



# WILTSHIRE POLICE

## Force Disclosure Unit

Police Headquarters  
London Road  
DEVIZES  
Wiltshire  
SN10 2DN

Date: 31<sup>st</sup> October 2024

Ref: FOI 2024/741

Dear,

I write in connection with your request for information dated 11<sup>th</sup> August 2024 concerning the process of receiving reports of drug driving. My sincerest apologies for the delay.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and after having consulted our Contact Management, Roads Policing Unit & Justice Traffic teams – I am now able to respond as follows.

### **You wrote & our response:**

As you use NICHE, instead of Athena, I am aware some of the examples given will not be applicable.

I would like to know Wiltshire's process pertaining to when your Contact Centre receives an email direct from a member of the public in which alleges an individual is regularly drug driving and it does not concern a time specific or 'live' incident, rather the offence is described as happening routinely.

1. Please may you provide the name of the record that would be created (e.g. crime report/incident report/contact record?) and if this would be done by the Contact Centre or another Team? As it would be assessed from the content of the email that an officer does not need to attend, I know a STORM record would not be generated.

If the incident was being reported as “happening now” or there was a known time, then a STORM log would be generated to allow observations to be passed to officers in the area reported providing the vehicle details and information on the alleged driver. If this was reported to be an ongoing incident at different times of the day and on different days, then an INTEL report would be created on NICHE to allow us to record the information and make it viewable to officers that cover that

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area in Wiltshire to allow them to make routine patrols for the vehicle and also be aware of the alleged offences.

2. My understanding is that it would not be recorded as a 'Road Related Offence', unless the points to prove were met (i.e. driver stopped, tested positive, arrested), so what would it be recorded as/under? E.g. Dyfed Powys has said: "T-Other"

If this report was going onto STORM then it would be placed under "Info/Obs" to allow the dispatch team to pass observations for the vehicle.

3. Does this record generate a reference and if so, please provide its format. I.e. A STORM reference is in the format of FF-DDMMYYYY-NN (Force, Date, Reference); e.g. NC-04072024-123. An ATHENA reference is the format of FF/NNNNN/YY (Force, Reference, Year) e.g. 36/123/24 (36 being Norfolk's specific national identifier).

An INTEL reference number is generated which starts with 54 (force area code) and then will formulate an 11-digit reference that is individual for each report made.

4. If requested by the member of public who sent the email, would this reference be provided to them?

The member of the public should be emailed back providing them with the reference number for their report.

5. I understand the record will then prompt the creation of an Intelligence Report in your records management system – ATHENA. This process is by manual input currently and Officers will consider whether there is sufficient information to submit an intelligence log. Please provide the name of the Team who would create the Intelligence Report and from when they are in receipt of the information contained in the email, the timescale in which they should create it?

The email will be assessed for any Threat, Risk and Harm and if there is any immediate risk to persons then this will go onto a STORM log. If an INTEL report is generated, then these are created by our Crime Recording staff.

If there is insufficient details to submit a log, an officer may call or contact the source to obtain further information. The intelligence Report creation requires details, such as the source, submission details, intelligence details (including source evaluation and intelligence assessment) and dissemination risk assessment. (I.e. all intelligence reports will be given one of the three source gradings; Reliable, Untested or Unreliable), in accordance with the National Intelligence Model and adherence to the College of Policing Authorised Professional Practice (APP)).

6. The intelligence is graded as either High (risk of harm,) Medium (intelligence requirement/ tactical) or Low (other information.) This is graded by the inputting person initially but may change following review. At Norfolk Police, all high and medium priority intelligence will be risk assessed, quality assured and made live within 24 hours by their Central Intelligence Bureau. Low graded intelligence will be risk assessed, quality assured and made live within 48 hours by their Central Intelligence Bureau. At Wiltshire, please provide the name of the Team who carry out this role of reviewing intelligence reports submitted to them and from when this

Team receives an intelligence report graded as High/Medium/Low, the timescale in which they should review it?

Our Live Cell and Central Intel department will review and sanitise any INTEL reports submitted and look to confirm that any offences aren't missed. Live Cell are based within the control room and work alongside dedicated teams to action any immediate and urgent INTEL that comes into force.

7. A number of actions are then available depending on the intelligence, which include dissemination to individual officers or staff, dissemination to policing area, police service, partner agencies, police briefing entries, creation of information markers on PNC (Police National Computer) etc. Intelligence can also be linked to individual person, car, location records within Athena. Please advise if adding the individual's vehicle registration plate to your Hotlist is one of the available actions?

We can request a vehicle is added to ANPR hotlist by speaking with Live Cell who work within the Control Room and will decide if the INTEL warrants being added to the hotlist or not.

8. Please advise which Team at Wiltshire would determine the requirement to add the individual's vehicle registration plate to PNC and/or ANPR and would this usually be carried out by the same Officer who created the Intelligence Report and done at the same time?

