



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE/FIELD
OFFENDER/SPANISH MANUALS

REVISION DATE
6/1/14

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POLICY

TITLE
DRUG/ALCOHOL TESTING

REVIEW/REVISION HISTORY:

- Effective: 8/31/98
- Revised: 8/20/99
- Revised: 5/27/03
- Revised: 1/21/05
- Revised: 3/26/07 AB 07-008
- Revised: 12/5/07
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- Revised: 10/4/10
- Revised: 9/24/12
- Revised: 6/1/14

SUMMARY OF REVISION/REVIEW:

Numerous changes, including adjustments to the substances for which testing is conducted.
Read carefully!


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

5/20/14

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 137-28](#); [WAC 137-56](#); [ACA 5A-09](#); [DOC 320.150 Disciplinary Sanctions](#); [DOC 420.310 Searches of Offenders](#); [DOC 420.365 Evidence Management for Work Release](#); DOC 420.375 Contraband and Evidence Handling; [DOC 420.390 Arrest and Search](#); [DOC 420.395 Evidence/Property Procedures for Field](#); [DOC 460.000 Disciplinary Process for Prisons](#); [DOC 460.130 Violations, Hearings, and Appeals](#); [DOC 460.135 Disciplinary Procedures for Work Release](#); [DOC 590.100 Extended Family Visiting](#); [DOC 620.380 Offender Medical Cannabis Use](#); [DOC 670.500 Chemical Dependency Treatment Services](#); [DOC 670.655 Special Drug Offender Sentencing Alternative](#); [Records Retention Schedule](#)

POLICY:


- I. The Department will use drug testing as a management tool to enhance supervision, function as a treatment tool, and deter against drug use.

DIRECTIVE:

- I. Responsibilities
 - A. Employees/contract staff will only use drug testing options that are approved by the Department per the guidelines in Attachment 1.
 - B. Each Superintendent/Field Administrator will ensure drug and alcohol testing meets the expectations of this policy. S/he will appoint a Drug Testing Coordinator to coordinate, monitor, and provide the services of the drug testing program.
 - C. The Headquarters Prisons and Community Corrections designees will coordinate training for Drug Testing Coordinators and implement and follow a quality assurance program.
 - D. Drug Testing Coordinators will train employees and contract staff involved in any portion of the drug and alcohol testing process. Training will cover the use of all approved drug/alcohol screening instruments.
- II. Testing in Prison
 - A. Employees will conduct drug/alcohol testing using the instant on-site test. Off-site lab screening and/or confirmation may be ordered with justification and approval from the Superintendent/designee. Offenders must sign DOC 14-002 Acknowledgment of Drug/Alcohol Testing - Prison/Work Release when transferring to another facility.

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- B. Scheduled testing will be conducted before offenders are transferred to a minimum facility or Work Release.
1. Upon receipt of a transfer manifest, the Correctional Records Supervisor will notify the Drug Testing Coordinator/designee to schedule a urinalysis (UA). The Drug Testing Coordinator/designee will use an instant on-site test or other drug screen no more than 48 hours and no less than 24 hours before the date of transfer.
 2. If the test result is positive, the Drug Testing Coordinator/designee will notify the appropriate employees, and the transfer will be delayed/ cancelled pending the outcome of the disciplinary hearing.
- C. Per DOC 590.100 Extended Family Visiting, drug/alcohol testing will be conducted no more than 24 hours before and after Extended Family Visits (EFVs) and may be conducted during the visits. If a test result is positive, appropriate employees will be notified. The result may be confirmed by the contracted lab if determined necessary or appropriate.
1. Before the EFV, the offender will submit to an instant on-site test. If the test result is positive or shows as diluted, the visit will be suspended pending a disciplinary hearing.
 2. During the EFV, the offender may be required to submit to random instant on-site tests. If the test result is positive or shows as diluted, the visit will be terminated.
 3. Upon conclusion of the EFV, a drug/alcohol test will be conducted at the time of the routine strip search.
- D. Employees may conduct a breath alcohol test when they have reason to believe that an offender has used, possessed, or possesses substances containing alcohol.
- E. Offenders participating in substance abuse treatment will be subject to drug/ alcohol testing:
1. Upon admission to treatment, and
 2. Randomly, or for cause, at the treatment provider/Counselor's discretion.
- F. A minimum of 2 percent of the average daily population at each Prison will be randomly tested for drugs and alcohol using either the instant on-site test or off-site screening and confirmation through the contracted lab. By the 5th of each


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month, the facility Drug Testing Coordinator will generate the list of offenders from Offender Management Network Information (OMNI).

