



FRANKLIN COUNTY JAIL

Chambersburg, PA

Standard Operating Procedure

Chapter:	300	Inmate Services	Number:	300.17	Pages:	12
Title:	17	Drug Use Detection	Effective Date:			

POLICY

The possession and use of illegal substances by jail inmates seriously compromises the safety and security of the facility. The Franklin County Jail (FCJ) will utilize several different types of testing methods in order to prevent the introduction of, possession, trafficking, and use of illegal substances in the FCJ. All individuals incarcerated within the FCJ are subject to testing at anytime. Visitors to the facility are also subject to trace detection.

PURPOSE

To outline the different types of tests and the procedures to be utilized by correctional staff when conducting a drug use detection test.

REFERENCES

4-ALDF-5B-03
Franklin County Policy

DEFINITIONS

Confirmed Positive Test: An initial positive test for an illegal substance(s), followed by a positive confirmation test for the same illegal substance(s).

Reasonable Suspicion: The existence of facts and/or circumstances which would warrant rational inferences by a FCJ staff member that a person is engaged, attempting or about to engage, in criminal or other prohibited behavior.

Saliva Testing: A relatively unobtrusive process of collecting saliva/oral fluid for use in the detection of the presence of illegal drugs.

Trace Detection Device: Portable device that uses ion mobility spectrometry technology to detect trace amounts of explosives and narcotics on individuals and property. The device does not detect whether or not an individual used an illegal substance but whether or not the individual was in contact with an illegal substance.

Urinalysis Testing: The process of conducting a chemical analysis of urine to detect the presence or absence of alcohol or illegal drugs.

PROCEDURES

1. Drug Use Detection Test Types
 - Urinalysis Testing
 - Saliva Testing
 - Breathalyzer Testing
 - Trace Detection Device

2. Testing of inmates shall be required:
 - Upon return from furloughs
 - Baseline Test (for all inmates court ordered eligible for Work Release status and all inmates Court ordered for drug and alcohol treatment, male or female)
 - Upon return from the work release program (testing will be done on a random basis)
 - Upon indication of misconduct activity involving the use of alcohol, tobacco, or a controlled substance
 - As part of a random testing program for general population inmates
 - As requested by probation and parole authorities
 - As ordered by the medical or the treatment department
 - 2.1 Anytime a staff member has reasonable suspicion to believe that an inmate is under the influence of an illicit substance or is in possession of an illicit substance the shift supervisor will be notified. The shift supervisor or other member of the administration will approve all uses of the drug detection equipment.
 - 2.1.1 Approval to conduct a strip search or pat search is not necessary and may be done prior to testing any inmates for the presence or use of illegal substances.
 - 2.2 Testing of visitors to the facility will be conducted will be done as part of a random detection program. However, visitors who have unsupervised direct contact with inmates may be tested more frequently.

3. Inmate Urinalysis Testing
 - 3.1 General Guidelines
 - 3.1.1 All urine testing will be done by a staff member of the same sex, in private, and outside the presence of other inmates.
 - 3.1.2 Inmates will be given two (2) hours to produce a specimen. Failure to produce a urine sample within the two (2) hour time period will be deemed as refusing to a give a sample, and a Misconduct Report will be written. (Not applicable to baseline urine testing)

3.1.3 Inmates refusing to provide a urine specimen will be given a Misconduct Report. Tampering or attempting to alter any urine sample in any way will also result in a Misconduct Report being written.

3.1.4 Inmates on the work release program may be subject to more frequent random and/or follow-up testing in accordance with the policy and procedures established by the pre-release program.

3.2 Collection Procedure

3.2.1 Staff shall ensure that they have the necessary paperwork (logs, tests forms, etc.) and supplies (collection cups) prior to conducting any tests. Prior to testing an inmate, correctional officers will search the test area for contraband. Inmates will then be escorted to the collection site and a pat-searched or a strip search will be conducted prior to submitting a specimen.

3.2.2 Staff shall ensure the inmate submits an unaltered urine specimen by witnessing the inmate urinate into the bottle.

