

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 306.17.01	Page 1 of 10
	Original Effective Date: 04/15/85	New Effective Date: 05/15/20
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	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 306 Security		
Subject: Inmate Drug Testing		
Guidance Document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Posting date 5/15/20

POLICY

The Division of Adult Institutions has zero tolerance for drug use. The Division of Adult Institutions shall perform drug testing of inmates to protect the public and provide a drug free and safe environment for staff and inmates.

REFERENCES

Federal Register, Vol. 59, No. 110, dated June 9, 1994 – Mandatory Guidelines for Federal Workplace Drug Testing Programs

Federal Register Vol. 63, No. 219, dated November 13, 1998 and Effective 12/01/1998 – Revised Mandatory Guidelines for Federal Workplace Drug Testing Programs

Substance Abuse and Mental Health Administration (SAMHSA) – Mandatory Guidelines for Federal Workplace Drug Testing Programs

Criminal Justice Drug Testing Act May 1990

Wisconsin Administrative Code Ch. DOC 303 – Discipline

Wisconsin Administrative Code s. DOC 306.17(4) (a) – Search of inmates

Wisconsin Administrative Code s. DOC 306.21 – Use of test results as evidence at disciplinary hearings

DAI Policy 500.70.27 – Transgender Inmates

DEFINITIONS, ACRONYMS AND FORMS

Advanced Care Provider (ACP) – Provider with prescriptive authority.

Adulteration – Urine substitution, ingestion of fluids or compounds for flushing out the system, diluting the sample, or interfering with the testing process (OR) direct addition of adulterants to the urine specimen itself.

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

Confirmation test – A test of the specimen performed, after an initial screening test of that specimen, by a gas chromatography/mass spectrometry (GC/MS) testing procedure or an equally rigorous scientific test.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

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DOC-106 – Urinalysis Confirmation Waiver

DOC-184 – Disbursement Request

DOC-1496 – Chain of Evidence (Urinalysis)

DOC-3001 – Off Site Service Request and Report

Intersex condition – An inmate’s reproductive or sexual anatomy does not correspond to usual male or female anatomy. Genitalia may be ambiguous or have characteristics of both sexes.

On-Site Drug Screen – Testing procedure done at the facility to detect the presence or absence of alcohol, drugs or their metabolites in urine or saliva.

Transgender – A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth.

UA Draw – Department of Corrections’ database for Urinalysis.

Urinalysis Coordinator – Designated supervisor overseeing the facility Urinalysis Program.

PROCEDURE

I. Testing

- A. The drug testing program shall include:
 1. Targeted testing.
 2. Random testing.
 3. Saturation testing.
 4. Testing for cause.
 5. Testing while in treatment.
- B. Selection of inmates for testing in all categories shall be supported by appropriate documentation and shall not be based on the race, color, gender, age, national origin or the religion of the inmate.
- C. When non-random urinalysis testing of an inmate is requested, the Warden/designee shall authorize the drug test.
- D. Targeted testing
Inmates may be identified for targeted testing under the following circumstances:
 1. Intake process.
 2. Date of release.
 3. Return from temporary release under supervision.
 4. Identification of a drug use baseline.

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5. Work Release, Study Release, Project Crews, Community Service, Off-Site Placement or Activities and inmate drivers.
- E. Random testing
1. Inmates shall be chosen by a computer-generated selection process (UA Draw) whereby selection personnel do not know the identity of the inmate.
 2. Random testing shall be conducted on no less than 3% of the population of each facility each week.
 3. The following are the only reasons inmates may be excluded from the random listing:
 - a. Resides in the Infirmary.
 - b. Placed in the Restrictive Housing unit.
 - c. Out of the facility; e.g., Out to Court, Out to Hospital.
 - d. Resides in a contracted facility.
 - e. Has a verifiable medical condition that would prevent them from providing an adequate urine sample, such as in the case of inmates on kidney dialysis.
- F. Saturation testing
1. When a high incidence of drug use or trafficking is suspected, an identified group (e.g., a housing unit, work crew) may all be tested.
 2. Authorization of the Warden/designee is required.
 3. Criteria may include, but not be limited to:
 - a. A high percentage of positive results from the random testing program.
 - b. A high incidence of trafficking offenses.
 - c. A high incidence of conduct violations.
 - d. Intelligence information indicating saturation testing is appropriate.
- G. Testing for cause
- Inmates may be subject to testing for cause if a staff member, from direct observation or reliable sources, has reasonable grounds to believe the inmate has used, possesses, or is under the influence of intoxicating substances.
- H. Testing while in drug and/or alcohol treatment
1. Treatment participants shall remain subject to random, targeted, cause and saturation testing.
 2. Additionally, they shall be tested upon admission and discharge from treatment programs consistent with available resources.
 3. Consistent with law, all tests conducted under this subsection which have the potential to directly or indirectly affect the assessment, treatment plan, or treatment programming of any participant shall be confirmed by a certified laboratory before any decision may result affecting the participant's treatment programming by virtue of the test.
- I. Each facility shall designate a urinalysis coordinator.

