

## **Security Services – policy for dealing with drugs in student residences**

With immediate effect, all security services personnel who find students smoking or taking drugs **which is clearly being used or intended to be used for their own personal use and the quantity reflects this** on university premises will do the following:

1. take the student's name, room number and student ID (where possible),
2. seize the offending item or items from them and seal in an envelope, complete with your details, when and where found and the type and quantity found if possible,
3. tell the student that they have contravened the university's student disciplinary regulations and that you will report them to the Hall Warden/Duty Tutor or Accommodation Officer and Security Services Manager,
4. place the sealed envelope containing the offending substance inside another envelope with details as at 1 above and place in the key press/control room safe at RFL,
5. complete an incident report before going off duty for the Security Services Manager with a copy for the relevant warden/tutor/accommodation officer.

The matter will then be left for the warden to take the appropriate action and Security Services will arrange with the local police to collect the drugs as soon as possible or will arrange for their disposal.

Drugs will include all substances which can be smoked, injected or inhaled and will include substances such as heroin, cocaine, crack cocaine, cannabis, ecstasy tablets, amphetamine and any other such substances which may give the appearance of being drugs.

Drugs paraphernalia, such as small wraps of tin foil, burnt teaspoons, needles, plastic fizzy drinks bottles with straws protruding from them and any other such items associated with drug taking (either in isolation or collectively) which give you the impression that drugs may be being taken, will be a matter for your discretion. In such cases, please report these findings to the warden for them to make a decision.

**On no account will the police be called unless the quantity is of such an amount that clearly it cannot be intended for their personal use, or there is evidence to suggest that the individual is dealing drugs.** Where this is the case, the warden should be notified in the first instance before calling the police unless to do so would be likely to cause harm to the alleged offender or others or there is likely to be a loss of evidence if unreasonably delayed.

As soon as practicable Security Services will consider the circumstances and liaise with those responsible for discipline and management of the relevant premises in order to determine whether the matter is one to be dealt with by means of internal discipline or referral to the police

This policy is in accordance with the Avon and Somerset Constabulary response to drug-related incidents at educational establishments.

**Jerry Woods**  
**Deputy Security Services Manager**  
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