3.2.3 If the inmate claims that he/she is unable to provide a urine specimen immediately, the inmate shall be confined to his/her cell/bunk until he/she is able to provide a specimen. Failure of an inmate to provide a urine specimen within two (2) hours, will be considered a refusal to submit the specimen and will result in disciplinary action. Water in limited amounts may be given in order to assist the inmate with producing a specimen.

3.2.4 After the inmate has submitted his/her sample, he/she will hand the filled bottle back to staff, staff shall ensure that the bottle is tightly capped. Staff shall then properly secure the completed tamper label over the cap and to the sides the bottle.

3.3 Processing and Chain of Custody

3.3.1 In the presence of the inmate, staff will complete the necessary paperwork, including the Urinalysis Test Log (FCJ Form 300.17-1). The designated copy of the paperwork will be included with the sample. The inmate, prior to returning to his/her unit or cell, will witness the sealing of the sample.

3.3.2 In order to prevent contamination, the number of staff handling the specimen should be minimized. At all times the specimen should be in the actual possession and control of staff, or secured in a manner which does not compromise the integrity of the chain of custody.

3.3.3 Specimens taken shall be secured in an approved area under refrigeration. A logbook will be maintained to track all urine specimens taken and to track who has taken custody of the specimen(s). Each person accessing the specimens shall note his/her name, the date, and the time of each such access. Urine specimens shall remain secured in the refrigerator until collection for testing at the laboratory.

4. Saliva Testing (iScreen Test)

4.1 Saliva Testing will be used as the primary means for testing for the presence of illegal drugs by inmates.

4.2 Testing will be done in a controlled environment that can be directly observed by staff. Staff will directly observe the collection process to ensure it is completed properly and the sample is not adulterated with.

4.3 Inmates refusing to submit to saliva testing will be given a Misconduct Report. Tampering or attempting to alter the test in any way will also result in a Misconduct Report being written.

4.4 Collection

4.4.1 Staff shall ensure that they have the necessary paperwork (logs, tests forms, etc.) and supplies (saliva test kits, latex gloves) before conducting any tests. Staff will check the area in which the test is being conducted to ensure that there are not items that may be used to interfere with the test. Staff will also pat-search inmates before conducting the test.

4.4.2 Staff will explain the test procedure to the individual and confirm that the donor has not had anything in his/her mouth within the last ten (10) minutes. If so, staff will instruct the donor that he/she will wait (10) minutes before beginning the collection process.

4.4.3 Staff will inspect the expiration date on the test kit packaging and have the donor remove the sample collector protector. Staff will not touch the collection device.

4.4.4 Staff will then instruct the donor to actively swab the inside of the mouth and tongue with the sponge. As soon as the sponge softens slightly, inform the donor to then gently press the sponge between the tongue and teeth to ensure complete saturation for at least three (3) minutes.

4.4.5 After at least three (3) minutes the donor will hand the collector over to the staff member for testing.

4.5 Testing

- 4.5.1 Align the RED ARROW on the device with either one of the WHITE MARKS on the cap. Insert the collector vertically into the cap and press down firmly until the cap reaches the thread. Twist the handle clockwise 180 degrees to tighten the cap until the RED ARROW lines up with the other white mark.
- 4.5.2 When complete, place the device horizontally on a clean level surface with the results window facing up. Wait ten (10) minutes before reading the results. DO NOT READ results after one (1) hour.
- 4.5.3 If the results are positive, secure the cap with the security seal and complete necessary paperwork. When finished turn all items over to the shift supervisor or Deputy Warden of Inmate Custody for proper delivery to the lab.
- 4.5.4 If the test results are invalid (no Lines or Control Lines) repeat the test.

4.6 Paperwork

- 4.6.1 The following information must be documented in the Saliva Drug Test Log (FCJ Form 300.17-4).
 - Complete Log # (Log Number/ Year)
 - Date and Time of Test
 - Specimen ID # (Located on chain of custody form)
 - Inmates Name (Last, First, MI.)
 - Officers Initials
 - Inmates Initials
 - Test Results (if applicable)
 - Chain of Custody
- 4.6.2 For positive test results, the tester must complete the iScreen OFD Drug Screen Result Form:
 - Fill in specimen ID number (located bottom right corner of iScreen Package).
 - Fill in collection date
 - Complete Company (Franklin County Jail) information
 - Complete Donor information
 - Complete Certification information (must be signed by Donor and Collector)
 - Initial Screen Result Section
 - If negative, check drugs that are included in the testing.
 - If confirmation is necessary, check non-negative column and prepare to send to laboratory.

