


DEPARTMENT OF CORRECTION  	<b>Standard Operating Procedures</b>  <b>OPERATIONS</b>  <b>General Administrative</b>	<b>CONTROL NUMBER:</b> 138.04.02.000	<b>PAGE NUMBER:</b> 1 of 4
		<b>SUBJECT:</b>  Urine Surveillance and Testing of Body Fluids	Approved: 03-20-2001  Revised: 09-27-2005

This document was approved by Pam Sonnen, Administrator of Operations,  
on 09/27/2005 (signature on file).

## **POLICY STATEMENT NUMBER 138.**

Drug Testing of Offenders

## **POLICY DOCUMENT NUMBER 138.**

Drug Testing of Offenders

### **Definitions**

Standardized Definitions List  
None.

### **PURPOSE**

To establish procedures in collecting body fluids for drug testing.

### **SCOPE**

This standard operating procedure applies to all staff members of community corrections and the offenders under probation, parole, or drug court supervision.

### **RESPONSIBILITY**

District managers are responsible to implement this SOP and to ensure that the practices in the district comply with the provision herein.

District managers are responsible to develop a system to ensure the timely delivery of drug test results to supervising PPOs to facilitate event-driven supervision goals.

Probation and parole officers are responsible to use drug testing to reduce the risk of recidivism and to support treatment goals.

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## GENERAL REQUIREMENTS

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### 1. Methods

The basic method utilized to control abuse of drugs/alcohol shall be urinalysis tests. A blood test taken by proper medical personnel may also be utilized to determine drug/alcohol use by an offender and authorized by the District Manager.

Testing may be given:

- Randomly
- When an offender's behavior is unusual or not consistent with other observed behavior
- Offender has history of substance abuse
- As a condition of probation/parole
- Mandatory testing program.

### 2. Refusal to Give, Admitting Use or Tampering With, A Urine Sample

When an offender refuses to give a urine sample, admits to use, or is found to have tampered with a sample, it is considered the same as positive and shall be processed as such.

#### *Process Steps*

Responsible Role	Step	Tasks OMP steps are in bold
<b>Probation and parole officer or designated personnel</b>	<b>1</b>	Keeps the offender under constant observation from the time they are notified that the collection process is to begin until the sample is obtained.

Responsible Role	Step	Tasks OMP steps are in bold
Offender  PPO	2	Is allowed a maximum of two hours to produce a urine sample.  If the offender does not produce a sample within two hours, the process will terminate, and the officer will either write a special report to the Court/Parole Commission or submit a Report of Violation.
Probation and parole officer or designated personnel  (of the same sex as the offender)	3	Collects urine specimens from the offender utilizing a sterilized collection bottle provided by the laboratory for that purpose.
PPO or designated personnel	4	Inquires if the offender is taking any medications. The information will be written in the appropriate place so that the drug testing lab is aware of the medications.
PPO or designated personnel	5	Places the specimen in the proper packaging apparatus and follows the manufacturer's protocol for further processing.
PPO or designated personnel	6	When the results are received from the drug testing lab, <b>the PPO or designated personnel enters them under the Substance Test hyperlink in CIS.</b>
PPO or designated personnel	7	Stores the specimen in the district office in a secure location such as a locked container until it can be shipped to the test location. Access to the storage area shall be limited to as few employees as possible, and shall be documented through the usage of a written key control or storage container access log. See Appendix.
PPO or designated personnel	8	When a urine specimen test results are received <b>the officer will record the results in CIS under the Substance Test hyperlink.</b>  If an offender refuses to give a urine sample or is found to have tampered with a sample, it is considered the same as positive, and <b>this information is entered into the CIS under the Substance Test hyperlink.</b>

For further assistance, see your designated Super User.

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## REFERENCES

Appendix A: Urine Storage Container Access Log

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## APPENDIX A

### URINE STORAGE CONTAINER ACCESS LOG\*

Name of Employee	Date & Time In	Date & Time Out	Purpose

\*Note: Tape to door of LOCKED storage container (refrigeration desk or closet); fill out when using the storage container. Keep records for two (2) years from date. 07/05