

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 12-14</p>	<p align="center">Policy # 8.24</p>
<p>Applicability:  <input type="checkbox"/> All DJJ Staff  <input type="checkbox"/> Administration  <input type="checkbox"/> Community Services  <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards &amp; References:  O.C.G.A. §3-3-23  DJJ 8.5, 11.30, 12.25</p>	
<p>Chapter 8: SAFETY, SECURITY, AND CONTROL</p>	<p>Effective Date: 8/15/12  Scheduled Review Date: 8/15/14</p>	
<p>Subject: FACILITY DRUG SCREENING</p>	<p>APPROVED:</p>	
<p>Attachments:  A – Approved Drug Screening Manufacturers</p>	<hr/>  <hr/> <p>L. Gale Buckner, Commissioner</p>	

**I. POLICY:**

The Department of Juvenile Justice may screen youth for the presence of illegal drugs randomly, when there is reasonable suspicion that the youth may be using drugs, as a deterrent to continued drug use, to help in the daily management of youth in the rehabilitative process, or as part of a substance abuse treatment program. The Department of Juvenile Justice may screen youth for the presence of illegal drugs as a standard procedure when youth return from community passes or as part of an investigation regarding the presence of illegal drugs in the facility.

**II. DEFINITIONS:**

**Collection Site:** The place where youth provide urine specimens to be analyzed for illegal drugs.

**Drug Screen:** The use of an approved testing device to determine the presence of particular illegal drugs in a urine specimen.

**Drug Screening Specialist:** An individual designated by the facility Director to coordinate all drug-screening activities, complete all drug screens and document all drug-screening findings in JTS.

**Negative Result:** Result indicating a drug is not detected at or above the threshold of a test.

**Positive Result:** Drug detected at or above the threshold of a test.

**Random Selection:** Designating a sample drawn from the juvenile population so that each member of the population has an equal chance to be selected.

**Reasonable Suspicion:** For the purposes of this policy, knowledge sufficient under the circumstances to cause an ordinary prudent and cautious person to believe someone has consumed illegal drugs.

**Test Site:** The place designated at the facility where urine specimens are analyzed for the presence

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of illegal drugs.

### III. PROCEDURES:

A. The Department of Juvenile Justice maintains a zero tolerance for youth substance abuse within its secure facilities. Drug testing may be utilized to:

1. Provide a management tool to identify youth who are actively using unauthorized substances while detained for the purpose of imposing appropriate sanctions and offering treatment interventions as appropriate;
2. Assist in maintaining the safety and security of the facility through a rigorous program of drug testing;
3. Deter youth from the use of unauthorized and/or illegal substances by holding them strictly accountable for all occurrences of substance use through the imposition of appropriate and progressive sanctions;
4. Provide a mechanism for confirming suspicion of drug use by a youth; or
5. Provide an avenue for confrontation and treatment intervention for youth actively using unauthorized and/or illegal substances while detained.

B. Selection:

1. Each secure facility will randomly test 10% of its population monthly. The list of youth to be tested will be randomly selected via JTS. All selected youth will be tested within 12 hours of the randomly selected date and time notification.
  - a. Actual monthly testing dates shall be at irregular intervals during the month. Testing shall also occur at varying days and times to include weekdays, weekends and all shifts.
  - b. Only the facility Director will have access to the randomly selected testing dates and times in JTS.
2. Drug testing will be conducted on youth returning to a facility after being in the community on a non-secure pass.
3. Drug testing will be conducted based on reasonable suspicion arising from an event or incident to include but not be limited to:
  - Confidential information from a reliable source;
  - Observed unusual actions or behaviors;
  - A youth being found in possession of suspected drugs and/or alcohol;
  - A group of youth located in an area in which suspected drugs and/or alcohol are found, to include in a specific living unit or on a work detail;

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- Suspected intoxication of a youth.

Reasonable suspicion drug screens require the authorization of the facility Director or designee.

4. The facility Director will provide the Drug Screening Specialist with the list of youth to be tested no more than 30 minutes prior to the start of testing.