5. Breathalyzer Testing

5.1 The Deputy Warden of Inmate Security will be responsible for checking the breathalyzer on a monthly basis to ensure that the device is in proper working order and to determine if calibration of the device is needed at the time. A copy of the documentation (instruction manual, calibration report(s), etc.) will be kept with the device.

5.2 A Breathalyzer Test Log (FCJ Form 300.17-2) will be maintained with the testing equipment and will be filled out completely each time the device is used. The following information will be contained in the log:

- Name of inmate being tested
- Name of staff member performing test
- Date and time test is administered
- Test results

5.3 Testing Procedure

5.3.1 Staff shall make sure that the equipment is in good working order and that the items necessary to conduct the test are available. The test shall be conducted according to the guidelines set forth by the manufacturer of the device.

5.3.2 Staff shall ensure that the inmate being tested is not permitted to eat or drink prior to taking the test.

5.3.3 A Misconduct Report will be written for all positive test results. Additionally a refusal to submit to the test or altering the test will result in a Misconduct Report being written.

5.3.4 New commitments to the facility under the influence of alcohol may be tested in order to confirm the exact blood alcohol concentration (BAC) level. All positive test results will be communicated to the shift supervisor and the medical staff. A positive test result in this instance will not result in a misconduct, but an Incident Report will be written stating the results of the test and any other relevant information.

6. Trace Detection Device (Inmate Testing)

6.1 The trace detection device will be utilized to test for the presence of illegal substances on inmates, their personal belongings, housing units, and work areas. A log (FCJ Form 300.17-3 Trace Detection Test Log) will be maintained with the device and will be used to record all test results.

6.2 Staff will follow the manufacturer's specifications for performing tests of persons, places, and/or objects. Testing will be done in a controlled

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manner and area in order to prevent contamination between processed and unprocessed inmates and items.

6.2.1 Prior to testing, the machine and the work area should be properly cleaned (alcohol wipes or cleaning solution) to make sure it is free of contamination. Also the authorized user shall ensure that the device has printer paper and the necessary items (gloves, traps, wipes, etc.) to conduct the tests.

6.2.2 The machine will be calibrated every eight (8) hours, when in use. If the machine is not in use it does not need to be calibrated, but must be calibrated prior to next use.

6.3 Positive Test Results

6.3.1 All positive test results will be properly logged and the shift supervisor will be notified.

6.3.2 An Incident Report will be completed for all positive test results. Information will include, but will not be limited to, the following:

- Date and time test was performed
- Person, place, and/or object producing the positive test result
- Inmate name associated with the positive test result
- Staff member utilizing the device

6.3.3 An initial positive test result for an illegal substance(s) may be used to justify further investigative actions including, but not limited to:

- Inmate interview(s)
- Urinalysis and/or saliva testing
- Strip search
- Visual search of living quarters

6.3.4 If an alarm is detected then the sample trap and gloves used must be discarded. If the hand wand was used it must be cleaned prior to the next use to prevent contamination.

6.4 Inmate Discipline

6.4.1 Inmates will not be subject to disciplinary action for a positive test result alone. Evidence in addition to the positive test must be used to support inmate disciplinary proceedings (i.e. positive urinalysis and/or saliva test, usable amount of illicit substance, etc.

6.5 All grievances arising from use of the trace detection device may be addressed through an Inmate Grievance Form (FCJ Form 300.05-1).

7. Trace Detection Device (Visitor Testing)

7.1 General Information

7.1.1 All visitors, including contractors and volunteers, are subject to testing through the use of the trace detection device. Visitors refusing to be tested will be asked to leave the facility.

7.1.2 All future contractors and volunteers will be informed that they are subject to screening by this device. Visitors will also be informed prior to entering the facility that they are subject to screening.

7.1.3 Visitors (primarily professional) who have unsupervised contact with inmates, may be subject to testing more often than random.