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- J. Alternative drug testing methods
 - 1. The DOC may utilize drug-testing methods other than urinalysis, such as saliva and hair analysis, for those situations where:
 - a. Urine collection is not possible.
 - b. Another method is superior.
 - c. A pilot is being conducted.
 - 2. In all cases staff shall be trained in the use of alternative drug testing methods before performing tests.

K. Ensure all record disposal authorizations are followed.

II. Obtaining Urine Specimens

- A. Designated staff who have received training on proper specimen collection procedures shall follow universal precautions in the handling, storage, and transportation of specimens.
- B. Staff shall use the on-site drug screen test for initial indication of the presence of alcohol and drugs in an inmate's urine.
- C. All specimens shall be processed along with the properly completed DOC-1496.
 - 1. All staff handling the specimen after the initial collection shall record in sequence all changes of possession of the urine (to include name, time, date and place).
 - 2. The number of staff handling the specimen shall be kept to a minimum.
- D. Observation of the inmate while providing the sample shall be conducted by a staff member of the same gender.
- E. It is recommended the specimen be the inmate's first urine of the day.
- F. Check the inmate's photo identification to verify identity, name and DOC number.
- G. Inform inmate of the type of testing (random, cause, etc.)
- H. Staff shall ask the inmate if he or she has taken any medication in the last 72 hours. The inmate shall record this information on the DOC-1496.
- I. Ensure the inmate thoroughly rinses his/her hands without soap.
- J. Inspect the inmate hands and fingernails for possible containments prior to providing the specimen.
- K. The inmate shall be directed to remove any coat and roll up long sleeves to ensure the inmate is not hiding any objects that might adulterate the sample or containers that might hold an alternate urine sample.

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- L. Perform a strip search prior to obtaining a sample on all cause, targeted and saturation tests. Perform a personal search “pat search” prior to obtaining a sample on all random tests.
- M. Staff shall prepare the on-site drug screen as follows:
1. Open the pouch and remove the cup. Document the identifying inmate name/number on the cup lid.
 2. Hand the cup and lid to the inmate and allow him/her to visually inspect it.
 3. Instruct the inmate to fill the cup approximately 1/3 full. Staff shall observe the urine stream into the cup.
 4. Transgender inmates shall be allowed to urinate into a cup sitting down, as long as the urine stream can be visually observed by a staff member.
 5. When the inmate has finished providing the specimen, have him/her place the lid on the cup and tighten.
 - a. Staff shall ensure the lid is tightened sufficiently.
 - b. Then the inmate shall initial and date the security seal.
 - c. Staff shall then place the security seal over the cup cap avoiding covering the test results and identifying information on the cup cap.
 6. Set the specimen cup on a flat surface. The test shall start once the inmate has finished providing the specimen. Test results shall be read as determined by each site.
 7. Staff shall read the temperature strip within 2-4 minutes of the inmate providing the specimen to verify the temperature of the specimen is within acceptable range (90-100 Fahrenheit).
 - a. Record urine temp on DOC-1496.
 - b. If no temp is visible, contact a supervisor if adulteration is suspected.
 8. Allow the test to run until the control line (reddish purple line next to the “C”) appears which generally takes up to 2-5 minutes.
 - a. Once the control line appears, the results may be interpreted.
 - b. If no control line appears after 10 minutes, the cup is considered defective.
 - c. It is acceptable to transfer the contents from the defective cup to a new cup and document on DOC-1496.
 9. Results are based on the presence or absence of a line next to each specific drug. Line intensity may vary between drugs. Any line, regardless of intensity, shall be interpreted as a negative test.
 10. A positive test is no line, totally devoid of color, next to a specific drug.
- N. Special accommodations may be made for inmates with documented mental health conditions that prevent compliance with provisions for obtaining urine samples.
- O. If the inmate refuses to provide a specimen, the test is considered a refusal and the inmate shall receive a DOC-9.

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- P. If the inmate is unable to provide specimen:
1. Give no more than eight ounces of water per hour for no longer than two hours.
 2. If a specimen has not been provided after two hours, this shall be considered a refusal.

