

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.42	PAGE NUMBER 1 of 3
	RELATED ACA STANDARDS:	
CHAPTER: 8 Administration	SUBJECT: Offender Drug and Alcohol screening	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 Del. C. §6517

II. PURPOSE: The Department of Correction is committed to a zero tolerance policy of offender drug use. The goals of drug testing program are to deter offender drug use and trafficking, provide a measurement tool to evaluate drug interdiction efforts, and to identify offenders for sanctions and programming.

III. APPLICABILITY: To individuals under the Department's supervision, at any SENTAC custody level, and to all Wardens and employees involved in drug or alcohol testing of offenders.

IV: DEFINITIONS: None.

V: POLICY: It is the policy of the Department of Correction to conduct drug testing of offenders under its supervision. The Offenders committed to the Department are subject to drug testing at any time. The Bureaus of Prisons and Community Corrections will establish procedures to ensure that drug testing is conducted. Testing will not be used for harassment. There will be no discrimination on the basis of race, religion or gender.

VI. PROCEDURE:

A. The analysis of all offender urine specimens will be conducted through an approved vendor. Offenders will be tested as follows:

1. Offenders can be tested for the following reasons:
 - a. For Cause
 - b. Random
 - c. Program Requirements
 - d. Annual Baseline
 - e. As directed by the Warden, Manager or his designee

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2. Each month one percent (1%) of the Department-wide institutional count will be randomly selected for testing.

a. Each month's random selection will be independently drawn. Individual offenders may be subjected to testing more than once a year.

b. The names and SBI numbers of those selected each month will be forwarded to the institutional Drug Testing Coordinator. All tests are to be completed within 24 hours.

c. All specimens sent to the medical testing vendor will be screened for the following drugs: Marijuana, Cocaine, Opiates, Benzodiazepines and Amphetamines

- If an offender is suspected of using a drug other than the aforementioned, prior notice must be given to the vendor.

d. Positive drug screens may be subject to confirmation via GC/MS (Gas Chromatography Mass Spectrometry). The Bureaus shall provide procedures for offenders to obtain confirmation testing, at their own expense, if the Department elects not to confirm.

B. Each institution shall appoint a Drug Testing Coordinator to be responsible for the coordination, monitoring and service provisions of the drug testing program. All drug test requests will be processed through the Drug Testing Coordinator. Collection of specimens will be a security function. The coordinator will report any program deficiencies to the Warden, and the Deputy Principal Assistant to the Bureau Chief.

C. Each institution will develop their own policy and procedure to govern the collection, handling, storage, transportation and testing of urine specimens as well as the dissemination of test results. The institutional policy will include sanctions and programming components for inmates who test positive. Each institution's Institutional Disciplinary Officer shall impose discipline for violations of this policy.

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D. REPORT OF RESULTS

1. All positive results will be held for confirmation and then destroyed. Negative screens will be destroyed.
2. Upon receipt of a positive confirmation, with the exception of marijuana, the Drug testing Coordinator shall consult with the Department's medical care provider to determine any possible cross-reactivity with any prescribed medications the offender may be taking.
3. The institutional Drug Testing Coordinator will maintain all documentation regarding the drug testing program which will include a drug testing log and test results.
4. All drug testing coordinators will submit a monthly report of all drug testing activities to the Warden, the Bureau Chief and the Deputy Commissioner.

E. STAFF TRAINING

1. Drug Testing Coordinators will receive training in providing programming and sanctions.
2. Drug Testing Coordinators will train security staff who collect specimens.

F. ALCO SENSOR

1. At any time an offender may be ordered to submit to an Alco-Sensor test, for measurement of alcohol consumption.
2. The operator of Alco-Sensor equipment shall be properly trained in its use.
 - a. Any operator shall have been certified through training in the operation of the Alco-Sensor screening equipment and documentation on file.
 - b. Equipment shall be calibrated regularly. Records of calibration shall be maintained by the facility.
 - c. Results of Alco-Sensor Testing:
3. All results will be documented in offender file and all positive results will be screened for further action according to Bureau policy.