7.2 Random Testing

7.2.1 While all visitors are subject to testing, the FCJ may utilize a random visitor testing procedure.

7.2.2 Random selection of visitors will be conducted in an impartial and nondiscriminatory method. The method of random selection is at the discretion of the individual conducting the testing or the individual authorizing the use of the device.

7.3 Reasonable Suspicion Testing

7.3.1 Visitors may be tested out of random order when reasonable suspicion exists, suggesting the visitor's possible involvement with illegal substances.

7.3.2 **Observed Suspicious Behavior-** Staff may observe behavior of a visitor which suggests possible involvement with illegal substances and meets the reasonable suspicion standard (i.e. the visitor attempts to place him/herself in a processing order which would result in no random testing, or the visitor may display excessive nervousness during questioning or otherwise).

7.3.3 Staff must clearly define the specific behavior that meets the reasonable suspicion standard.

7.3.4 Intelligence information, which meets the reasonable suspicion standard, may justify testing out of random order, even if unsupported by objectively observed behavior. In these circumstances the shift supervisor or a member of the administration will make the decision to test out of order.

7.3.5 **Inmate Suspect List-** Intelligence information may meet the reasonable suspicion standard and suggest a particular inmate's possible involvement with illegal substances.

7.3.6 **Persons Accompanying a Visitor Who Tests Positive-** If an inmate visitor produces a confirmed positive test result for an illegal substance(s), and is accompanied by other person(s) requesting to enter the institution, **all** persons accompanying that visitor should be tested prior to their entering the institution.

7.3.7 **Visitors Previously Testing Positive-** Visitors who previously produced confirmed positive test results for an illegal substance(s) may be tested. A list will be maintained of all visitors testing positive.

7.4 Visitor Testing Procedures

7.4.1 Testing will be done in a controlled area, which following each test, prohibits contact between processed and unprocessed visitors. Staff will follow the same pre-testing procedures as noted in section 5.2 of this policy.

7.4.2 Document all visitor testing on the Trace Detection Test Log.

7.4.3 Officer(s) conducting the tests will explain to the visitors the testing process, being certain to cover the following points:

- The device tests for the presence of illegal substances, **not** an individual's **use of** illegal substances
- The manner in which the test will be conducted
- Visitors are free to refuse the test and depart the institution grounds immediately

7.4.4 Testing method - The visitor will remain in front of the testing station during all testing procedures. Visitors will be tested by passing the handheld device over the following areas:

- Hands (palm and back)
- Tops of the front pants pockets
- Visitors waist area
- Pants cuff or shoe area
- Personal identification (both sides)

7.5 Test Results

7.5.1 All initial test results, whether positive or negative, will be noted in the daily testing log.

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- 7.5.2 Visitors testing positive may be subject to a confirmation test similar to the initial test. Visitors refusing to submit to a confirmation test will be asked to leave the facility.

Note: Visitors testing positive will NOT be informed of the type of substance for which they tested positive.

- 7.5.3 If an alarm is detected then the sample trap and gloves used must be discarded. If the hand wand was used it must be cleaned prior to the next use to prevent contamination.

7.6 Confirmed Positive Test Results

- 7.6.1 A confirmed positive test result for an illegal substance may satisfy the reasonable suspicion standard warranting further investigation, searches, or denied visitation. Reports will be written for all visitors producing confirmed positive tests. The shift supervisor will be notified regarding all confirmed positive tests. The shift supervisor will be responsible for notifying the individual that he/she is being denied entry in to the facility.

- 7.6.2 The visitor will have the opportunity to wash their hands, and then be re-tested. If a second positive test is confirmed, they will be denied access.

- 7.6.3 The shift supervisor may order a staff member of the same gender as the visitor to pat search the visitor to check for contraband. (Refer to FCJ SOP 200.12 – Searches regarding the procedure for conducting a pat search on a visitor).

- 7.6.4 Serious contraband discovered shall be handled in accordance with FCJ SOP 200.13 – Contraband.

