evaluations may be performed on subjects suspected of drug and/or alcohol impairment or during classroom simulations; and

2) Completing a minimum of eight hours of state coordinator-approved recertification training since the date of the DRE's most recent certification, which may alternatively be presented in two sessions of no less than four hours each and which shall be consistent with any IACP standards for such training; and

3) Presenting an updated curriculum vitae and evaluation log to the appropriate coordinator (or his designee) for review.

Commentary: All coordinators are responsible for maintaining the integrity of the program; the appropriate coordinator, consistent with this responsibility, is encouraged to withhold recertification for, or refer for remediation, any DRE whose rolling log indicates an unacceptable level of accurate evaluations, as indicated by toxicology results.

3.5 When a DRE has completed all requirements for recertification, a certified DRE instructor shall verify to the appropriate DECP coordinator that the minimum recertification requirements have been met by signing the recertification document.

These documents are then forwarded for approval to the agency and state DECP coordinators and then submitted to IACP. Once received and approved by IACP, the DRE will receive two years of credentialing from the previous date of expiration listed on the DRE's credentialing card.

Commentary: In the event that information verifying completion of recertification requirements is not received by the IACP staff prior to the expiration of certification, the IACP staff will place that DRE's record into a database for expired DRE certifications and consider that DRE in an inactive and, therefore , a decertified status unless notified otherwise by the state coordinator. A decertified DRE wishing to be reinstated must provide verification, forwarded through the agency and state coordinator, that all certification requirements enumerated in Section V of the *International Standards of the Drug Evaluation and Classification Program* have been met.

3.6 With the approval of the state DECP coordinator, a certified DRE instructor may maintain instructor certification as long as DRE certification is maintained and the following conditions are met.

To continue certification as a DRE instructor, an instructor shall teach at a minimum level in either or both the classroom or field evaluations, as determined by the state coordinator. Classroom instruction may be at a DRE School or any other related training determined by the state coordinator. Field evaluations may be supervised either during field certification training or observing DREs who are conducting evaluations, such as for recertification.

Should the DRE instructor not complete the above requirements, it is recommended that certification as an instructor shall lapse; however, DRE certification status will continue as long as the requirements for certification are maintained.

The time frame for recertification shall follow that of the DRE recertification standards, as set forth in Section III, S 3.2 above.

Comments: The suggested number of classroom hours to instruct is eight. The suggested number of supervised evaluation is four. An instructor may be decertified for cause, such as for conducting substandard instructional programs, and still maintain certification as a DRE.

IV. Standards for Decertification or Deactivation of Drug Recognition Experts and Instructors

The standards in this section outline the circumstances and procedures for decertifying or the deactivation of a DRE instructor or individual DRE. In order to ensure that standards of performance are maintained, a means is needed for removing from the roles of the program those persons unable to meet the criteria of competence and professionalism. The responsibility for maintaining program standards lies with the agency and the appropriate DECP coordinator. It shall be incumbent upon all DECP coordinators to ensure that certified DREs meet approved standards for conduct and qualifications.

4.1a Decertification of a drug recognition expert may take place if one or more of the following conditions exist:

- The requirements as enumerated in Section III of the *International Standards of the Drug Evaluation and Classification Program* are not met by the individual DRE, thus allowing certification to lapse; or

- There is evidence of poor performance, inconsistent findings, or other acts on the part of the DRE that reflect discredit upon the Drug Evaluation and Classification Program.

4.1b Deactivation of a DRE may take place if a DRE voluntarily requests to be removed from the program.

4.1c Deactivation of a DRE may also take place if the agency head submits a written request to the state coordinator requesting decertification of an agency DRE for agency needs.

Commentary: All DREs are responsible for maintaining and forwarding to the appropriate DECP coordinator information regarding required training or experience. If such information is not provided in a timely manner, certification will expire.

A DRE wishing to be decertified or deactivated shall submit a written request through the appropriate agency and state coordinators to the IACP staff. Upon receipt of approval of the request by the state coordinator, IACP staff shall remove the name of the individual from the list of certified DREs.

A DRE in good standing that was deactivated under the provision of 4.1c, is eligible for reinstatement by either a request from the head of the agency that initially requested the deactivation, or upon employment with another law enforcement agency, and upon request of that agency head. Reinstatement as a DRE shall be in compliance with Section V of the *International Standards*.