C. Drug Screening Specialist:

1. Each facility Director will designate a Drug Screening Specialist for each shift to coordinate drug-screening activities. The list of designated Drug Screening Specialists will be included in the facility Local Operating Procedure. The Drug Screening Specialists will:

- Ensure that drug screening products and supplies are ordered as needed;
- Ensure that drug screening products and supplies are stored and handled in accordance with the manufacturer's recommendations;
- Ensure that no drug screening products are used beyond the manufacturer's expiration date;
- Ensure compliance with Department policy for drug screens;
- Conduct drug screens;
- Maintain all necessary documentation and submit any required reports; and
- Ensure that all staff who conduct drug screens are trained according to the manufacturer's specifications.

The Drug Screening Specialists will rotate drug screens to ensure that older dated drug screens are used prior to more currently dated drug screens.

2. For the purposes of this policy, health services staff will never be involved in drug screening.

D. Staff Training:

1. All secure facilities will use the same manufacturer for all drug screens (see Attachment A).
2. The Office of Training will provide all staff performing drug screens with on-line training on the DJJ drug screening protocol and the manufacturer specifications prior to conducting any drug screen. All completed training will be documented in the Training Record Information System (TRIS).
3. Documentation of training will be provided to each individual upon completion of the training.

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- E. The facility Director will identify a secure area for drug screening.
- F. All youth admitted to the facility will be advised of the drug screening policy and procedures during orientation to the facility, including consequences of drug possession and use.
- G. Youth who are in a behavioral health substance abuse treatment program will be randomly drug screened in accordance with DJJ 12.25, Behavioral Health Substance Abuse Services.
- H. Staff conducting a drug screen will control the spread of infections by following the infection control procedures in DJJ 11.30, Infection Control.
- I. Collection Procedures:
  - 1. Urine specimens will be obtained in sealable containers. These containers will be of the non-sterile, non-reusable, plastic, sealable type designed for the purpose of collecting, storing, and transporting urine specimens.
  - 2. When a youth is requested to provide a urine specimen, he/she will not be allowed to leave the area and return later.
  - 3. The youth must remove any outerwear such as jackets or sweaters. A thorough pat search may be necessary to ensure that the youth has no device containing urine or other means to contaminate the specimen.
  - 4. The youth must wash, rinse, and thoroughly dry his/her hands prior to providing the specimen.
  - 5. The youth will be advised to run no water or flush the toilet until he/she turns the specimen in to staff.
  - 6. The staff person, who must be of the same gender as the youth, will directly observe the collection of the urine. These procedures should guard against specimen substitution or dilution, but should not be unduly intrusive of the privacy of the youth.
  - 7. The Drug Screening Specialist will check to see that the specimen approximates body temperature and has proper coloration to ensure that the specimen has not been diluted, substituted, or adulterated.
- J. Specimens should be collected and tested at the same location.
- K. Results will be reported to staff on a need-to-know basis as instructed by the Director. The youth will be informed of the result.
- L. A Special Incident Report will be completed for all positive drug screen results, and coded

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as Contraband (Code G5P). These incidents will be investigated to determine the source of the contraband.

- M. The following actions may be used in responding to positive screen results:
- Disclosure and referral for counseling;
  - Filing a disciplinary report;
  - Referral to treatment/education;
  - Filing of legal charges (in accordance with DJJ 8.5, Special Incident and Child Abuse Reporting); and
  - Referral to more restrictive facility/unit.
- N. Youth who test positive for unauthorized and/or illegal drugs will be screened monthly until he/she has 3 consecutive negative drug screens.
- O. Youth who refuse to complete a drug screen will be issued a disciplinary report for refusal to obey and/or other appropriate disciplinary actions such as a referral to the Behavior Management Unit, if applicable. Disciplinary sanctions will be provided in accordance with DJJ 16.5, Disciplinary Reports and Hearings.
- P. Documentation:
1. Every drug screen conducted, the reason for the drug screen, and the results of the drug screen will be documented in the Drug Screening Module in JTS within 24 hours of the completed drug screen.
  2. The facility Director will review the completed drug screening report monthly to identify trends, concerns and appropriate responses.

#### **IV. LOCAL OPERATING PROCEDURES REQUIRED: YES**

- A. The local operating procedures will include:
- The staff person, by title, who is designated as the Drug Screening Specialist and back-up Drug Screening Specialist; and
  - The area used to conduct drug screens.