



COMMUNITY INSTRUCTION	Urinalysis Direction and Chain of Custody
COMMUNITY INSTRUCTION NO.	C22
SCOPE	Community Corrections

PURPOSE

To provide instructions to a Community Corrections Officer (CCO) on how to direct an offender to provide a urine sample for the purpose of alcohol and/or illicit substance testing.

PROCEDURES

1. Notification to Offender

- 1.1. The CCO must explain the Rules for Providing a Urine Sample Form to the offender prior to directing them to undertake urinalysis testing. This form must be signed by the offender and filed on the offender's file. The form may be referred to for the length of the offender's supervision order however must be read to them each time they undertake urinalysis.
- 1.2. The CCO must explain the process to the offender and direct them (the offender) to sign the following:
 - Rules for Providing a Urine Sample – first time only (offender to retain a copy);
 - Written direction to undertake urinalysis (offender to retain a copy);
 - Offender Declaration Form (offender to retain a copy);
 - Chain of custody form (refer to section 2).
- 1.3. If the offender refuses to sign the above forms, the CCO must explain to the offender that failure to comply with a reasonable direction may result in breach notification being provided to the Courts or the Sentence Administration Board (whichever is applicable).

2. Chain of Custody

- 2.1. The CCO will access the Chain of Custody Form from the offender database and complete the following fields:
 - Reason for test (Benchmark or Case Management)
 - Site Contact (CCO name and phone number)
 - Offender name
 - Offender date of birth
 - Offender PID
 - Has the offender taken any medications in the last 14 days? Details if applicable.
 - Identity of offender verified.
- 2.2. The CCO is to ensure all paperwork is given to the Collectors.
- 2.3. If it is the offenders first time undertaking a urinalysis, the CCO will introduce the offender to the Collectors.

- 2.4. The CCO will obtain the results of the urinalysis testing –either negative or a presumptive positive from the Collectors.
- 2.5. Where a presumptive positive result is returned, the Collectors will send the sample to the laboratory for confirmatory testing.

3. Obtaining a Negative Result

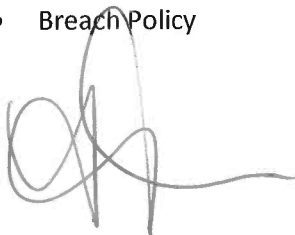
- 3.1. Where the result is negative for alcohol and/or illicit substances, the Collectors will inform the offender.
- 3.2. The CCO will case note the confirmatory results on the offender database, in accordance with the Case Note Policy.
- 3.3. The CCO will upload the confirmatory results to the offender management database and place the hard copy on the offender file.

4. Return of Confirmatory Results

- 4.1. Upon receipt of the urinalysis laboratory confirmatory results, Administration staff will place the results in the relevant CCO's pigeonhole.
- 4.2. The CCO will case note the confirmatory results on the offender database, in accordance with the Case Note Policy.
- 4.3. The CCO will upload the confirmatory results to the offender management database and place the hard copy on the offender file.
- 4.4. Where an offender is subject to a supervision order and has a condition not to use alcohol and/or illicit substances, the supervising CCO will action in accordance with current non-compliance and breach policies.

RELATED DOCUMENTS AND FORMS

- Case Note Policy 2020
- Breach Policy



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Document details

Criteria	Details
Document title:	Urinalysis Direction and Chain of Custody Community Instruction 2020
Document owner/approver:	Assistant Commissioner Community Corrections, ACT Corrective Services
Date effective:	The day after the approval date
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Responsible Officer:	Senior Director, Community Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
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