Cases involving inadequate or improper performance or inconsistent findings shall be referred to the appropriate agency or state coordinator for review, recommendation, and action. Local agencies and licensing/certification bodies may, at their discretion, establish certification and decertification criteria to conform to local laws or rules. Nothing in these standards should be construed to overrule local authority in establishing standards no less stringent for the performance of officers in this area, or to prevent an agency from following internal disciplinary or administrative personnel procedures.

4.2 Decertification or removal shall occur when a DRE instructor fails to meet minimum standards and requirements for certification or recertification (if applicable), or demonstrates evidence of any of the following:

- inadequate or improper performance;
- inconsistent findings; or
- other substantiated acts on the part of the instructor that bring discredit upon the DEC Program.

Commentary: A DRE instructor who has been decertified for cause may still maintain certification as a DRE. If such removal occurs, the agency coordinator, the state coordinator, and the IACP staff should be notified.

A DRE instructor who was deactivated under the provisions of 4.1c is also eligible for reinstatement under the same provisions outlined under "Commentary" in Section 4.1.

4.3 Agency coordinators shall monitor the performance of DRE instructors and DREs within their agencies and shall review complaints arising from their activities. When, in the opinion of the agency coordinator, and with the approval of the agency head (or his designee), a DRE's actions warrant decertification, the agency shall notify the state coordinator that the DRE is no longer certified. Nothing in this procedure should be construed as to prevent an agency from following internal disciplinary or administrative personnel procedures.

4.4 Before decertification or removal is finalized, a DRE or DRE instructor will be given written notice by the initiating DECP coordinator of the reasons for decertification. The subject of the action shall have the opportunity for a written or an oral response to the initiating DECP coordinator.

4.5 The state coordinator, upon the recommendation of the agency coordinator or based on substantiated independent knowledge, shall initiate the decertification process against a DRE or DRE instructor. The state coordinator shall inform the IACP staff of all decertification actions. In instances where these complaints have not been resolved by the appropriate coordinator, these complaints will be referred to the state's appointing authority for resolution.

The IACP staff will maintain records of all decertified or deactivated DREs and the reason(s) for removal.

V. Standards for Reinstatement of Drug Recognition Expert with Expired or Deactivated/Decertified Status

The standards in this section outline the procedures for reinstating a DRE and/or DRE instructor with an expired or previously decertified/deactivated status.

5.1 A DRE whose certification is expired up to one year may be reinstated as a DRE when the requirements of 3.4 are met. In addition, the DRE must review all updates/revisions to the curriculum since the DRE's most recent certification.

5.2 A DRE whose certification is expired more than one year and less than five years may be reinstated as a DRE when the following conditions are met:

- Completing and passing the 100-item exam (same as that given at the end of the DRE School, or the make-up exam) as witnessed by a certified DRE instructor, with a score of at least 80%.
- Performing a minimum of four hands-on evaluations, all of which shall be witnessed by a certified DRE instructor. These evaluations shall be performed on subjects suspected of drug and/or alcohol impairment. Further, the expired DRE cannot be reinstated unless the opinion concerning the drug category or categories affecting the subjects of the evaluations are supported by forensic testing analysis 75 percent of the time, or in at least three (3) of the four (4) samples submitted for reinstatement purposes.
- A review of all updates/revisions to the curriculum since the DRE's most recent certification presented by a certified DRE instructor.
- Presenting updated a curriculum vitae and rolling log to the appropriate coordinator (or his designee) for review and approval.
- All data entry is current.

5.3 A DRE whose certification is expired more than five years must retake all three phases of DRE training.

Commentary: In many instances, a DRE certification lapses through no fault of the DRE due to transfers, promotions, etc., and recertification requirements have not been met. In many cases a DRE may want to reapply DRE skills with a new assignment. IACP suggests that a written request for reinstatement to the program come from the applicant to the appropriate coordinator through the proper agency channels. A form is provided by the IACP to the state and regional coordinators for the purpose of reinstatement. All coordinators are cautioned to conduct a thorough check on the cause of the applicant's decertification and reason for applying for reinstatement. If there is evidence that the applicant is deficient, the state coordinator has the discretion to require remedial training up to attending all three phases of DRE training.

All reinstatement requirements must be completed within one year from the date of reinstatement request. The applicant's eligibility and reinstatement as a DRE is reviewed and approved by the DRE's state coordinator (or his designee).

VI. Standards for Agency Participation

Since 1986, the National Highway Traffic Safety Administration (NHTSA) has endeavored to expand the Drug Evaluation and Classification Program. In an effort to contain costs, ensure the most efficient use of resources, and maintain a high probability of program success, NHTSA developed site selection criteria to be used in assessing potential suitability of sites. Factors such as demographics, favorable legislation, agency operations, and system support for the program are considered in evaluating potential sites for the implementation of the DEC Program.

