

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**DRUG SCREENING**

**Authority:**

Michelle Scray Brown, Chief Probation Officer

**Purpose:**

To establish guidelines regarding drug testing of offenders under department supervision.

**Definitions:**

QuickScreen Cup: A sampling cup that uses a urine specimen to produce immediate drug test results.

Specimen: Urine or other body fluid or substance used for analysis.

**Responsibilities:**

I. All Officers (PCO, PCSI/II, POI/II/III, SPO) shall:

- A. Conduct drug testing consistent with the law and the terms and conditions of probation supervision:
  1. Verify a drug test is enforceable by checking Court minutes or a copy of terms and conditions.
  2. Ensure the case is active by checking Court minutes and/or Caseload Explorer (CE)/physical file.
- B. Positively identify the offender through a government-issued identification or CE photograph.
- C. The collection should generally be done without advance notice.
- D. Utilize Personal Protective Equipment (PPE) in compliance with the Department's Exposure Control Plan when collecting the specimen.
- E. Ensure the QuickScreen approved cup used to collect the specimen is not expired.
- F. Observe the collection of the specimen to prevent adulteration and instruct the offender to:
  1. Place the cap on the bottle and firmly tighten it.
  2. Wash the bottle with soap/water and dry it completely.
  3. Turn the bottle upside down to ensure it does not leak.
- G. If further laboratory analysis is required:
  1. Complete the Phamatech Chain of Custody Form (Attachment A) by following the instructions listed on the back of the form.
  2. Keep the yellow and blue copies and place them in the offender's physical file (Section 4).
  3. Use the provided self-adhesive bag:
    - a. Place the Chain of Custody Form (Copy 1- Laboratory) in the large pouch.
    - b. Place the specimen in the small pouch.
    - c. Remove the release liner from the flap.
    - d. Fold the blue adhesive flap to cover the black cross-hatch slit opening.

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4. If in the field, ensure the collection is sealed and secured in the vehicle. Follow steps 5-8 below upon return to the office.
  5. Secure the specimen inside the corresponding delivery United Parcel Service (UPS) envelope/bag.
  6. Contact UPS to arrange for pick up by the end of shift.
  7. Place envelop/bag in the reception or designated area.
  8. Ensure the specimen has been shipped to the laboratory within 24 hours.
- H. A saliva test may be used; however, Officers should be aware of the differences in the detection times.
- I. Obtain offender's recorded admission on a Drug Test Self Admit Form (Attachment B) as needed and place it in their file.
- J. Maintain strict adherence to the manufacturer's recommendations regarding storage and use to ensure reliability and validity.
- K. Document all drug tests conducted in CE (Supervision-Drug Testing), including who conducted the test, no later than the end of shift.
- L. As soon as they become available, document all results (presumptive and laboratory) in CE (Supervision-Drug Testing).

### II. Supervisor:

- A. Provide training as needed.
- B. Designate a staff member to coordinate the ordering of supplies and proper storage.
- C. Ensure compliance with this procedure during caseload audits.

### **Guidelines:**

- A. Each office/facility shall designate specific restrooms as collection sites.
- B. Supervision of the offender being tested during the collection of a urine specimen shall be conducted by officers of the same sex or of the same sex with which the offender identifies.
- C. Any cross-gender modified collection shall be documented in CE.
- D. When a collection is conducted in the field, Officers are responsible for maintaining the safety, security, temporary storage (preferably the trunk/back compartment), and transportation of urine specimens if further laboratory analysis is required.
- E. If the offender denies substance use after testing positive using an on-site QuickScreen test, the Officer shall submit the specimen for urinalysis.
- F. Saliva testing may be administered by either gender.
- G. Officers shall request that an offender under medical or psychiatric care provide written notification from the physician or psychiatrist of any medication prior to drug testing.

### **Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

### **Foundation:**

Penal Code Section 1210.1  
Penal Code Section 3450

### **References:**

#### Procedure

Bloodborne Pathogens Exposure Control Plan

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Management of Communicable Diseases

Issued by:

  
Michelle Scray Brown, Chief Probation Office

10/2/20  
Date

Original Issue Date: September 18, 2000

Revised: October 2, 2020

**Attachments:**

- A – Chain of Custody Form
- B – Drug Test Self Admit Form

CHAIN OF CUSTODY FORM

PHAMATECH, INC.
10151 Barnes Canyon Road, San Diego, CA 92121
TOLL-FREE: 1-877-635-5840



SPECIMEN ID NO. 6001663647

LAB ACCESSION NO.

STEP 1: TO BE COMPLETED BY COLLECTOR OR EMPLOYER/AGENCY REPRESENTATIVE

A. Employer Name, Address and I.D. No.
B. Collection Site Address:
Collector Phone No.
Collector Fax No.
OFFENDER PIN?
E. Reason for Test: Pre-Employment Random Reasonable Suspicion/Cause Post Accident Periodic Other

STEP 2: TO BE COMPLETED BY COLLECTOR

Read specimen temperature within 4 minutes. Is temperature between 90° and 100°F?
Specimen Collection: Single Split None Provided Observed
REMARKS:

STEP 3: TO BE COMPLETED BY COLLECTOR AND DONOR - Collector affixes bottle seal(s) to bottle(s). Collector dates seal(s). Donor initials seal(s).

STEP 4: TO BE COMPLETED BY COLLECTOR AND DONOR

TEST(S) REQUESTED BY EMPLOYER:

Supervisor approval required if more than 3 drugs selected!
LOC: PO Name:
Select drug(s): Only selected drugs will be tested
AMP Barbiturates MDMA Buprenorphine
METH Benzodizepine Propoxyphene Other:
THC Methadone Oxycodone Other:
PCP Opiates Cocaine

I authorize the collection of this specimen for the purpose of a drug screen. I acknowledge that the specimen container(s) was/were sealed with tamper-proof seal(s) in my presence; and that the information provided on this form and on the label(s) affixed to the specimen container(s) is correct. I authorize the laboratory to release the results of the test to the company identified on this form or its designated agents.

(PRINT) DONOR'S NAME (LAST, FIRST, MID) SIGNATURE OF DONOR INITIAL MONTH DAY YEAR

STEP 5: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY LABORATORY

I certify that the specimen given to me by the donor identified on this form was collected, labeled, sealed, and released to the Delivery Service noted, in accordance with applicable requirements.

Signature of Collector Time of Collection AM PM
SPECIMEN BOTTLE(S) RELEASED TO:
UPS
Name of Delivery Service Transferring Specimen to Lab
Primary Specimen Bottle Seal Intact
RECEIVED AT LAB:
Signature of Accessioner
Yes
No, Enter Remark To Right



A
B
SPLIT

COPY 1 - LABORATORY



DRUG TEST SELF ADMIT

Defendant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Case Number: \_\_\_\_\_ Probation #: \_\_\_\_\_

I \_\_\_\_\_, am signing this form as a "Self Admission" that I used a controlled substance and will test "positive".

The drug(s) I used was/were \_\_\_\_\_ and admit I last used on \_\_\_\_\_.

I understand this form may be used as the basis of a Violation of Probation.

\_\_\_\_\_  
Defendant's Name Date

\_\_\_\_\_  
Witness Date