Generally, the FIM (Force Incident Manager) or the FORS (Force Operations Room Manager) will make decisions surrounding markers going onto PNC and ANPR. They will speak directly with Live Cell for ANPR markers and direct with PNC Bureau for markers to go onto PNC. Officers will also request markers for vehicles when on duty via the radios and these requests will be assessed by Live Cell.

9. Please advise the name of the form that would be used to add a PNC marker of STOP onto ANPR against the Vehicle Registration Plate and provide the name of the Team who reviews the form? For example, at Suffolk, the form titled 'ACT and REA Reports on PNC' is used by officers to send their request to their FRB team to update the PNC. At Norfolk, once the Central Intelligence Bureau has processed the intelligence, it will be passed to the ANPR Hub, who will review it and apply the relevant Markers and Priorities.

Generally, only PNC Bureau staff can add any markers to PNC and requests are either emailed to them direct or staff within the CCC will speak with them as they all work in the same room.

10. If a decision was made to add to Hotlist instead of PNC, please advise the name of the form that would be used to add a marker of STOP onto ANPR against the Vehicle Registration Plate. For example, Officers and Staff at Essex Police use the E-form entitled 'SFM003 – ANPR Hotlist vehicle nomination request' to nominate VOIs by officers and staff via an e-form, which is received on a digital system and is validated / qualified for accuracy, only when all details are complete and accurate will the vehicle be entered onto the hot list system. If the form has information missing or needs to be amended then it is sent back to the submitting officer.

Officers are requested to complete a FORM 897 which relates to ANPR Marker requests, and these forms are then emailed to and assessed by Live Cell.

11. Once a drugs wipe test is administered at the roadside, I understand the national 'Form MG DD/A - DRINK/DRUGS PROCEDURE GENERAL - PART A' is completed. Where the result of a test is positive, later the form titled 'MGDD form E drug drive laboratory submissions' is completed. By reviewing the date of the last 10 results, on average, how many months is it currently taking for the toxicology results to come back from when Form E is sent to the laboratory with the specimen of blood?

The average time for reports being received is approximately 4 weeks prior to the Statute of Limitations, which for these offences is 6 months (therefore, around 5 months in total).

12. Please provide the name of the laboratory used by your Police Force

We have 2 labs that analyse the RTA toxicology samples, and these are Cellmark and Eurofins.

13. Once the toxicology report from the laboratory is received by the Police, if the specimen of blood tested above the legal limit, I understand the individual would be charged of an offence. Individual circumstances would be reviewed to determine if there needs to be an interim ban imposed by the court or bail conditions imposed at the point of charge. In the absence of either of these they can continue to drive post-charge until their court hearing. By reviewing the cases of 10 individual's, whom were charged in January 2024 of the sole charge of drug driving, how many were able to legally drive post-charge until their first court hearing?

There would be no bail conditions, they would all be able to drive until the court hearing.

14. By reviewing the cases of 10 individuals, whom were charged in January 2024 with the sole charge of drug driving, on average, how many months is it currently taking for individuals charged with the single offence of Section 5A of the Road Traffic Act 1988 to have a court hearing date at the Magistrates, where they can plead either guilty or not guilty?

We do not hold the averages and as a result, we've provided you with the raw data below. These individuals were arrested in January but were charged/summons at a later date. There are more than 10 here as it was easier to do January as a whole.

<b>January 2024 Drug Driving offences – Charge/Summons to Court date</b>	
<b>Charge/Summons date</b>	<b>Court date</b>
05/06/2024	28/06/2024
27/06/2024	16/07/2024
23/05/2024	07/06/2024
23/05/2024	11/06/2024

12/06/2024	26/06/2024
03/07/2024	17/07/2024
12/06/2024	26/06/2024
03/06/2024	19/06/2024
27/06/2024	16/07/2024
05/06/2024	02/07/2024
20/05/2024	07/06/2024
20/05/2024	05/06/2024
07/05/2024	21/05/2024
06/06/2024	02/07/2024
28/05/2024	14/06/2024
13/06/2024	05/07/2024
15/07/2024	31/07/2024
15/07/2024	16/08/2024
29/05/2024	14/06/2024
11/07/2024	26/07/2024

15. Please provide the Job Title of the person(s) who supplied the answers in response to this request to the FOI Team.

Force Operations Room Supervisor.  
Road Safety Officer.  
Justice Traffic Manager.  
Senior Applications Analyst.

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Force Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



## Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN

### Freedom of Information Request Appeals Procedure

#### 1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

#### 2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit  
Wiltshire Police Headquarters,  
London Road, Devizes,  
Wiltshire,  
SN10 2DN

Email at [disclosure@wiltshire.police.uk](mailto:disclosure@wiltshire.police.uk).

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FOI request.

#### 3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable.

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The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

#### **4. Conclusion of the Appeal**

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review, they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 01625 545 700

Fax: 01625 524 510

Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

Website : <https://ico.org.uk/global/contact-us/>