In considering the implementation of new traffic enforcement programs, law enforcement agencies must be aware of both short and long-term costs that are involved. In order for the program to achieve maximum results, the DEC Program requires agencies to commit considerable long-term resources to the detection and apprehension of the drug-impaired driver.

6.1 A DEC Program site should be a state, a political subdivision of a state, or a group of subdivisions.

6.2 A proposed program site should be able to produce enough drug-impaired driving arrests to (1) justify the expense of training the DREs, and (2) provide enough evaluation opportunities for DREs to maintain proficiency.

Commentary: Data indicates that up to 40 percent of the persons arrested for impaired driving are actually under the influence of drugs, either alone or in combination with alcohol. Thus, a site should produce an adequate number of DUI arrests annually per DRE to provide ample drug evaluation opportunities.

6.3 Prior to implementation of a DEC Program, a site should be located in a state with an implied consent law that

- explicitly allows the chemical test sample to be analyzed to determine the presence and/or concentration of drugs other than alcohol;
- explicitly indicates that the “consent” applies to multiple tests, i.e., that the person is “deemed to have given consent to a test or tests of blood, breath or urine”; and
- empowers the arresting officer and/or the law enforcement agency to select the types of chemical tests to be taken, rather than giving the suspect the option of choosing the tests. In the absence of an implied consent law, a site must certify that the above three criteria are met and apply to the Technical Advisory Panel for consideration for acceptance to the program.

Commentary: It is pointless to evaluate drivers for drug-induced impairment unless those found to be impaired can be prosecuted successfully. The requirements for multiple chemical tests are essential because both a breath test and blood or urine tests are integral components of the drug influence evaluation process.

In addition to implied consent, the effectiveness of a DEC Program is greatly enhanced by legislation that

- allows the fact of a suspect's refusal to submit to the chemical test to be introduced as evidence in court; and
- makes it an offense to drive under the influence of any drug.

6.4 A participating agency's traffic law enforcement officers must be committed to using the IACP/NHTSA-approved training, and the agency must continue to provide training in the IACP/NHTSA-approved Standardized Field Sobriety Testing course or IACP-approved alternate training curriculum.

6.5 Participating agencies must maintain accurate and timely records of (1) the date of arrest, (2) gender, (3) date of birth, (4) the DRE's opinion, (5) the result of the toxicology sample, and (6) the name of the evaluator.

Commentary: In order to evaluate critically the effectiveness of the DEC Program, it is necessary that, at a minimum, the above records be maintained. In addition to evaluation purposes, the records may prove beneficial in establishing program validity for court purposes.

The IACP and NHTSA have endorsed a data collection program, which DREs and participating agencies/states are encouraged to use.

6.6 When possible, participating agencies should have the capability to establish centralized booking or processing of all DUI arrestees.

6.7 It is recommended that each location where DRE evaluations are conducted have adequate facilities, including the following:

- a room sufficiently large enough to permit unobstructed administration of the psychophysical tests;
- a separate room that can be darkened for the eye examinations;
- access to breath-testing equipment producing on-the-spot results; and
- facilities, materials, and/or staff for collecting blood and/or urine samples.

Commentary: Because of the unique requirements of the DEC Program, it is sometimes more economical for several agencies within a site to share DUI processing facilities. Other desirable characteristics for a DUI processing facility include the following:

- adequate holding cells for arrestees;
- separate interrogation and report-writing areas that provide privacy from the general prisoner population;
- testing facilities that are out of main traffic patterns and allow the drug influence evaluation process to be performed without interruption or distraction; and
- a method of backup assistance response in cases of emergency.

6.8 Participating agencies must have access to laboratories capable of handling biological specimens for the purpose of identifying the presence of the most commonly abused drugs.

Commentary: Screening tests are not sufficient; a jurisdiction must be able to produce a confirmatory analysis.

6.9 To be approved as a DECP state, or to receive IACP/NHTSA-approved DRE training, agencies, states, and jurisdictions should have endorsements from the following:

- the state governor's representative for highway safety or equivalent;
- the chief elected official of each political subdivision to be included in the site;
- the commanding officer of each participating law enforcement agency;
- the administrative judge of each court level that tries people arrested for DUI within the jurisdiction;
- the chief prosecuting attorney for each court in the jurisdiction;
- the representatives of any other agencies involved in covering the costs of developing and sustaining the DEC Program; and
- a laboratory that would be processing the samples for the state or jurisdiction.

