



COMMUNITY INSTRUCTION	Oral Fluid Test Process
COMMUNITY INSTRUCTION NO.	C30
SCOPE	Community Corrections

PURPOSE

To provide instructions to Community Operations staff on the process for conducting an oral fluid test.

When conducting an oral fluid test during a home or field visit, the Community Corrections Officer (CCO) is to ensure all relevant documentation is in duplicate prior to leaving the office.

PROCEDURES

1. Notification to Offender

1.1. A CCO must explain the Rules for Providing a Saliva Sample to an offender prior to directing them to undertake an oral fluid test. A verbal direction to provide a saliva sample for the purpose of illicit drug testing must be made.

1.2. The CCO must explain the process to the offender as follows:

- Rules for Providing a Saliva Sample - first time only (offender to retain a copy)
- written direction to provide a saliva sample (offender to retain a copy)
- offender declaration form (offender to retain a copy)
- Chain of Custody Form (refer to section 6).

1.3. This documentation must be signed by the offender and filed on the offender management database and retained in hard copy on the offender's file.

2. Oral Fluid Test Process

2.1. The CCO will access the oral fluid testing machine, including the printer, personal protection equipment (gloves) and oral swab pack.

2.2. The CCO must put on personal protection equipment (gloves).

2.3. The CCO will open the oral swab pack and insert the cassette into the fluid testing machine.

2.4. The CCO will provide the offender with the test swab and direct them to sweep it over the left and right mouth cheek and tongue for approximately one minute, or until the blue indicator appears on the swab. The offender must not have eaten or drunk anything within 15 minutes of the test being undertaken.

2.5. The CCO will direct the offender to place the swab in the machine.

2.6. The oral fluid test machine will return a result after approximately five (5) minutes.

3. Obtaining a Negative Result

3.1. Where the test returns a negative result for illicit substances detected, the CCO will inform the offender of the results.

- 3.2. The CCO will print the results and attach them to the Written Direction. These documents will be maintained on the offender's file.
- 3.3. The CCO will case note the results in accordance with the *Case Note Policy*.
- 3.4. The CCO will add the results to the offender management database.

4. Obtaining a Presumptive Positive Test Result

- 4.1. Where the test returns a presumptive positive result for illicit substances detected, the CCO will:
 - inform the offender of the results
 - print the results and attach them to the Written Direction. This copy will be maintained on the offender's file
 - print a second copy of the results and provide them to the offender for their records
 - complete the Oral Swab Confirmation process
 - complete the Chain of Custody process in accordance with section 6
 - place the sealed sample in the specimen storage fridge located near the staff pigeonholes
 - record the date/time in the Register
 - provide a copy of the Chain of Custody to Administration Staff.
- 4.2. The CCO will case note the results on the offender management database in accordance with the *Case Note Policy*.
- 4.3. On receipt of the Chain of Custody Form, Administration staff will file it in the Oral Fluid folder, located at Reception.
- 4.4. Administration staff will check the specimen storage fridges each day for samples requiring further testing.
- 4.5. Where a sample requires further testing, Administration Staff will contact the courier (contact must be made prior to 2pm each day) for same day pick-up.

5. Chain of Custody

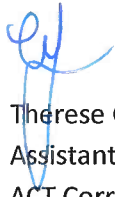
- 5.1. Where a presumptive positive result is returned, the CCO must complete the Chain of Custody Form.
- 5.2. The CCO must include the device lot number and expiry date as indicated on the oral swab pack.
- 5.3. Where a presumptive-positive result has been detected, the CCO must:
 - remove the cassette from the testing machine and place it in the specimen container box; and
 - complete the section of the form which relates to further investigations required.
- 5.4. The offender must sign the consent/declaration section of the form.
- 5.5. The CCO must affix the security seal sticker from the bottom of the security seal sticker sheet to the form.
- 5.6. The CCO must place the sealed sample in the specimen storage fridge located near the staff pigeonholes on Level 1, 2 Constitution Avenue.

6. Return of Confirmatory Results

- 6.1. On receipt of the oral fluid laboratory confirmatory results, Administration Staff will place the results in the relevant CCO's pigeonhole.
- 6.2. The CCO must case note the confirmatory results on the offender database, in accordance with the *Case Note Policy*.
- 6.3. The CCO must upload the confirmatory results to the offender management database and place the hard copy on the offender's file.

RELATED DOCUMENTS AND FORMS

- Rules for Providing a Saliva Sample
- Chain of Custody Form
- COVID-19 Oral Fluid Test Process Community Instruction
- Case Note Policy



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 ACT Corrective Services

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Document details

Criteria	Details
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Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

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OFFICIAL

V1	May-20	First Issued	T Graham
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