

<p>Fifth Judicial District</p> <p>Department of Correctional Services</p> <p>Policy and Procedural Manual</p>		<p>Approval Date: 3/26/14</p> <p>Approved By:</p> <p> Sally Kreemer, Director Fifth Judicial District Department of Correctional Services</p>
<p>Division: Field and Residential Services</p> <p>Unit(s): All Supervision Units</p>	<p>Subject: Substance Use/Abuse Testing</p>	<p>Effective Date: 5/2/15</p> <p>Review Dates: N/A Revision Date: 3/12; 7/13; 3/14 Origination Date: 7/21/11</p>

POLICY

Agents shall make every effort to ensure that potential substance abuse problems are quickly identified and preventive/corrective measures are taken. All offenders with substance abuse problems or substance abuse (and related) offense charges shall be referred for substance abuse evaluation, education (OWI programs), and/or treatment, if appropriate. Agents, using professional discretion, shall administer Urinalysis and Breath Tests as needed. Agents will make the appropriate referrals and follow up with evaluation recommendations.

PROCEDURES

I. Detecting Usage

- A. Alcohol – For suspected alcohol abuse an Alco-sensor unit shall be used to determine the degree of consumption. Note: .08% or greater constitutes the Iowa legal definition of intoxication and appropriate action must be taken.
 1. Breath tests (B.T.'s) may be given at any time at the discretion of the Agent.
 2. Offenders shall not eat, drink or smoke 5 minutes prior to a BT. It is very important that the offender has not smoked five (5) minutes prior to testing, as cigarette smoke will permanently damage the unit.
 3. When a B.T. is administered the results must be entered into ICON Security Standards.
 4. If the result is positive the Agent must take the appropriate action including notifying their immediate supervisor. Per the manufacturer, the Alco Sensor Model FST has a tolerance of +/- .003. Any reading above this tolerance shall be considered a positive BT result for State Offender and .002 for Federal offenders.
 5. The initial test shall be done with an Alco-Sensor breath testing machine using a “cone” receptacle. Should the offender test positive a second confirmation test will be completed using a “tube” receptacle.
 6. The second confirmation test must be completed 15 minutes after the initial BT. If second positive confirmation is received, a disciplinary report will be prepared charging the offender with using intoxicants.
 7. Offenders who refuse to submit to an alcohol test, either through word or action will receive a disciplinary report.

- B. Urinalysis
 1. UA may be taken at any time at the discretion of the Agent.

2. If the staff member monitoring the collection does not know the offender, the offender shall be requested to provide identification for examination and verification. The collection and/or testing process shall not be completed without verified identification of the offender.
3. Staff shall observe "Universal Safety Precaution" in addition to the following safeguards:
 - a. The use of plastic gloves, plastic bags, and/or paper towels is to protect the staff from contact with the urine specimen. Should spills occur, wash any affected skin area immediately with soap and water. A supervisor shall be notified of the spill so further measures may be taken.
 - b. Urine spills are cleaned up by applying an OSHA and CDC regulated liquid chemical disinfectants and sterilants to the affected area and wiping the area clean with paper towels.
 - i. Appropriate clean up materials are located in the department UA labs.
 - ii. Disposal of non-bio-hazardous clean up materials will be placed in the traditional UA room waste receptacle.
 - iii. When the spill includes bio-hazardous fluids and materials staff will comply with OSHA and Center for Disease Control (CDC) clean up requirements as outlined in "Universal Safety Precautions".
 - iv. Disposal of bio-hazardous clean up materials will comply with the bio-hazard clean up procedures when the spill includes blood. A red bio-hazardous garbage disposal receptacle is located in each department UA lab and will be used when fluids contain blood. UA
 - v. US Department of Health and Human Services, Public Health Service, Centers for Disease Control, Atlanta, GA. Feb 1989. Appendix A states:
 - vi. "Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood.
 - c. Staff shall not smoke or eat at any time during the collection or testing of the urine specimen. Keep hands away from face at all times.
 - d. Hands shall be washed with soap and water following the testing process.
 - e. Supervisors shall ensure that collection and testing waste is properly contained within the testing area and disposed of in a timely and safe manner.
4. A same sex observer, wearing plastic gloves on both hands, shall accompany the offender to a restroom to observe the collection and direct the offender to ensure the following:
 - a. Staff shall observe the offender, while the specimen is being provided; to insure that the offender is not attempting to provide an altered specimen or use devices designed to deliver altered urine.
 - b. Offender is directly supplying the specimen, i.e., no other liquid or anything other than urine is put into the collection container.
 - c. Offender provides an appropriate amount of urine needed for testing and/or confirmation if needed.
5. When staff requests a UA from an offender, the offender has up to two (2) hours to provide a specimen. Offenders will remain under staff supervision until able to