- G. An offender may also be tested:
1. When s/he returns from an absence (e.g., court appearance, outside work crew, outside medical appointment).
 2. If s/he has a documented history of drug/alcohol related disciplinary reports or violation behavior.


III. Testing in Work Release

- A. Employees/contract staff will conduct drug/alcohol testing using the instant on-site test unless the Work Release contract indicates other methods of testing.
- B. Offenders entering Work Release directly from the community will be tested within 24 hours of admission. Offenders must sign DOC 14-002 Acknowledgment of Drug/Alcohol Testing - Prison/Work Release at the time of intake.
- C. Offenders will be tested according to their Custody Facility Plan.
- D. Employees/contract staff may conduct a breath alcohol test when they have reason to believe that an offender has used, possessed, or possesses substances containing alcohol.
- E. Offenders participating in substance abuse treatment will be subject to drug/alcohol testing:
 1. Upon admission to treatment, and
 2. Randomly, or for cause, at the treatment provider/Community Correction Officer (CCO)'s discretion.
- F. An offender may also be tested:
 1. When s/he returns from an absence from the facility (e.g., employment, court appearance, outside work crew, outside medical appointment).
 2. If s/he has a documented history of drug/alcohol related disciplinary reports or violation behavior.

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IV. Testing in the Community

- A. Employees will conduct drug/alcohol testing using the instant on-site test. Lab confirmation is not required, but may be approved by the Community Corrections Supervisor (CCS) in limited cases to monitor decreasing substance levels, confirm prescribed usage, or determine if an offender is masking prohibited use.
- B. Offenders that have a prohibition not to use drugs/alcohol or a condition to submit to drug testing/breathalyzer, or who have affirmative conduct in this area, will be tested. Offenders must sign DOC 14-035 Acknowledgment for Drug/Alcohol Testing - Field at the time the condition is imposed.
 1. Employees will conduct drug/alcohol testing for offenders per court or Department imposed conditions, prohibitions, affirmative conduct, or the Offender Supervision Plan.
 - a. The first test will be conducted within 30 days of intake, except for offenders serving original jail time, in which case the test will be conducted within 30 days of release.
 - b. High Risk Violent and High Risk Non-Violent offenders will be tested at least monthly, which may be reduced to quarterly after 3 consecutive negative tests.
 - 1) Violation behavior will result in a return to monthly testing.
 - c. Moderate and Low Risk offenders with reporting requirements will be tested at least quarterly.
- C. Drug Offender Sentencing Alternative (DOSA) offenders in community based residential treatment will be tested at the treatment provider's discretion.
 1. Employees will conduct testing on all DOSA offenders on release from Prison or residential treatment or when community supervision begins.
 2. Employees will conduct testing on DOSA offenders who fail to report for a scheduled treatment appointment.
 3. All DOSA offenders will be required to submit to weekly drug testing for the first 3 months following release from Prison or residential treatment. If test results are negative, testing will be conducted as required for offenders with face-to-face contacts per the contact standards, or per court imposed conditions, prohibitions, affirmative conduct, or the Offender Supervision Plan.


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V. Testing for Cause

- A. In Prisons and Work Releases, the Superintendent/facility CCS will identify employees/contract staff authorized to require tests for cause reasons.
- B. In the community, CCOs may test offenders for cause.
- C. Cause for testing will include, but will not be limited to:
 1. Direct observation by an employee/contract staff or reliable source that provides reasonable suspicion that an offender has used, possessed, or possesses a drug or alcohol.
 2. When a canine officer observes a behavior change in his/her dog that signifies suspicion of the presence of a drug. All offenders in the suspected area will be tested.
 3. The offender is involved in an on-the-job accident, unsafe practices, or violent behavior.

VI. Substances

- A. The on-site drug test for both the specimen cup and the oral swab will test for the following substances:
 1. Methamphetamine,
 2. Amphetamine,
 3. Cocaine Metabolite,
 4. Opiate (MOP),
 5. Benzodiazepine, and
 6. Oxycodone
- B. On-site drug test strips for urine may be used with the specimen cup to test for these additional substances:
 1. Phencyclidine (PCP),
 2. Buprenorphine (Suboxone),
 3. Tetrahydrocannabinol (THC),
 4. Adulterants/dilutions, and
 5. Spice (Synthetic Canibinoid).
- C. Tests for the following substances may be conducted/ordered with justification and authorization from the Superintendent/CCS or designee:
 1. Barbiturate,

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2. Methadone,
3. Propoxyphene,
4. Ecstasy, and
5. Bath salts.

