



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE/FIELD
OFFENDER/SPANISH MANUALS

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7/20/21

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POLICY

TITLE

DRUG/ALCOHOL TESTING

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SUMMARY OF REVISION/REVIEW:

Major changes to include updated terminology throughout. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/25/21

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 200.000 Trust Accounts for Offenders; DOC 420.310 Searches of Offenders; DOC 420.325 Searches and Contraband for Work/Training Release; DOC 420.385 Presumptive Drug Testing; DOC 420.390 Arrest and Search; DOC 620.380 Offender Medical Cannabis Use; DOC 890.620 Emergency Medical Treatment

POLICY:

- I. The Department will use drug/alcohol testing as a management/treatment tool to enhance supervision and deter drug use.
- II. Testing of suspected illegal/unauthorized drugs will be handled per DOC 420.385 Presumptive Drug Testing.

DIRECTIVE:

- I. Responsibilities
 - A. The Assistant Secretaries for Prisons, Reentry, and Community Corrections will designate an employee(s) to coordinate training and monitor quality assurance for drug/alcohol testing.
 - B. Each Superintendent, Field Administrator, Reentry Senior Administrator, and Work/Training Release Administrator will appoint a Drug Testing Coordinator to coordinate, monitor, and provide drug/alcohol testing services.
- II. General Requirements
 - A. Employees/contract staff will only use drug/alcohol testing methods and instruments approved by the Department.
 1. Training must be completed before conducting drug/alcohol tests and will cover the use of all approved methods and instruments.
 - B. Upon initial orientation/intake in total/partial confinement, individuals will sign DOC 14-002 Acknowledgment of Drug/Alcohol Testing - Total/Partial Confinement.
 - C. In the Field, during intake or at the time a condition is imposed, individuals will sign DOC 14-035 Acknowledgment of Drug/Alcohol Testing - Field or DOC 14-035A Less Restrictive Alternative Acknowledgment of Drug/Alcohol Testing who have:

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1. A condition prohibiting drug/alcohol use,
2. A condition to submit to drug/alcohol testing, or
3. Affirmative conduct involving drugs/alcohol.

- D. The tester will verify the appropriate acknowledgment has been signed before any drug/alcohol test is conducted. An acknowledgment will be completed if one is not already documented in the individual's electronic file.
- E. Individuals will be tested according to the Judgement and Sentence, imposed conditions, Indeterminate Sentence Review Board (Board) Order of Release, and case plan.
- F. New admissions, re-admissions, and community custody violators will only be tested for Tetrahydrocannabinol (THC) in the first 45 days when there is an imposed condition that prohibits use or is testing for cause.
- G. Individuals may also be tested:
 1. Upon return from an absence (e.g., court appearance, offsite work crew, offsite medical appointment).
 2. For cause.

III. Testing for Cause

- A. In total confinement, the Superintendent will identify employees/contract staff authorized to approve testing for cause.
- B. In partial confinement or the Field, Community Corrections Officers or higher rank may test for cause.
- C. Testing for cause will include, but will not be limited to:
 1. Direct observation by an employee/contract staff or reliable source that provides reasonable suspicion that the individual has used, possessed, or possesses a drug/alcohol.
 2. When a canine officer observes a behavior change in their canine that signifies suspicion of the presence of a drug. All individuals in the suspected area will be tested.
 3. Involvement in an on-the-job accident, unsafe practices, or violent behavior.

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4. Documented history of drug/alcohol-related disciplinary reports or violation behavior.

IV. Testing in Total Confinement

- A. Each month, a minimum of 2 percent of the average daily population at each Prison will be randomly tested for drugs.
 1. By the 5th of each month, the Drug Testing Coordinator will ensure a list of individuals is generated from the electronic file and provided to testing employees/contract staff.
- B. Testing will be conducted before an individual is transferred to a Level 2 facility or partial confinement.
 1. Upon receipt of a transfer manifest, the Correctional Records Supervisor will notify the Drug Testing Coordinator/designee to schedule an onsite test. Testing will occur at least 24 hours before transfer.
 2. If the test result is positive, the transfer will be delayed/cancelled pending laboratory confirmation or the outcome of the disciplinary hearing.
- C. Testing will be conducted 24-72 hours before and up to 72 hours after Extended Family Visits (EFVs).
 1. Additional testing may be conducted during the visits.
 2. Visits will be suspended/terminated for positive or abnormal test results pending laboratory confirmation or the outcome of the disciplinary hearing. Appropriate employees/contract staff and visitors will be notified.
- D. Individuals participating in substance use disorder treatment will be subject to drug/alcohol testing upon admission to treatment and at the discretion of the treatment professional.

V. Testing in Work/Training Release

- A. Each month, a minimum of 2 percent of the average daily population at each Work/Training Release will be randomly tested for drugs.
- B. Individuals transferring to a Work/Training Release directly from the community will be tested within 24 hours of admission.

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VI. Testing in the Community

- A. Drug Offender Sentencing Alternative (DOSA) individuals will be tested:
 1. At the treatment provider's discretion while in community-based residential treatment.
 2. Weekly for the first 90 days following release to the community or from community-based residential treatment.
 - a. Additional testing will be conducted per the case plan.
- B. Individuals on community supervision will be tested within 30 days of intake. Individuals serving original jail time will be tested within 30 days of release.
 1. Individuals classified as High risk will be tested at least monthly. With Community Corrections Supervisor approval, testing may be reduced to at least quarterly after 3 consecutive negative tests.
 - a. Drug/alcohol-related violation behavior will result in a return to monthly testing.
 2. Individuals classified as Moderate and Low risk with reporting requirements will be tested at least quarterly.

VII. Specimen Collection

- A. Trained employees/contract staff will conduct drug/alcohol testing.
- B. The breathalyzer is the preferred option when testing for alcohol.
- C. Individuals who are not directly involved in the collection process will not be permitted in the collection area.
- D. Oral Fluid Collection
 1. An oral fluid test will be conducted when:
 - a. Individuals are receiving kidney dialysis.
 - b. A limitation/concern exists that prevents urine collection (e.g., emergency, physical plant limitations, safety/security concerns).

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- c. There is no same/preferred gender employee/contract staff available, as indicated on DOC 02-420 Preferences Request, to collect a urine specimen.
 2. The tester will visually inspect the individual's mouth for foreign objects before conducting an oral fluid test and follow the manufacturer instructions and Oral Fluid Testing Job Aid.
- E. Urine Collection
 1. The tester will be the same gender as the individual unless a preference has been indicated on DOC 02-420 Preferences Request.
 - a. If there is no same/preferred gender employee/contract staff available, the individual will be tested using an oral fluid test.
 2. Individuals will be searched before collecting a urine specimen.
 - a. In total confinement, an electronic body scan, if available and circumstances permit, or strip search will be conducted per DOC 420.310 Searches of Offenders. The individual will be allowed to dress before urine collection.
 - b. In partial confinement and the Field, the individual will remove outer garments, expose midriff, and roll up long sleeves. Searches will be conducted per DOC 420.325 Searches and Contraband for Work/Training Release and DOC 420.390 Arrest and Search.
 3. Individuals will be allowed one hour to provide a urine specimen.
 - a. Incarcerated Individuals will sign DOC 14-174 Acknowledgment of Urine Testing Time Requirements before the collection process begins.
 - b. Individuals who are not able to provide a urine specimen within one hour and have documentation from a medical provider in the community or a current Health Status Report (HSR) documenting a medical/mental health condition that causes difficulty urinating (e.g., parauresis/shy bladder, post-traumatic stress disorder) will be tested using an oral fluid test.
 - 1) Claiming a medical/mental health condition at the time of collection will not be sufficient reason for failing to produce a specimen.

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4. Adulterant test strips will be used on a random basis or when there is suspicion that a specimen has been substituted/altered/diluted.
5. An oral fluid test will be conducted if a cup is determined to be invalid (i.e., no control line appears per the manufacturer instructions). Invalid cups will be reported to the employee(s) designated by the Assistant Secretaries for Prisons, Reentry, and Community Corrections through the chain of command.
6. The tester will follow the manufacturer instructions, Urine Testing Job Aid - Total Confinement, Urine Testing Job Aid - Partial Confinement, and/or Urine Testing Job Aid - Field.
 - a. During collection, pants/skirt and underwear must remain at the individual's ankles and the midriff must remain exposed for visual observation of the urine collection process and the individual's hands and genital area.
 - b. Individuals who sit during collection will be provided a urine collection container (i.e., hat).