III. Processing Urine Specimens

A. Negative cup results

Collection staff shall immediately dispose of negative specimen and containers after testing has been completed according to the following procedures:

1. Urine is to be emptied in toilet receptacle.
2. Plastic specimen containers shall be disposed of in a lined trash receptacle or a trash bag. The trash receptacle shall have a lid cover for cleanliness and hygiene.
3. Trash bags containing drug testing specimen collection cups shall be tied securely and left in a trash receptacle for disposal after testing is complete.
4. The collection area shall be cleaned thoroughly when all testing is complete.
5. The collection staff shall wash their hands with soap and water after handling urine specimens.
6. Specimen containers shall not be reused for another urine sample.
7. DOC-1496 shall be completed.
8. All negative results shall be recorded in COMPAS.

B. Positive cup results

1. If a test result is positive and the inmate is claiming to be taking medication, the facility's Urinalysis Coordinator/designee shall contact the Health Services Department to verify if the inmate is currently taking any medications.
2. The Health Services Department shall compare the drugs listed by the inmate on the DOC-1496 against those listed on the inmate's medication orders and/or possible offsite procedures noted on DOC-3001 to verify if any additional medication was given that was not listed on the medication orders.
3. When a test result is positive, a DOC-9 shall be written and shall be accompanied by the DOC-1496 and a photo copy of the cup results.
4. Positive urine specimens shall be maintained for a minimum of 60 days or through the facility appeal process and kept in a secured refrigerator/freezer. Only authorized staff shall have access to the secured refrigerator(s) or freezer(s).
5. A key log or entry log to the area refrigerator shall be maintained. The log shall include the date and name of each person gaining access to the refrigerator or freezer.

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6. A completed DOC-1496 shall accompany the sample until the disposal process is complete.
7. All positive results shall be recorded in COMPAS.

C. Confirmation process

1. The request for a confirmation test shall be made prior to or at the time the DOC-9 is served.
2. If the inmate is requesting a confirmation test, the initial positive sample shall be confirmed by a second test. The inmate shall complete a DOC-184 and sign a DOC-106 when requesting a confirmation test.
3. Inmates shall pay the cost of confirmation tests when the inmate requests such a test after an initial positive result.
 - a. If the inmate does not have the funds for the confirmation testing, the facility shall allow the inmate an overdraft on their account.
 - b. If the confirmation test is negative, the cost of the test shall be refunded.
 - c. If the confirmation test is inconclusive and/or suggests possible adulteration, the cost of the confirmation test may not be refunded.
4. The confirmation test shall be completed by a certified lab.
5. If a confirmation test is being requested, complete the contracted lab's form and follow the contracted lab's instructions for processing specimens.
6. If the confirmation test is negative, the DOC-9 shall be dismissed.
7. Confirmation test results shall be recorded in COMPAS.

D. Adulteration process

1. Inmates shall submit an unadulterated specimen.
2. If a specimen is suspected of being adulterated a Shift Supervisor shall be contacted and briefed.
3. If it is determined the inmate did adulterate their specimen, a DOC-9 may be written.

IV. Recordkeeping

- A. UA draw is used to generate the random list and DOC-1496s.
- B. COMPAS is used to record all drug testing results performed on inmates.

Administrator's Approval: _____ **Date Signed:** _____
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Dodge Correctional Institution		
Original Effective Date: 4/15/85	DAI Policy Number: 306.17.01	Page 8 of 10
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Chapter: 306 Security		
Subject: Inmate Drug Testing		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Jason Benzel, Warden		

DEFINITIONS, ACRONYMS, AND FORMSDOC-142 – Person Searched/Non-Routine Urinalysis ReportDOC-1008 – Area Pass LogDOC-2466 – Incident ReportRHU – Restrictive Housing Unit**I. FACILITY PROCEDURE****A. Random UA collection process**

1. Medium DCI housing units
 - a. Urine specimens shall be collected between Monday and Thursday by the identified 3rd shift UA controller on day designated by the UA Coordinator.
 - b. UA testing shall begin after the 12 A.M. count. Refer to Section II, A-N of this policy for specific testing instructions.
 - i. Conduct UA testing in the unit bathroom.
 - ii. Verify inmate's identity.
 - iii. Ensure a pat search is completed prior to obtaining a sample.
 - iv. Log searches in unit search log book.
 - v. Ensure inmates are seated in the unit dayroom until they are able to provide a urine specimen.
 - vi. Notify a line supervisor for any UA refusals.
 - c. Housing unit staff shall assist UA Controllers in obtaining urine specimen.
 - i. Monitor inmates in unit dayroom.
 - ii. Assist with reading UA tests and completing associated paperwork.
2. Maximum DCI housing units
 - a. Urine specimens shall be collected on identified day between Monday and Thursday by the Unit 18 Sergeant/designee with the Property UA Officer/designee.
 - b. Passes shall be issued to inmates housed on maximum units that require a random UA test.
 - c. UA testing shall begin after the 6:15 A.M. count clears.
 - i. Ensure UA testing is conducted on Unit 18.
 - ii. Verify inmate's identity.
 - iii. Ensure a pat search is completed prior to obtaining a sample.
 - iv. Log searches in unit search log book.
 - v. Notify a line supervisor for UA refusals.