- 7.6.5 All positive tests will be noted, by the shift supervisor, in the Offender Management System. To apply an alert to a visitor, refer to the section, Table Maintenance, under the Maintenance heading. Select either Official Visitor or Inmate Visitor and individuals name (Names are listed by visitor not by inmate). After selecting the individual, click on the Alert button and type the alert. Alerts will be applied to the visitor with the following information:

- Date
- Time
- Positive or Refused Test and # (1st, 2nd, 3rd, etc)
- Staff members initials

7.7 Denied Visitation

- 7.7.1 Visitors producing a confirmed positive test result will have their visit denied at that time. Subsequent confirmed positive tests that result in denial of visitation will be handled as follows:

- Second Occurrence: Visiting privileges will be suspended for 180 days.
- Third Occurrence: Visiting privileges will be suspended for one (1) year.
- Fourth and Subsequent Occurrences: Visiting privileges will be suspended indefinitely.

7.7.2 Staff authorized to deny a visit must explain carefully and professionally to the visitor that he or she tested positive for the presence of an illegal substance, and the resulting consequences.

7.7.3 Contractors and volunteers visiting will be asked to leave the facility and will be banned from the facility until further notice. An incident report will be written and submitted to the Deputy Warden of Inmate Custody for review.

7.7.4 Visitors who have had their visiting privileges suspended will be noted in the Offender Management System under the Inmate Visitor section. Also an incident report will be submitted when suspending visiting privileges. To suspend a visitor, refer to the Table Maintenance section, under the Maintenance heading. Select either Official Visitor or Inmate Visitor and individuals name (Names are listed by visitor not by inmate). Select suspend visit and under reason put brief reason and date suspension is to be lifted.

8. Employee Searches

- 8.1 All employees and contracted employees of the FCJ are subject to search while on FCJ property (FCJ SOP 200.12 - Searches). Also any personal items (backpacks, gym bags, lunch containers, etc.) on their person are subject to search.
- 8.2 The Warden or his designee have the authority to approve the search of an employee or groups of employees and the use of trace detection to supplement the search.
- 8.3 Use of trace detection will be conducted according to the manufacturers specifications and FCJ policy. A properly trained staff member under the supervision of the shift supervisor(s) or other member(s) of the senior staff will conduct tests.
- 8.4 An Incident Report containing all information relative to the search of an employee will be forwarded to the Warden for review.
- 8.5 The Warden or his designee may further authorize the use urinalysis or saliva testing if reasonable suspicion that the employee is under the influence of a narcotic, drug, or intoxicant which could pose a threat to the safety and security of the facility (Refer to FCJ Policy 100.18 – Drug-Free Workplace)

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- 8.6 If the staff member tests positive after washing hands, they will be subject to a drug test, as well as a pat search.
9. Equipment (Breathalyzer and Trace Detection Device)
 - 9.1 All testing equipment will be stored in a safe and secure area of the facility inaccessible to inmates. The equipment will be used for FCJ business only. Due to the nature and sensitivity of these items extra care should be taken when using and storing this equipment.
 - 9.2 Individuals not trained in the use of the equipment will not be authorized to perform any tests.
 - 9.3 Individuals utilizing the equipment will clean and inspect the item(s) for damage prior to each use and prior to storing the item. Any damage will be noted on an Incident Report and communicated to the shift supervisor.
 - 9.4 If calibration of this equipment is necessary, it will be completed according to the manufacturer's specifications.
 - 9.4.1 The Trace Detection Device must be calibrated every eight (8) hours according to the manufacturers guidelines. The device does not need to be calibrated if it is not in use. The authorized user will be responsible for calibrating the device prior to its use, and after that every eight (8) hours of use the device shall be recalibrated.
 - 9.4.2 The Deputy Warden of Inmate Custody will be responsible for ensuring that the breathalyzer is properly calibrated according to the manufacturer's guidelines.
 - 9.5 Once powered up the trace detection device must be left running continuously, even when not in use. The device shall remain plugged in at all times, only during transport of the device shall the device be unplugged but **not** turned off.

ATTACHMENTS

- FCJ Form 300.17-1 – Urinalysis Test Log
- FCJ Form 300.17-2 – Breathalyzer Test Log
- FCJ Form 300.17-3 – Trace Detection Test Log
- FCJ Form 300.17-4 – Saliva Drug Test Log