F. Breath Alcohol Testing

1. Accuracy checks and calibrations will be documented on DOC 14-311 Breathalyzer Accuracy/Calibration Record. The Drug Testing Coordinator/Community Corrections Supervisor (CCS)/designee will maintain testing equipment records.
 - a. Accuracy checks will be conducted monthly.
 - b. Calibrations will be conducted by certified personnel as needed.
 - 1) Certified personnel will be responsible for the accuracy readings of the instruments they calibrate and may be called to a court or Department hearing to declare they have had the required training.
 - c. The designated employee(s) will maintain a current list of certified personnel authorized to conduct instrument calibration.
2. Breathalyzer testing and maintenance procedures will be consistent with the manufacturer's recommendations.

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- a. The tester will visually inspect the individual's mouth for foreign objects before conducting a breathalyzer test and follow the Breath Alcohol Testing Job Aid.

- G. Job aids will be available on the Security Management page of the Department's internal website and facilities will make them available for review in designated areas/locations.

VIII. Test Results

- A. The tester will inform the individual of onsite test results.
- B. If an onsite test result is positive or abnormal:
 1. In total confinement and Work/Training Releases, the tester will have a witness confirm the test result.
 2. The tester will provide the individual an opportunity to admit using drugs/alcohol.
 - a. If the individual admits, the use will be documented on DOC 14-021 Drug/Alcohol Use Admission.
 - b. In total/partial confinement, the individual may request confirmation from the contracted laboratory using DOC 14-204 Request for Laboratory Confirmation.
 - 1) If the results are confirmed positive, the individual will reimburse the Department for testing costs. Reimbursement will be processed as a withdrawal/debt per DOC 200.000 Trust Accounts for Offenders.
 - a) The Drug Testing Coordinator will ensure the deduction is processed.
 3. The tester may order offsite screening and/or confirmation through the contracted laboratory with justification and approval from the Superintendent/CCS/designee (e.g., confirm suspicious results, monitor decreasing substance levels, confirm prescribed use, subject to Board hearing).
- C. For specimens being sent to the contracted laboratory, chain of custody will be documented on DOC 14-038 Drug/Alcohol Test Chain of Custody Log and follow the Processing Specimens for Contracted Laboratory Job Aid.

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1. Specimens not transported within 24 hours of collection must be refrigerated and stored in a secure location.
- D. Individuals will be subject to disciplinary action who have:
1. Refused to submit to a drug/alcohol test,
 2. A positive test result, unless positive for THC use and approved per DOC 620.380 Offender Medical Cannabis Use,
 3. Substituted/alterd the specimen,
 4. Diluted the specimen, unless the individual has a current HSR documenting a medical condition that causes diluted urine, or
 5. Received an FST breathalyzer result higher than .005.
- E. Violations will be addressed per the applicable violation process.
- F. Testing and results, including required witnesses, will be documented in the individual's electronic file. Data may be collected using DOC 14-037 Drug/Alcohol Testing Onsite Collection - Total/Partial Confinement or DOC 14-166 Drug/Alcohol Testing Onsite Collection - Field.
- IX. Medical Response to Positive Test Results in Total Confinement
- A. DOC 14-036 Medication Certification Request will be completed for positive test results.
 - B. Individuals who are suspected to be intoxicated and showing obvious signs of distress will be assessed by health services employees/contract staff.
 1. Facilities that do not have Health Services onsite will consult with the local Medical Duty Officer.
 2. Individuals who are suspected to be intoxicated and are not medically stable will be provided emergent medical services per DOC 890.620 Emergency Medical Treatment.
- X. Medical Response to Positive Test Results in Work/Training Release
- A. Individuals who are suspected to be intoxicated and showing obvious signs of distress will be assessed by community-based health care providers.

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- B. Work/Training Release employees/contract staff will refer to the facility procedure manual for local medical response information.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 02-420 Preferences Request
 DOC 14-002 Acknowledgment of Drug/Alcohol Testing - Total/Partial Confinement
 DOC 14-021 Drug/Alcohol Use Admission
 DOC 14-035 Acknowledgment of Drug/Alcohol Testing - Field
 DOC 14-035A Less Restrictive Alternative Acknowledgment of Drug/Alcohol Testing
 DOC 14-036 Medication Certification Request
 DOC 14-037 Drug/Alcohol Testing Onsite Collection - Total/Partial Confinement
 DOC 14-038 Drug/Alcohol Test Chain of Custody Log
 DOC 14-166 Drug/Alcohol Testing Onsite Collection - Field
 DOC 14-174 Acknowledgment of Urine Testing Time Requirements
 DOC 14-204 Request for Laboratory Confirmation
 DOC 14-311 Breathalyzer Accuracy/Calibration Record