


DEPARTMENT OF CORRECTION 	COMMUNITY CORRECTIONS DIVISION Community Work Centers	DIRECTIVE NUMBER: 138.04.03.001	PAGE NUMBER: 1 of 5
		SUBJECT: Substance Abuse And Drug Testing	Reviewed: 06-2002 Revised 11-12-02

01.00.00. POLICY OF THE DEPARTMENT

It is the policy of the Board of Correction that the Idaho Department of Correction establish guidelines for drug testing of all IDOC Inmates/Offenders for the purpose of public safety, as an institutional management tool for staff and as a deterrent to the offender against future drug use and criminal activity. The Idaho Department of Correction is committed to a zero tolerance policy for drug use among offenders. There will be graduated sanctions for positive drug tests with appropriate treatment programs and interventions. Testing, sanctions and programs will be provided for all, without regard to gender, religion, race, age, ethnicity or disability.

01.01.00. Purpose

Graduated sanctions for positive drug tests, including appropriate treatment programs, interventions, and disciplinary actions may be utilized. Work centers shall utilize urinalysis testing as the preferred means of substance abuse testing.

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03.00.00. REFERENCES

American Correctional Association (ACA) Performance-Based Standard 4-ACRS-5A-09.

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Department Policy 138, Drug Testing.

04.00.00. DEFINITIONS

Board. The state Board of Correction.

Body Cavity Search. A manual or instrument inspection of an offender's anal or vaginal cavity. Only medically qualified personnel are authorized to enter a body cavity, unless visually checking the mouth.

Clothed Body Search. A search during which an offender is not required to remove his clothing, exception being the removal of shoes and socks.

Department. The state Department of Correction.

Inmate. An individual in the physical custody of the Board. (See also Offender.)

Offender. A person under the legal care, custody, supervision or authority of the Board including a person within or without the state pursuant to agreement with another state or a contractor. (See also Inmate.)

Unclothed Body Search. A search during which an inmate is required to remove his clothing by a correctional officer of the same sex. In an emergency, escape, riot, etc., this provision may be waived if a correctional officer of the same sex is not available.

05.00.00. PROCEDURE

05.01.00. When To Perform A Drug Test

Urinalysis drug testing shall be performed:

Randomly;

When a offender's behavior indicates the possibility of substance abuse or if the offender has a history of substance abuse; or

If the offender's name is on the computer generated list as part of the mandatory testing program of the Department of Correction. Samples will be taken within thirty (30) days of the notice of selection. The work center manager, or designee, shall have access to the list of random testing selections. It is possible, and at times appropriate, for a offender to be tested more than monthly due to random selection and the discretion of staff as based upon the offender's behavior or history.

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05.02.00. Testing Procedures

A Department employee, or an agent designated by an authorized Department employee, shall collect the urine sample from the offender. The collector shall be the same gender as the offender.

The officer collecting the sample shall escort the offender to the collection area. Offenders should be observed from the time they are notified until the actual urine sample has been collected.

The officer may require the offender to empty their pockets, remove their jacket/coat, and to leave personal items outside of the immediate collection area. The officer may conduct a clothed search or unclothed search if they deem it necessary.

The officer shall ask the offender about any medication they may have taken within the last three (3) weeks. All medication information (prescription and over-the-counter) will be noted for the information of the testing laboratory. The offender shall initial the list of medication.

The offender may consume up to twenty-four (24) ounces of fluid, under the officer's supervision, prior to producing the sample. Failure to produce a sample within a two (2) hour period following notification shall be considered a refusal.

The officer shall provide the offender a sterilized bottle for urine sample collection purposes. The officer shall wear clean rubber gloves as a precautionary measure. The officer shall observe the offender providing the sample. The offender must fill the container at least one-fourth ($\frac{1}{4}$) full of urine.

The offender will place the lid securely on the collection container. At no time should the collection container leave the direct observation of the officer collecting the sample. The officer shall instruct the offender to place the security tape over the top of the sealed container, with the tape reaching down onto the sides of the collection container. The exterior of the collection container should be cleaned if needed.

The sample container shall be labeled with the offender's name, IDOC Number, the date the sample was taken, and the substance for which the sample is to be tested.

The officer who collected the sample shall place the sample in the appropriate, secure, storage apparatus until the samples are to be shipped for processing. Access to the storage area should be restricted to only designated employees.

A log shall be kept designating:

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Name and IDOC Number of the person being tested:

The substance being tested;

Date and time specimen was collected;

Person who obtained the specimen and any other persons who handled the specimen;

Date and time the specimen was placed in the storage apparatus;

Date and time the specimen was shipped and by whom; and,

Results of testing.

05.03.00. Refusal Or Failure To Provide Sample

If a offender refuses to submit to drug testing, fails to produce a sample, or tampers with the sample provided, the situation will be handled as if the offender's sample were positive and actions shall proceed accordingly.

05.04.00. Training Of Staff

All staff members who observe and collect urine samples shall be trained in appropriate procedures for doing so and in the correct procedures for documenting and storing urine sample collection. Such training shall be noted in the appropriate staff member's training file.

05.05.00. Response To Positive Drug Test Results

The work center manager, or designee, shall initiate a response to a positive drug test immediately upon notification of a positive test. Sanctions may include verbal/written warning, increased treatment/programming requirements, alternative sanctions, disciplinary offense report, increased drug testing, change in custody level, and/or loss of privileges. Sanctions should increase in severity with each subsequent offense.

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05.06.00. Drug Treatment Programs

Offenders will have access to available work center and community programming.

Administrator, Operations Division

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