D. Use of the breathalyzer is the preferred option when testing for alcohol.

1. Laboratory testing for alcohol use may be conducted/ordered with justification and approval from the Superintendent/CCS or designee when alcohol is a documented risk factor for the offender and is directly related to his/her offense cycle.

VII. Specimen Collection

A. An offender's refusal to submit to breath alcohol screening or urine/oral fluid specimen collection for a drug/alcohol test will be treated as a violation. [5A-09]

B. Employees/contract staff will ensure that all testing and results are logged in the offender's electronic file.


1. Prison employees may use DOC 14-037 Instant On-Site Drug Testing and Breathalyzer Data Collection Worksheet to collect data for input into the offender's electronic file.
2. Community Corrections employees/contract staff may use DOC 14-166 Instant On-site Drug and Alcohol Testing Collection to collect data for input into the offender's electronic file.

C. Urine Collection

1. Employees/contract staff trained in the specimen collecting process will collect the specimen. The tester will be the same gender as the offender. Offenders who are not directly involved in the collection will not be permitted in the collection area.

- a. Offenders receiving kidney dialysis will not be required to provide urine specimens and may be tested using an oral fluid test.

- 1) In facilities with on-site health care, the tester will consult the facility Health Services Manager for alternative testing.
- 2) For all other offenders, the CCS/CCO will consult with the Chief Medical Officer at Headquarters regarding alternative testing.

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- b. In Prisons, offenders with a valid Health Status Report (HSR) documenting a medical condition that causes difficulty urinating (e.g., parauresis/shy bladder) will be provided an additional hour to provide a urine specimen. If a specimen is not provided by the end of the second hour, an oral fluid test may be conducted with approval from the Superintendent/designee.
 - 1) It is the offender's responsibility to obtain the HSR before the testing. Claiming a medical condition at the time of collection will not be sufficient reason for failing to produce a specimen.
- c. If there is no same gender employee/contract staff available to collect the specimen, the offender will be tested using an oral fluid test.


- 2. The tester may use adulterant strips with the instant on-site tests on a random basis or when there is suspicion that a specimen is adulterated or diluted.
- 3. The tester will follow the procedures for specimen collection outlined in Processing Specimens for Contracted Lab - Chain of Custody Assurance (Attachment 2) and Testing Procedures - Urine (Attachment 5).

D. Oral Fluid Collection

- 1. Employees/contract staff trained in the oral fluid collection process may collect the specimen with justification and approval from the Superintendent/CCS or designee.
- 2. The tester will follow the procedures for specimen collection outlined in Processing Specimens for Contracted Lab - Chain of Custody Assurance (Attachment 2) and Testing Procedures - Oral Fluid (Attachment 4).

E. Breath Alcohol Screening


- 1. Employees/contract staff will use only Department authorized breathalyzer instruments.
- 2. Offenders who are not directly involved in the test will not be permitted in the testing area.

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3. Testing procedures are identified in Attachment 3. Testing procedures and accuracy check will be consistent with manufacturer's recommendations.
4. The Drug Testing Coordinator/CCS or designee will maintain the testing equipment records.
 - a. An accuracy check will be conducted monthly per manufacturer's instructions.
 - b. A calibration will be conducted by certified, trained personnel as needed when the instrument does not register accurately.
 - 1) The 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 Prisons and Community Corrections Divisions will maintain a current list of certified personnel authorized to conduct instrument calibration.
 - d. All accuracy checks and calibrations will be documented on DOC 14-311 Accuracy/Calibration Check Record. This record will be kept with the instrument and accessible for auditing purposes.
5. Offenders who provide a positive test reading of .020 or higher will be referred appropriately per the Response to Positive/Abnormal Test Results section of this policy.