VII. Standards for a DEC Program State Coordinator

7.1 Every state approved for the DEC Program must designate and appoint a DECP state coordinator. The appointment and selection of the state coordinator shall be the responsibility of the Governor's Office of Highway Safety (GOHS). This selection may be made by the individual GOHS representative or by any means approved by the GOHS.

Commentary: If there is no designated state coordinator, the IACP Technical Advisory Panel (TAP) regional coordinator shall assume the duties and responsibilities of the state coordinator.

7.2 The state coordinator may be an individual designated to act as the statewide coordinator for the DEC Program on behalf of an individual who oversees or manages the program.

Commentary: It is not required that the state coordinator be a DRE or a sworn law enforcement officer; however, some states have adopted this standard to ensure that their state coordinators have a working knowledge of the DEC Program and possess the necessary skills and experience in the DRE process.

In some cases a higher-ranking individual oversees the DEC Program but appoints someone to manage its day-to-day operations.

VIII. Standards for a DEC Program Regional Coordinator

8.1 Selection and appointment of the DECP regional coordinator will be made by the chair of the IACP DECP Technical Advisory Panel (TAP) with the approval of the IACP Highway Safety Committee.

8.2 Each regional coordinator shall serve a three-year term with the expiration dates designated by the TAP (refer to TAP by-laws).

8.3 The regional coordinators should perform the following roles within their appointed regions:

- assist the TAP with carrying out its mission, goals, and objectives regarding the DEC Program;
- provide assistance to the DECP coordinators;
- provide, as needed, assistance to state coordinators within their regions;
- assist in the expansion and development of the DEC Program within their regions;
- coordinate and conduct a regional DECP state coordinators meeting each year;
- assist with the collection of yearly DRE information from states within their regions; and
- provide a report of activities within their regions at the regularly scheduled TAP meetings

IX. Standards for Conflict Resolution

9.1 For instances not covered in the aforementioned standards, resolutions/decisions will be made by a consensus of the following individuals:

- the state coordinator,
- the regional TAP representative
- the IACP DECP manager or designated IACP staff liaison to the IACP Technical Advisory Committee (TAP)

Drug Evaluation and Classification Program Administrative Guidelines from the International Association of Chiefs of Police

With grant assistance from the National Highway Traffic Safety Administration (NHTSA), the International Association of Chiefs of Police (IACP) administers and has developed certification standards for the Drug Evaluation and Classification Program. Under these administrative guidelines, it is the responsibility of the individual and all coordinators to ensure that specific requirements of the standards are met.

The staff at the IACP will be responsible for maintaining records, issuing certificates of completion, coordinating certain training-related events, and maintaining and updating training materials as required.

1. Maintenance of Records

The following records concerning certification and recertification shall be maintained:

Individual DRE/ DRE Instructor	Copies of all drug evaluations Evaluation logs Curriculum Vitae Certification and recertification progress logs Certificates
Agency Coordinator	Copies of evaluation logs Certification progress logs Copies of certificates Instructor ratings and summaries of student critiques Records of classes taught by each instructor
State Coordinator and IACP Staff	Copies of evaluation logs (optional) Certification progress logs File of certified DREs and instructors Recertification information Decertification Information

The IACP staff shall maintain records of all certified DREs and DRE instructors. Each record should contain the following information:

1. Name
2. Department/agency
3. Unique identifying number
4. Mailing address
5. Telephone number
6. Dates of all training events specified on the progress log
7. Name(s) of instructors verifying completion of training events
8. Date certificate is awarded
9. Date certification expires

10. For certification as a DRE instructor, all pertinent information relating to experience and credentials

In addition to the above, state coordinators should maintain a list of persons designated as adjunct instructors and/or DRE instructor trainers for their state's DEC Program. In order that the list of adjunct instructors be kept current, agencies hosting DRE training events (the Pre-School, DRE training, instructor schools) should provide the state coordinator a list of all instructors and their instruction assignments.

2. Obtaining Certification as a Drug Recognition Expert or Drug Recognition Expert Instructor

The following procedures have been developed by the staff of the International Association of Chiefs of Police for use by agencies participating in the DEC Program and wishing to utilize DRE instructors and certify both DREs and DRE instructors in their employ.