provide a specimen or the two (2) hours has elapsed. If unable to provide a specimen within the time limit, the offender will be considered positive and the violation will be noted.

6. Testing with the DrugCheck Dip test strips:
 - a. Open foil packet and remove test strip.
 - b. Place the test strip into the urine, being careful that the urine does not go above the line on the strip. Dip for ten (10) seconds, remove and lay test strip on the foil packet to allow the urine to wick up.
 - c. Verify that there is a confirmation line present and read test. A negative test will develop within ten (10) seconds. Any line, whether faint or distinct, results in the test being negative (-). However, if you do not see a line, the result is positive (+). A specimen can be observed for up to (5) five minutes to determine a positive result.
7. After results have been obtained and specimen is negative or offender admits to positive UA, flush specimen and place cup and all contents of test packet into the traditional waste receptacle.
8. Record all results of UA testing in ICON Security Standards ~~in the Housing~~ section and take appropriate action if test result is positive.
9. If UA results are positive, Staff/Agents are encouraged to use interviewing skills to obtain offender admission. For positive offenders, a disciplinary report shall be written and served unless the offender is challenging the test result and asking for lab confirmation. In these instances, the disciplinary report shall be written and served **only** if the lab results confirm the UA positive. For positive field offenders, agents are to use the violations matrix to determine the best course of action to determine the safety of the community and the treatment of the offender. Referral for treatment should always be considered if at all possible. The agent will document in ICON the violation matrix options and response(s) that are being implemented and case plan action steps that are being utilized.

II. Confirmation

- A. We will use Alere Toxicology Services, Inc. in Gretna, Louisiana for all confirmations. Alere Toxicology Services, Inc. will provide specimen cups, chain of custody forms and shipping bags and labels. The specimen will be shipped via the lab's approved overnight delivery service.
- B. The offender will be charged for confirmation(s) tests that return a confirmed positive test. The fee will be \$35.00. If the lab result is negative, the department will pay for the confirmation.
- C. If a confirmation of Drug Screening is needed, the offender may pay the \$35.00 in advance. If the test is positive for drug usage, adulteration, or it is determined that unauthorized over the counter elements have been used, the offender will not be refunded their money back if they paid in advance or they will be billed. Money will be refunded if the offender paid in advance or they will not be billed if the test results are negative for drug usage and/or adulteration.
- D. Staff will prepare the urine specimen for transport to the lab, complete chain of custody form, and contact the lab's approved overnight delivery service to arrange pickup. For after hours and weekends, the specimen must be refrigerated immediately and shipped via the lab's approved overnight delivery service at the beginning of the next business day.
- E. Results will be emailed to the supervisor or designee in charge of confirmations and then forwarded to the supervising agent/staff.

III. Use of Over the Counter Products

- A. Over the counter products that contain elements that would either alter or contribute to the possibility of affecting the outcomes of urinalysis are prohibited. It is the offender's responsibility to avoid the usage of these products. Therefore it is a condition that there will be no usage of these types of products unless prescribed and/or approved in writing by the offender's doctor.
- B. If a urine specimen appears to be altered in any way, the staff performing the testing may utilize the refractometer to determine if it is a testable specimen.
 - 1. The directions for use of the refractometer are posted in the UA hallway and on the refractometer box.
 - 2. If the specimen test is .004 or above, it is a testable specimen and staff may proceed with the UA, if the specimen test is .003 or below, it is an untestable specimen and should not be tested. Any specimen that is considered untestable by the refractometer should be entered into ICON as a violation.

IV. Federal Offenders UA and BT's

- A. When testing Federal residential offenders for alcohol or drug use refer to and follow the current Federal Statement of Work (SOW) manual.