VIII. Test Results

- A. The test results will be evaluated to determine if the reading falls within the normal range.
 1. An abnormal reading on pH, glutaraldehyde, nitrite, or oxidants suggests a chemical adulterant was introduced before or after urination.
 2. Specific gravity below 1.003 and a creatinine level of 20 mg/dl indicates the specimen was diluted.
- B. If the test result is negative and falls within the normal range, the tester will inform the offender of the result and document the result in the offender's electronic file. [5A-09]

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C. If the test result is positive or abnormal:

1. In Prisons and Work Releases, the tester will have a witness confirm the test result. The tester will document the result and the name of the witness in the offender's electronic file. [5A-09]
2. The tester will provide the offender an opportunity to admit use. If the offender admits use:
 - a. In Prison, the tester will document the admission in the violation report and the offender's electronic file.
 - b. In the community, s/he will be presented with DOC 14-021 Drug Use Admission for signature. If the offender signs the form, the tester will document the admission in the offender's electronic file, and no further testing will be required.
3. If the offender denies use, a new specimen will only be allowed with Superintendent/designee or CCS approval.

D. In Prisons, the results must be documented before transfer or release.


E. All specimens sent to the contracted lab will be confirmed through Gas Chromatography Mass Spectrometry (GC/MS) or Liquid Chromatography Mass Spectrometry (LCMS).

1. The offender will be subject to a violation if the lab results indicate the specimen was:
 - a. Adulterated, or
 - b. Diluted, unless the offender has a valid HSR documenting a medical condition that causes diluted urine.
2. At the request of the Department, individual specimens will be kept until final disposition of any court/Department action.

F. A copy of a confirmed positive test result will be forwarded to the central/offender file and to the assigned substance abuse professional, if applicable.

IX. [5A-09] Specimen Storage and Transfer


A. For specimens being sent to the contracted lab, Department responsibility for the chain of custody is only complete when the test result has been documented in the offender's electronic file and the specimen has been processed per:

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1. Testing Procedures - Urine (Attachment 5) or Testing Procedures - Oral Fluid (Attachment 4), as applicable, and
 2. Processing Specimens for Contracted Lab - Chain of Custody Assurance (Attachment 2).
- B. Specimens not transported within 24 hours of collection must be stored in a secured receptacle.
- C. Handling and transportation of specimens should be documented on DOC 14-038 Drug Test Log Chain of Custody Assurance. The number of individuals handling the specimens must be kept to a minimum.
- D. Log sheets, any receipts from couriers, and other drug/alcohol testing records must be secured and retained per the Records Retention Schedule.
- X. Response to Positive/Abnormal Test Results
- A. In Prisons, upon receipt of a positive screening, the Drug Testing Coordinator will ask Health Services to complete DOC 14-036 Medication Certification Request to determine any possible cross-reactions between any prescribed medications the offender may be taking. In Work Releases and in the community, when confirmation is requested, employees/contract staff will submit verification of any prescribed medication with the test specimen.
 - B. [5A-09] For offenders in Prison or Work Release, positive tests and abnormal results indicating adulterated/diluted specimens will be addressed per DOC 320.150 Disciplinary Sanctions or DOC 460.135 Disciplinary Procedures for Work Release, as applicable.
 - C. An offender on community supervision who tests positive for a prohibited substance may be arrested and placed in total confinement, except if s/he tests positive for THC and has approval to use medical cannabis per DOC 620.380 Offender Medical Cannabis Use. The violation will be addressed per DOC 460.130 Violations, Hearings, and Appeals.
 1. [5A-09] Positive drug/alcohol tests for DOSA offenders addressed per DOC 670.655 Special Drug Offender Sentencing Alternative.

DEFINITIONS:

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

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ATTACHMENTS:

- [Drug Testing Methods and Occasions of Use \(Attachment 1\)](#)
- [Processing Specimens for Contracted Lab - Chain of Custody Assurance \(Attachment 2\)](#)
- [Testing Procedures - Breath Alcohol Screening \(Attachment 3\)](#)
- [Testing Procedures - Oral Fluid \(Attachment 4\)](#)
- [Testing Procedures - Urine \(Attachment 5\)](#)

DOC FORMS:

- [DOC 14-002 Acknowledgment of Drug/Alcohol Testing - Prison/Work Release](#)
- [DOC 14-021 Drug Use Admission](#)
- [DOC 14-035 Acknowledgment of Drug/Alcohol Testing - Field](#)
- [DOC 14-036 Medication Certification Request](#)
- [DOC 14-037 Instant On-Site Drug Testing and Breathalyzer Data Collection Worksheet](#)
- [DOC 14-038 Drug Test Log Chain of Custody Assurance](#)
- [DOC 14-166 Instant On-Site Drug and Alcohol Testing Collection](#)
- [DOC 14-174 Acknowledgment of Drug/Alcohol Testing Time Requirements](#)
- [DOC 14-311 Accuracy/Calibration Check Record](#)