

## Drug/Alcohol Testing

### 610.1 PURPOSE AND SCOPE

To set forth guidelines and procedures for testing probationers to determine controlled substance or alcohol use. This policy applies to all Deputy Probation Officers and authorized staff.

#### 610.1.1 DEFINITIONS

**Drug/Alcohol Testing** - Obtaining a urine specimen under direct observation from a probationer.

**Court Action** - Returning a probationer to court pursuant to a violation of probation or for a modification of the orders and conditions of probation.

**Specimen Kit** - The plastic bottle, laboratory slips, and packaging provided by the contracting laboratory for urine testing.

**Rapid Test** – A one step screening test for the simultaneous qualitative detection of multiple drugs and drug metabolites in human urine.

**Specimen Log** - A log kept for the purpose of listing who was tested, by whom, the date of the test, and the results.

**Facility Copy Lab Form** - Copy of the laboratory form, which is retained by the Probation Department.

**Universal Precautions** - Medical precautions taken to insure welfare and safety of all individuals.

### 610.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Policy: HIV/AIDS Universal Precautions.

### 610.3 POLICY

Probationers can be tested if court ordered test conditions exist, or with the consent of the probationer if no such conditions exist and reasonable cause is determined there has been use of controlled substance/alcohol.

### 610.4 PROCEDURE

- (a) Regularly scheduled and/or random urine testing should be used to detect and/or deter drug use.
- (b) Deputy Probation Officer and/or authorized staff directly supervise urine testing of same sex clients.
- (c) Only trained and authorized individuals shall supervise a test.
- (d) The specimen kit and the specimen log shall be located in a secure area.
- (e) When a laboratory test is utilized, the specimen number on the bottle shall be verified by staff as matching the number on the lab invoice.

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- (f) The Deputy Probation Officer and/or authorized staff maintain the chain of evidence by personally observing the test and immediately conducting a rapid test or preparing the specimen kit for placement in the specimen container.
- (g) Complete entry in specimen log.
- (h) An entry shall be made in JAMS reflecting that a test was conducted. The entry shall contain date, time and person conducting the test. If a rapid test was utilized and the probationer refuses to sign the admission waiver, in adult matters the specimen shall be sent to the lab for testing.
- (i) Upon receipt, enter results into JAMS drug testing section, [Important note: Enhanced Collection Division reviews drug testing information daily for billing of adult clients.]
- (j) If a positive test occurs from a probationer who consents to test and does not have a test condition, a modification of probation should be requested adding a test and search condition. The case shall be screened with the Unit Supervisor.
- (k) All employees will follow universal precautions before, during and immediately following the drug/alcohol testing of probation clients. [SEE HIV/AIDS UNIVERSAL PRECAUTIONS POLICY]

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