



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

EFFECTIVE DATE
9/3/19

PAGE NUMBER
1 of 4

NUMBER
DOC 420.385

POLICY

TITLE
PRESUMPTIVE DRUG TESTING

REVIEW/REVISION HISTORY:

Effective: 9/3/19

SUMMARY OF REVISION/REVIEW:

New policy. Read carefully!


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

7/31/19

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [DOC 890.000 Safety Program](#); [DOC 890.030 Hazardous/Dangerous Waste Management](#); [DOC 890.070 Chemical Control and HAZCOM](#); [DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment](#); [Records Retention Schedule](#)

POLICY:

- I. The Department has established guidelines for the use of presumptive drug testing kits for suspected illegal/unauthorized drugs.

DIRECTIVE:


- I. General Requirements
 - A. The Chief of Investigative Operations/Community Corrections Supervisor/designee will identify positions/assignments authorized to use presumptive drug testing kits.
 1. Employees/contract staff will complete the manufacturer's certification and DOC 21-916 Presumptive Drug Testing Agreement before using kits.
 - B. Only suspected drugs will be tested using the appropriate kit. Employees/contract staff will only use kits they have current certification to use.
 - C. Documentation for certified employees/contract staff will be maintained in the personnel file per the Records Retention Schedule by the:
 1. Chief Investigator at major facilities (i.e., Level 3 or higher).
 2. Superintendent/designee at stand-alone Level 2 facilities.
 3. Community Corrections Supervisor in Work/Training Release or the Field.
 4. Chief of Investigative Operations for Special Investigative Services employees.
 - D. Audits will be completed at least annually to ensure employees/contract staff have current certification in compliance with the manufacturer's certification.
- II. Substance Identification and Testing
 - A. When a substance is found and believed to contain illegal/unauthorized drugs, certified employees/contract staff will attempt to identify the substance using a presumptive drug testing kit.

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1. Unknown powdered substances or suspected drugs without a sufficient testing quantity will not be tested and will be sent to Washington State Patrol for identification/disposal.
- B. When conducting a test and handling substances, certified employees/contract staff will:
1. Use appropriate personal protective equipment per DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment.
 2. Follow manufacturer recommendations for proper handling and disposal. Safety Officers may recommend additional precautions based on testing location(s). No eating or drinking will be allowed while testing.
 3. Photograph/video record suspected illegal/unauthorized drugs and maintain in a secure location designated by the Superintendent/CCS/designee.
 4. Handle suspected illegal/unauthorized drugs as evidence per the appropriate policy. Evidence reports will describe the substance's location and characteristics (e.g., color, obvious odor, texture).
 5. Positive test results will be documented:
 - a. In Prisons or Work/Training Releases, as a report in the Incident Management Reporting System.
 - b. In the Field, as a chronological entry in the electronic file.

III. Chemical Exposure

- A. When an employee/contract staff experiences an exposure:
1. The following will be provided:
 - a. Resources to clean up and conduct as assessment to determine the extent of exposure.
 - b. Clean clothing, if needed.
 - c. The opportunity to seek immediate medical care.
 2. The supervisor will be notified as soon as possible of the exposure and DOC 03-133 Accident/Injury Report will be completed per DOC 890.000

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Safety Program.

- B. Contaminated materials will be disposed of per DOC 890.030 Hazardous/Dangerous Waste Management.
- C. Questions about post-exposure follow-up should be directed to the Occupational Nurse Consultant or the exposed person's health care provider.

IV. Storage

- A. Test kits will be stored and maintained in a secure location designated by the Superintendent/CCS/designee or Chief of Investigative Operations for Special Investigative Services.
 - 1. Kits will be stored in the Intelligence and Investigations Unit (IIU) at major facilities.
- B. Safety Data Sheets (SDSs) will be maintained for each type of test kit per DOC 890.070 Chemical Control and HAZCOM.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

[DOC 03-133 Accident/Injury Report](#)
[DOC 21-916 Presumptive Drug Testing Agreement](#)