Obtaining certification as a DRE or DRE instructor ensures that an individual meets minimum requirements for training and experience as established by the IACP and the IACP Technical Advisory Panel. The DECP Administrative Guidelines accompany the *International Standards of the Drug Evaluation and Classification Program*.

The following forms should be used for documenting various stages of certifications:

- **For Initial DRE Certification:** The IACP Drug Recognition Expert Certification Progress Log
- **For Recertification Every Two Years:** The Drug Recognition Expert Recertification and Assurances Form
- **For Instructor Certification:** The Drug Recognition Expert Instructor Certification Progress Log
- **For Reinstatement (after Deactivation or Decertification):** Drug Recognition Expert Reinstatement Form

These forms are occasionally updated and the most current versions are available to all state coordinators on http://www.decp.org, the official Web site of the IACP/NHTSA Drug Evaluation and Classification Program.

State coordinators shall forward to the IACP staff the above completed certification forms (as applicable) to the IACP at the following address:

International Association of Chiefs of Police
Law Enforcement Operations and Support Directorate
44 Canal Center Plaza
Suite 200
Alexandria, VA 22314

All candidates for certification under the IACP Drug Evaluation and Classification Program must demonstrate completion of all requirements specified in Section I, Section II, Section III, or Section IV, as applicable, of the *International Standards of the Drug Evaluation and Classification Program*.

Each candidate's progress toward meeting certification requirements shall be documented on the appropriate progress log. Each candidate shall be responsible for maintaining his progress log.

Completion of each step in the certification process shall be verified by the signature of at least one certified DRE instructor. Final recommendation for certification must be verified by the signatures of two certified DRE instructors who have witnessed the candidate's field evaluations. Upon completion of all certification requirements, copies of the applicable progress log shall be forwarded to the DRE candidate's DECP agency coordinator, who shall verify all information on the progress log and ensure that all entries are correct. The agency coordinator shall forward the candidate's completed progress log to the DECP state coordinator, who shall verify all information on the progress log and ensure that all entries are correct. The state coordinator shall then forward to the IACP staff a copy of the candidate's completed certification progress log.

Upon receipt of the completed progress log, the IACP staff shall ensure that all necessary information is complete. Upon verifying that the information is complete, and that the candidate has been certified by the appropriate state coordinator, the IACP staff shall forward to the state coordinator a certificate of completion and an identification card signifying that the candidate has been credentialed. In the event that proper documentation is not provided, notification will be sent to the state coordinator indicating the specific reason(s) for non-qualification.

Two years following the date of the DRE's initial certification, the IACP will send a renewal advisory notice to the DRE's state coordinator.

Upon notification that a DRE has met all requirements under section III of the *International Standards of the Drug Evaluation and Classification Program*, the IACP staff shall issue a card credentialing the DRE for a period of two more years from the expiration date listed on the DRE's existing card.

In the event that information verifying completion of recertification requirements is not received by the IACP staff prior to the expiration of certification, the IACP staff will notify the DRE's state coordinator that certification has expired and the DRE is, therefore, decertified. A decertified or deactivated DRE wishing to be reinstated must complete all training and certification requirements enumerated in Section V of the *International Standards of the Drug Evaluation and Classification Program.*

3. Decertification of Drug Recognition Experts

Decertification of a DRE may take place if the requirements as enumerated in Section III of the *International Standards of the Drug Evaluation and Classification Program* are not followed. Written notification should be provided to the IACP, the state and agency coordinators, and the individual.

4. Approval of Drug Recognition Expert Training Curricula

The Highway Safety Committee of the IACP oversees the operation and development of the Standardized Field Sobriety Testing and Drug Evaluation and Classification Programs. In order to maintain the high standards of the programs, the committee has established a subcommittee, the Technical Advisory Panel (TAP). Responsibilities of this panel, appointed by the IACP Highway

Safety Committee, include the review of proposed alternative training programs to determine whether or not the course content and learning objectives are consistent with approved standards.

The National Highway Traffic Safety Administration (NHTSA) and IACP have developed a course of instruction to train police officers in the techniques of removing impaired drivers from our roadways. These training courses have been adopted by the IACP as the minimum training requirements for certification courses (i.e., for SFST, DRE and DRE instructors).

Organizations wishing to submit proposed training curricula for review and approval as equivalent programs for the purpose of training persons in the detection and removal of the impaired driver shall submit lesson plans, visual aids, and any other required materials to the IACP. The IACP staff will submit the proposed course to the TAP for evaluation. Courses that meet applicable standards and learning objectives shall be termed as equivalent courses.