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- d. Upon successful completion of the UA inmates may return to their housing units.
 3. Inmates at DCI for 30 days or less from their initial intake date shall not be subjected to random UA testing.
- B. Processing a urine specimen
1. Refer to Section III A-D of this policy for specific testing instructions.
 2. Disposal of negative urine screens shall be in the Unit 18 lab restroom.
 3. Positive urine screens shall be stored in the Unit 18 UA lab freezer
 - a. Make a photocopy of the DOC-1496.
 - b. Place positive urine screen in a paper bag.
 - c. Staple the DOC-1496 to the bag and place it in the freezer.
 - d. Document entry on the freezer log.
- C. Cause, Targeted and Saturation testing
1. Complete DOC-142 and route to a Security Supervisor for approval.
 2. Perform a strip search prior to obtaining the urine specimen.
 3. Follow testing policy as indicated above to obtain and process specimen.
 4. Apply a security label across the lid of the urine specimen cup and complete DOC-1496 to ensure accurate account of specimens. The inmate shall initial the security label.
 5. Utilize the specialized urine specimen collection test for suspected use of K2.

II. RESPONSIBILITIES

- A. UA Coordinator/designee
1. The Security Supervisor/designee is the designated UA Coordinator at DCI.
 2. Determine random UA testing date each week.
 3. Ensure hearing committee is notified of results when confirmation tests are completed.
 4. Enter all UA results in COMPAS.
- B. UA Handlers
1. Third shift UA Controllers.
 - a. 13/14 Floater (K28-232) responsible for Units 13, 14, 15 and 16.
 - b. Barracks Escort Officer (K28413) responsible for Units 30, 31, 32 and 33.
 2. Property/UA Officer (K28 285) or designee.
 3. First shift Unit 18 sergeant (K28 281) or designee.
 4. Staff as assigned by supervisor.
- C. UA Controller
1. Access the Unit 18 UA lab and picks up needed testing supplies.
 2. Confirm accuracy of the UA list, verifying inmate housing assignments.
 3. Update prepared DOC-1496 forms if needed.

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4. Separate on-site drug screen cups by designated testing areas utilizing the UA carts provided.
- D. Property-UA Officer or designee
1. Accountable for the inventory of UA testing supplies.
 2. Print lists of individuals to be testing using the computer generated selection process for UA draws before Sunday 10pm.
 - a. Remove inmates from the UA draw list that:
 - i. Reside in RHU.
 - ii. Reside in the Infirmary.
 - iii. Are out of the facility.
 - iv. Have been at DCI for less than 30 days from their initial intake date.
 - b. Make copies of this list and provides it to the following:
 - i. Each UA controller on 3rd shift.
 - ii. Dining room.
 - iii. Kitchen.
 - iv. Morning UA tester.
 - c. Generate a DOC-1496 for each individual to be tested, documenting lot number and expiration date of UA test to be utilized.
 - d. Open, label and numerically document drug screens in conjunction with the DOC-1496.
 - i. Cups shall be numbered beginning with 1.
 - ii. DOC-1496 forms shall be numbered in conjunction with the numbers on the testing cups.
 - e. Insert on-site drug screens into large cart designated for testing prior to 10pm Sunday in conjunction with numbers on cups and cart.
 - f. Complete passes for AM UA draw and distribute these passes with the UA Draw list to a line supervisor.
 - g. Enter all test results in COMPAS upon completion.
 - h. Complete DOC-184 and route to Business Office if the inmate requests a confirmatory test.
 - i. Ship confirmation test UA specimens to certified testing lab.
 - j. Dispose of positive UA specimens after 60 days.
- E. Security Supervisor
1. Ensure that passes are distributed to housing units on 3rd shift the night prior to morning UA draws.
 2. Photograph positive UA screens and submits them into the electronic evidence folder.
 3. Ensure a conduct report is written by staff when there is a positive UA screen. Property-UA Officer/designee shall enter into COMPAS.
 4. During TLU placement for a positive UA screen, completes DOC-106.
 - a. Notify Property-UA Officer/designee Officer of all positive tests.
 - b. Notify Property-UA Officer/designee of any confirmation tests requested by the inmate.