

POLICY

Department of Corrections

APPLICABILITY DEPARTMENT WIDE

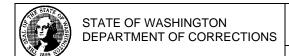
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NUMBER **DOC 420.385**

TITLE

PRESUMPTIVE DRUG TESTING

REVIEW/REVISION HISTORY:						
Effective: Revised:	9/3/19 2/9/24					
SUMMARY OF REVISION/REVIEW:						
Major changes to include updated procedures for test results. Read carefully!						
APPROVED:						
	Signature on file	1/12/24				
CHERYL S	TRANGE, Secretary	Date Signed				



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REFERENCES:

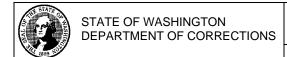
DOC 100.100 is hereby incorporated into this policy; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 420.380 Drug/Alcohol Testing; DOC 890.000 Safety Program; DOC 890.030 Hazardous/Dangerous Waste Management; DOC 890.070 Chemical Control and HAZCOM; DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment; Records Retention Schedule

POLICY:

- I. The Department has established guidelines for the use of presumptive drug testing kits to identify suspected illegal/unauthorized drugs.
- II. Testing of drug/alcohol use by an individual will be conducted per DOC 420.380 Drug/ Alcohol Testing.

DIRECTIVE:

- General Requirements
 - A. The Chief of Investigative Operations/Reentry Center Manager (RCM)/
 Community Corrections Supervisor (CCS)/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 and locally by the:
 - 1. Chief Investigator at major facilities (i.e., Level 3 or higher).
 - 2. Superintendent/designee at stand-alone Level 2 facilities.
 - 3. RCM in Reentry Centers.
 - 4. CCS in the Field.
 - 5. Chief of Investigative Operations for Special Investigative Services employees.
 - D. Audits will be completed at least annually to ensure employees/contract staff are trained and certified in compliance with the manufacturer's requirements.
- II. Substance Identification and Testing



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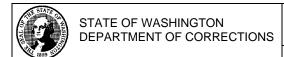
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- A. When a substance is found and believed to contain illegal/unauthorized drugs, certified employees/contract staff will attempt to identify the substance using a presumptive drug testing kit.
 - 1. Unknown powdered substances or suspected drugs without a sufficient testing quantity may be sent to Washington State Patrol or a contracted laboratory for identification/disposal.
- B. When conducting a test and handling substances, certified employees/contract staff will:
 - 1. Have an employee/contract staff observe, if available.
 - 2. Use appropriate personal protective equipment per DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment.
 - 3. 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.
 - 4. Photograph/video record suspected illegal/unauthorized drugs before and after testing. The photograph/recording will include the test results and be maintained in a secure location designated by the Chief of Investigative Operations/Superintendent/RCM/CCS/designee.
 - 5. 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).

III. Test Results

- A. If the test result is positive or abnormal:
 - 1. In total confinement and Reentry Centers, the tester will have a witness confirm the test result.
 - 2. The individual will be informed of test results and provided an opportunity to admit using and/or possessing drugs/alcohol.
 - An individual's admission will be documented when the infraction report is served on DOC 14-021 Admission of Drug/Alcohol Use/ Possession.



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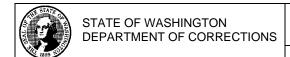
- An individual in total/partial confinement may request laboratory confirmation. DOC 14-204 Request for Laboratory Confirmation will be served with the infraction report.
 - a. If the test results are confirmed positive by the laboratory, the individual will reimburse the Department for testing costs.
 - 1) Reimbursement will be processed as a withdrawal/debt per DOC 200.000 Trust Accounts for Incarcerated Individuals.
 - 2) The individual will be notified if a contracted laboratory is not available.
- 4. The tester may order offsite screening and/or confirmation through a contracted laboratory, if available, with justification (e.g., confirm suspicious results/prescribed use, subject to Board hearing) and approval from the Chief of Investigative Operations/Superintendent/RCM/CCS/designee.
- B. For tests being sent to the contracted laboratory chain of custody will be documented on DOC 14-038 Drug/Alcohol Test Chain of Custody Log.
- C. Positive test results, including updates for tests sent to a contracted laboratory, will be documented:
 - 1. In Prisons or Reentry Centers, as a report in the Incident Management Reporting System.
 - 2. In the Field, as a chronological entry in the electronic file.

IV. Disciplinary Action

- A. Results of presumptive testing kits may be the sole factor when determining guilt for possessing or introducing drugs/alcohol by individuals in total/partial confinement only when the results have been confirmed by a contracted laboratory.
 - 1. Additional evidence is required to support a violation (e.g., refusal of confirmation laboratory testing, statement by individual or witness, confidential information, positive urinalysis test, use of a canine, medical response, paraphernalia) if the results have not been confirmed.

V. Chemical Exposure

A. When an employee/contract staff experiences an exposure:



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- 1. The following will be provided:
 - a. Resources to clean up and conduct an assessment to determine the extent of exposure.
 - b. Clean clothing, if needed.
 - c. The opportunity to seek immediate medical care.
- 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 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.

VI. Storage

- A. Test kits will be stored and maintained in a secure location designated by the Superintendent/RCM/CCS/designee or Chief of Investigative Operations for Special Investigative Services.
 - 1. Kits will be stored in the Intelligence and Investigations Unit at major facilities.
- B. Safety Data Sheets 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:

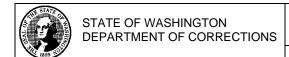
None

DOC FORMS:

DOC 03-133 Accident/Injury Report

DOC 14-021 Admission of Drug/Alcohol Use/Possession

DOC 14-038 Drug/Alcohol Test Chain of Custody Log



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DOC 14-204 Request for Laboratory Confirmation DOC 21-916 Presumptive Drug Testing Agreement