

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-8</p>	<p align="center">Policy # 20.39</p>
<p>Applicability: { } All DJJ Staff { } Administration {x} Community Services { } Secure Facilities</p>	<p>Related Standards & References: American Probation and Parole Association’s Drug Testing Guidelines and Practices for Juvenile Probation and Parole Agencies. DJJ 11.30, 20.1</p>	
<p>Chapter 20: CASE MANAGEMENT</p>	<p>Effective Date: 4/20/18 Scheduled Review Date: 4/20/19</p>	
<p>Subject: COMMUNITY DRUG SCREENING</p>	<p>Replaces: 4/20/17 Community Services Division</p>	
<p>Attachments: A – Drug Screening Log B – Request for Drug Screening</p>	<p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall screen youth for the presence of illegal drugs randomly, according to the Conditions of Supervision, when there is reasonable suspicion that the youth may be using drugs, and/or as a deterrent to continued drug use.

II. DEFINITIONS:

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

Community Case Manager (CCM): Juvenile Probation/Parole Specialist I, II, or III (JPPS) or Juvenile Probation Officer I or II who provides direct supervision and coordination of services for a youth. The Community Case Manager also includes any member of an established case management team who may perform case management tasks.

Drug Screen: Testing of a urine specimen for the presence of commonly abused drugs.

Negative Result: Test 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.

III. PROCEDURES:

A. Selection Criteria:

1. Youth must have an adjudication and disposition on a delinquent offense before being screened, or the judge imposes drug screening as a condition of informal adjustment or release.
2. The Community Case Manager (CCM) may select a youth for drug screening based on information obtained about the youth such as a substance abuse history, documented

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current use, and/or prior offenses related to the use or sale of illegal drugs. An offense category alone should not determine the necessity for screening.

3. For a youth to be drug screened, the signed Conditions of Supervisions or informal adjustment must include the drug screening requirement. Staff does not have the authority to screen a youth before conditions are imposed.
 4. The frequency of drug screening will be based on the youth's drug use history, specific court order requirements, and service plan. If the youth is found to have a positive specimen, more frequent random drug screens should be conducted after discussing the results with the youth. Positive results, along with other evidence, may be used to decide if a referral for a substance abuse assessment needs to be made.
- B. Each Juvenile Program Manager (JPM) will designate a staff member for the Community Service Office (CSO) that will be responsible for:
1. Ensuring that screening products and supplies are properly stored, handled, and maintained;
 2. Maintaining the Drug Screening Log (Attachment A); and
 3. Maintaining all necessary documentation and submitting any required reports.
- C. All staff performing drug screens will be trained according to the manufacturer's specifications and DJJ policies and procedures.
- D. Screening Locations:
1. The JPM will identify the collection site and screening location within the CSO.
 2. Any collection sites outside of the CSO must be approved by the JPM.
 3. Drug screens will not be conducted in a youth's home.
 4. Screening supplies will be stored in an area of controlled access to ensure that no unauthorized individual handles the specimens, supplies, or testing records.
 5. All drug screens will be conducted in a private setting that allows for confidentiality.
- E. Prior to subjecting the youth to a drug screen, the CCM must properly notify the youth and his/her parent/guardian about drug screening policies and procedures and explain why the youth was selected for drug testing. The youth will be required to sign the Request for Drug Screening (Attachment B). If the youth refuses to sign, the refusal will be documented on the Request and in JTS case notes.
- F. Drug Screen Procedures:

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1. Drug screens will be conducted in accordance with the manufacturer's recommendations.
2. Standard infection control procedures, as outlined in DJJ 11.30, Infection Control, will be used when conducting drug screens.
3. When a youth is requested to provide a specimen for drug screening, he/she will not be allowed to leave the vicinity and return at a later time.
4. The following instructions will be provided to the youth:
 - a) Remove any outerwear (e.g., coats, sweaters, etc.) and leave all personal possessions (e.g., purses, bags, etc.) with a Department employee;
 - b) Before the drug screen wash, rinse, and thoroughly dry hands; and
 - c) During and after the drug screen do not run any water or flush the toilet until instructed by staff.
5. Staff of the same gender as the youth will observe the collection of drug screen urine samples. This procedure should guard against specimen substitution or dilution, but should not be unduly intrusive of the privacy of the youth.

The door to the restroom shall remain cracked and the staff person shall stand outside while sample is collected.
6. The CCM 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.
7. The youth will be allowed a two-hour stall period (alleged inability to produce a specimen). If, upon initial request, the youth refuses to submit a specimen, or fails to provide a specimen at the end of the stall period, he/she will be considered in violation of the terms of the Conditions of Supervision. The CCM, in conjunction with the supervisor, will determine the most appropriate action to take based on the Conditions of Supervision and assessment of the youth's overall level of compliance and local judicial policy.

G. Reporting Results:

1. The results of the drug screen will be documented by the CCM on the Request for Drug Screening.

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2. The results will be provided to the youth and parent/guardian. The CCM will report both positive and negative test results. The request for drug screening form will be uploaded into JTS Correspondence within 72 hours.
3. For positive results, graduated sanctions will be used or a report will be made to the court in accordance with local juvenile court procedures.
4. A referral for substance abuse assessment should be considered for youth who have positive drug screen results. Referrals will be documented in JTS case notes and in the JTS services module.
5. The drug screen results will be entered into the Juvenile Tracking System Services module within 72 hours.

H. Documentation:

1. The CCM will document the results of all drug screenings (See Attachment A, Drug Screening Log). If drug screens are performed outside of the CSO, they will be documented on the log upon the CCM's return to the office.
2. The District Director or JPM will check the drug screening procedures and logs during operational and case file audits (DJJ 20.1, Community Quality Assurance Monitoring).

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES