

 State of Indiana Indiana Department of Correction Division of Youth Services	Effective Date	Page 1 of	Number
	6/1/2023	11	03-02-107
POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures			

Title YOUTH URINALYSIS PROGRAM
--

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces
IC 11-8-2-5(a)(8)	01-02-106 03-02-101	03-02-107 (Eff. Date 5-1-2016 / ED # 16-19)

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish a urinalysis program for youth in Department of Correction facilities.

II. POLICY STATEMENT:

It is the intent of the Department of Correction that youth in its facilities are to be free from illegal and inappropriately used controlled substances. As a part of the Department’s “zero tolerance” for the illegal and inappropriate use and possession of controlled substances, the Department shall implement a urinalysis testing program that will incorporate saturation testing, suspect testing, and follow-up testing for the use of illegal and inappropriate controlled substances.

All youth in the Department of Correction shall be subject to testing through a urinalysis program. This program shall be conducted by staff with the suspected positive specimens provided by youth sent to a selected laboratory for analysis. Initial analysis at the facility which indicates the presence of a controlled substance shall be subject to a confirmation test. Additionally, this testing program shall incorporate procedures for when youth fail to provide an adequate specimen or refuse to participate in the urinalysis program. Youth who receive positive urinalysis results indicating the use of a controlled substance(s), who provide inadequate specimens or who refuse to participate in the testing shall be subject to disciplinary action in accordance with Policy and Administrative Procedure 03-02-101, “Code of Conduct for Youth.”

All staff involved in administering the urinalysis program shall receive training in the proper collection techniques and this policy and administrative procedure. Staff shall be trained in and shall ensure that correct chain-of-custody procedures are followed.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number 03-02-107	Effective Date 6/1/2023	Page 2	Total Pages 11
Title YOUTH URINALYSIS PROGRAM			

Information shall be collected on all urinalysis samples and reported in a database established and maintained by the Department. This information shall be used to determine the use of controlled substances within the Department and to assist in the development of appropriate treatment programming for the youth population.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are provided:

- A. CHAIN OF CUSTODY: The process which provides and documents the proper handling and storage of a specimen from the time it is collected until the time of its proper disposal.
- B. FACILITY COORDINATOR: The staff person designated at the facility to oversee the implementation and coordination of the urinalysis program at that facility.
- C. SATURATION TESTING: The testing of a group of similarly situated youth, such as those youth returning from a temporary leave, off-grounds trip, or living in the same housing unit.
- D. SUSPECT TESTING: The testing of a particular youth due to a reasonable belief that the youth may have used or be under the influence of a controlled substance.
- E. URINALYSIS: Testing using a urine sample to determine the presence of a controlled substance in a youth's system.
- F. YOUTH ELECTRONIC DATABASE: The electronic database utilized by the facilities to record, store, and review youth data.

IV. FACILITY COORDINATOR:

The Warden at each facility shall designate a staff person to serve as the Facility Urinalysis Testing Coordinator. This staff person shall have responsibility for the implementation and coordination of the urinalysis program.

The facility Computer Access designee shall submit all requests for Facility Urinalysis Testing Coordinator or Parole Drug Test Coordinator access directly to DOCTSD Helpdesk for those staff that will be responsible for conducting the routine drug testing business contained within the Youth Electronic Database.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number 03-02-107	Effective Date 6/1/2023	Page 3	Total Pages 11
Title YOUTH URINALYSIS PROGRAM			

The Facility Coordinator shall be responsible for completing all training designated by the Department.

V. SUSPECT TESTING YOUTH (PROBABLE CAUSE, FOR CAUSE):

Testing may be conducted for youth suspected of being under the influence of alcohol or drugs using such factors as, but not limited to:

- A. Slurred speech;
- B. Redness of the eyes;
- C. Hyperactive behavior;
- D. Absence from direct staff supervision during off-grounds activity or returning from a temporary leave or work. (For youth: All “Temporary Leaves” are to be marked “Saturation” request type);
- E. Known association and activity in drug related incident;
- F. Possession of a controlled substance;
- G. Loss of memory;
- H. Drastic change of eating habits and appetite; or,
- I. Appearance of being intoxicated with alcohol.

VI. SATURATION TESTING:

A group of youth (by housing unit, program, work, etc.) may all be tested when a high incidence of drug use or trafficking is suspected. Additionally, all youth returning from a temporary leave shall be tested which shall be considered a “saturation” test. Criteria for saturation testing may include, but are not limited to:

- A. Absence from direct staff supervision during off-grounds activity or returning from a temporary leave;
- B. A high incidence of trafficking offenses;
- C. A high incidence of conduct violations; or,
- D. Intelligence information indicating saturation testing is appropriate.

No group shall be selected for saturation testing based upon race, color, political views, religion, or national origin.

VII. TESTING OF YOUTH ON PAROLE STATUS:

Youth on Parole status shall be subject to for cause testing in accordance with the procedures developed by the Division of Parole Services. Paroled youth who receive positive results from a urinalysis, shall be subject to a disciplinary action which may include return to a Department facility as a parole violator and a hearing before the Indiana Parole Board.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number 03-02-107	Effective Date 6/1/2023	Page 4	Total Pages 11
Title YOUTH URINALYSIS PROGRAM			

Parole staff shall follow the same basic collection procedures as indicated in this policy and administrative procedure. Parole staff shall follow all data entry requirements described in Section VIII, M and O, “Obtaining A Specimen.”

VIII. OBTAINING A SPECIMEN (See Facility Directive):

- A. Staff of the same sex as the youth being tested shall directly supervise the process of obtaining the urine specimen.
- B. Any staff member observing and/or obtaining the urine specimen shall observe ALL Universal Precautions procedures. All staff shall wear latex exam gloves at all times when handling the specimen bottle.
- C. No waiting period or extra time need be allowed for a youth who directly and specifically refuses to provide a urine specimen. Refusal to submit a urine specimen is considered the same as receiving a positive test result and shall subject the youth to disciplinary action under Policy and Administrative Procedure 03-02-101, “Code of Conduct for Youth.”
- D. A youth is expected to provide a urine specimen within two (2) hours of the request. To assist the youth in providing the specimen, staff shall offer the youth no more than eight (8) ounces of water at the beginning of the two-hour time period, if requested.
- E. To reduce the possibility of diluted or adulterated specimens, staff shall keep the youth under direct visual supervision during this two-hour period, or until a specimen is provided. Where direct supervision is not practical throughout a lengthy waiting period, one (1) of the following two (2) procedures shall be utilized by staff:
 - 1. If the youth fails to provide an adequate sample on the initial attempt, staff shall empty the sample and keep the youth under constant visual supervision. Within the original two-hour timeframe, staff shall give the youth a new specimen bottle and directly supervise the youth when they indicate the ability to attempt to provide a specimen.
 - 2. Staff may provide indirect supervision (dry cell or other secure area). Reasonable precautions shall be implemented to ensure the youth is not able to dilute or adulterate the specimen (strip search, no access to water, chemicals, detergents, and bluing agents in the toilet, etc.). A facility directive shall specifically identify the location to be used for this purpose.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-02-107	6/1/2023	5	11
Title			
YOUTH URINALYSIS PROGRAM			

- F. A youth may also be dry celled, at the discretion of the Shift Supervisor, if there is adequate reason to believe the youth has a history of shy bladder syndrome. The same precautions described in Procedure VIII. E. 2 shall be followed.

- G. In obtaining the urine specimen, if at all possible, the youth should submit enough urine to fill the entire specimen bottle but no less than the amount required to perform the initial testing. If a youth refuses to provide a urine specimen within the allotted time, staff shall document that the youth refused to provide a specimen. (See VIII, D) The waiting period and amount of water given shall be documented in the conduct report.
 - 1. The facility shall designate a specific location where youth urine specimens can be collected that includes a desk or table and chair where the employee collecting the sample can test the sample, complete the chain of custody and prepare the sample for transport to the laboratory, if necessary. Additionally, this space shall ensure for an adequate amount of privacy for the youth providing the urine specimen; but, allowing the employee the proper ability to observe the providing of the specimen.
 - 2. When possible a second employee should be available to observe the collection and testing process and to serve as a back-up for the primary staff person.
 - 3. The employee shall give the youth a sealed specimen cup and advise the youth that they should attempt to fill the cup as much as possible with urine.
 - 4. The employee shall observe the youth while the youth is providing the specimen as indicated above.
 - 5. Once the youth has completed providing a specimen, the youth shall securely attach the lid to the cup and place the specimen cup on the desk/table.
 - 6. The employee shall ensure that the lid is securely attached to the cup and check the temperature strip on the specimen cup to ensure proper temperature (The temperature is read between two [2] to four [4] minutes to verify a range of 90 to 100 degrees F) and determine whether it appears that there is a sufficient quantity of urine to complete the initial test (approximately 1/3 cup).
 - 7. The employee collecting the specimen shall complete the hand-written Preliminary Results form that is designated for use with the initial screening (See Attachment). The employee shall then peel off the labels to reveal the drug test strips and adulteration strips on the side of the cup.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Division of Youth Services

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
03-02-107	6/1/2023	6	11
Title			
YOUTH URINALYSIS PROGRAM			

8. The employee shall wait approximately two (2) to five (5) minutes and then read the adulteration strip to ensure that the sample is satisfactory. (NOTE: The adulteration strip is only to be used to determine if the specimen is suitable or if a new specimen needs to be obtained. It is not to be utilized for sanctioning purposes, since it is not a laboratory performed test.)
 9. The employee should read the results of the test within five (5) to ten (10) minutes whenever possible. (NOTE: The test results are not valid after 60 minutes from when the sample was initially collected.)
 - a. Negative Result: TWO colored lines appear in the viewing window. The line in the test region (1, 2 or 3 area) is the drug probe line; the line in the control region (C) is the control line which is used to indicate proper performance of the test device. (NOTE: The color intensity of the test line may be weaker or stronger than that of the control line.
 - b. Positive Result: Only ONE (1) colored line appears in the control region (C). The absence of a test line indicates a (qualitative) positive result for that drug.
 - c. Invalid: If no (0) lines appear or if only the test line appears, the test is considered to be invalid and a new test is to be conducted. (NOTE: Staff shall use the same urine sample but use a new test device and repeat the above steps.)
 10. If the result is positive, the employee shall complete the pre-printed Chain of Custody form to send the specimen to the laboratory for confirmation testing. (See Attachment) The staff person shall remove the "Security Seal" and bar code from the Chain of Custody form and secure the "Security Seal" over the lid of the cup and the bar code to the cup. Once the "Security Seal" is attached, the youth shall initial the "Security Seal."
 11. If the result is negative, the urine specimen may be disposed of in accordance with proper safety/hygiene precautions.
- H. The Shift Supervisor, Physician, or Health Services staff, at their discretion, may increase the amount of water consumed, particularly in hot weather, and/or extend this two (2) hour period an additional hour where warranted by the specific situation (documented medical or mental health issue) or where the youth may be dehydrated.
- I. Retesting at the youth's request is not permitted on a positive test result.

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Division of Youth Services

Manual of Policies and Procedures

Number	Effective Date	Page	Total Pages
03-02-107	6/1/2023	7	11
Title			
YOUTH URINALYSIS PROGRAM			

- J. Youth who refused to give a urine specimen or test positive to a urine test shall be subject to disciplinary action. Additionally, youth may be charged with the appropriate disciplinary code violation for refusal to submit to a test on the basis of failure to provide an adequate specimen for testing.

NOTE: A positive result represents unauthorized use when that use has not been approved by authorized Health Services staff.

- K. If it is determined by the laboratory that a urine specimen has been adulterated or diluted, the youth shall be re-tested as soon as possible. Special precautions shall be taken to ensure that the youth does not have the opportunity to adulterate or dilute the new specimen. Specimens that are returned from the laboratory as either; diluted, AND positive, shall be treated as any other positive test result. However, a diluted negative sample CANNOT be considered as a positive test result. If any youth's results repeatedly are returned as diluted, Health Services staff shall be consulted to determine if the youth is on medication that could cause the diluted results.
- L. Youth who test positive for unauthorized use of a controlled substance or alcohol or refuse to submit to a test shall be re-tested monthly for a period of three (3) months following the receipt of the positive test results or refusal. They shall remain on the follow-up testing schedule until they complete a three (3) month testing cycle with no positive test results. The first retest should be conducted at least 30 days from the original test.
- M. If a urine sample tests positive for a controlled substance, facility staff shall determine if the positive result occurred due to use of an authorized medication prior to sending the specimen to the laboratory for confirmation testing. Health Services staff (or staff authorized by the Warden) shall contact the laboratory toxicologist to determine if the positive result may have been the result of an authorized medication. If the positive result was due to an authorized medication, the sample will not be sent to the laboratory but will be entered into the database by the Facility Coordinator as an "Authorized Positive." The Facility Coordinator shall be responsible for monitoring all facility testing and sample data entry for all testing results, including: Instant test negatives, confessed positives, and all specimens submitted to the laboratory for GCMS confirmation (Negative or Positive results from laboratory reports after GCMS confirmation testing) using the data entry screens in the Youth Electronic Database or Parolee information system.
- N. When a Conduct Report is written on a positive test result, the date of incident shall be the date the positive result of the confirmation test was received from the laboratory.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-02-107	6/1/2023	8	11
Title			
YOUTH URINALYSIS PROGRAM			

- O. All test results shall be entered into the database by the facility Coordinator via the data entry screens available in the Youth Electronic Database. The assigned Parole Agent shall input the results via a progress note in the Youth Electronic Database. Central Office shall generate the monthly executive staff cumulative drug testing reports on the 10th of each month (Or next working business day, when the 10th falls on a weekend or holiday) for the prior month of testing. Central Office will not be monitoring the data entry. The reports will reflect whatever data has been entered to the system as of date the reports are issued.

IX. CHAIN OF CUSTODY:

- A. All staff collecting specimens shall have documented training in Collection and Chain of Custody Procedures. The approved Preliminary Drug Screen Result and laboratory Chain of Custody forms shall be used for documenting urine specimen collection. All Chain of Custody forms shall be completed in non-erasable ink. No liquid paper/white-out supplies are to be used on the Chain of Custody forms.
- B. The employee who observes the specimen collection or receives the specimen directly from the youth must complete the approved Preliminary Drug Screen Result form and, if the result of the initial drug screen is “positive” then the pre-printed laboratory "Chain of Custody" form shall be completed.
- C. The collection date and time on the Chain of Custody forms shall be completed by the collector.
- D. The collector shall print the youth's name. The collector shall verify the identity of the youth by looking at the youth’s Department Identification Card and ensuring that it matches the youth. The youth's Department of Correction number shall be placed in the ID section of the Chain of Custody form. The Facility Coordinator shall ensure that all information requested on the Chain of Custody forms is provided.
- E. The request type section of the Chain of Custody form shall be appropriately marked by the collector to indicate if the test was Follow-up, For Cause or Saturation.
- F. The collector shall provide the specimen bottle to the youth. The collector shall directly observe the youth urinate into the bottle as indicated in Procedure VIII, E. The youth shall then place the cap on the collection bottle, ensuring that the cap is closed as tightly as possible.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-02-107	6/1/2023	9	11
Title			
YOUTH URINALYSIS PROGRAM			

- G. The collector shall verify the specimen temperature is within the specified range.
- H. The collector shall have the youth initial the white tamper proof Security Seal, if the initial drug screen result is positive and the specimen will be sent to the laboratory for confirmation testing. If the youth refuses to initial the Security Seal, the collector shall note on the seal that the youth refused to initial the seal. The collector shall then initial the white tamper proof seal.
- I. The collector shall place the seal over the bottle, centered over the cap, ensuring that all tape edges lay flat. On Step 3 of the COC Form, the collector shall check all suspect positive substances from the I-cup test that are to be GCMS confirmed.
- J. The collector shall place the individually sealed specimens into the large zip-lock style bag. All specimens must be secured within the zip-lock bag.
- K. The collector shall have the youth sign and date the Donor's Signature section of the Chain of Custody form. If the youth refuses to sign, the collector shall note the youth's refusal in the Donor's signature section, then initial and date this section.
- L. The collector shall sign and date the Collector's Signature section of the Chain of Custody form.
- M. The collector shall place the top copies of the chain of custody form in the box (outside the zip-lock bag). The FedEx Large Clinical Box shall be sealed and a preprinted FedEx Express Billable Stamp for FedEx Standard Overnight shipping. The collector shall keep the bottom copy of the chain of custody form for retention by the facility.
- N. Specimens shall be stored in a secured area until shipped.
- O. Specimens shall be shipped within 24 hours of specimen collection, whenever possible.
- X. **POSITIVE TEST RESULTS AND CONFIRMATION TESTS:**

If the results of the initial drug screen are positive, the youth shall be advised of the results. The youth shall be advised that the specimen will be sent to the designated laboratory for a confirmation test. The youth shall also be advised that if the results

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-02-107	6/1/2023	10	11
Title			
YOUTH URINALYSIS PROGRAM			

of the confirmation test support the initial positive result the youth shall be charged with a violation of the Code of Conduct or a parole violation prepared.

The youth shall also be given the opportunity to enter a plea of guilty to using a controlled substance in violation of the Code of Conduct or Parole Rules. Staff shall explain to the youth that the results of the initial drug screen indicated that the youth had used a controlled substance and that the youth may enter a plea of guilty at this time and avoid the potential cost for the confirmation test, if it confirms the presence of a controlled substance. If the youth indicates that he/she wishes to plead guilty to the possession and/or use of a controlled substance, the youth will be asked to read and sign the form entitled, "Admission of Guilt to Using/Possessing Controlled Substance." The youth shall be advised that by admitting guilt and signing this form, the youth will be waiving certain rights as indicated on the form and that the youth will not have the specimen submitted to the laboratory for a confirmation test. The youth shall also be advised that he/she will be subject to any disciplinary sanctions deemed appropriate in accordance with Code of Conduct or Parole Rules. Additionally, the youth will be assessed restitution for the cost of the initial test. If the youth admits guilt and signs this form, the employee collecting the sample shall sign the form as a witness and shall forward the form to the staff that will be responsible for hearing the Disciplinary case or Parole violation.

Youth who receive positive test results to the initial drug screen and who do not admit guilt shall be advised that the specimen will be forwarded to the approved laboratory for a confirmation test. The youth shall also be advised that if the confirmation test also results in a positive finding for controlled substances, the youth shall be charged with a violation of the or Parole Rules.

XI. OBTAINING DRUG TESTING SUPPLIES:

Facilities shall order all drug test supplies (Single Panel Dip tests, I-cups, Preliminary Result forms, chain of custody forms, and shipping supplies) from the Uniform Distribution Center (UDC) in lots of twenty-five (25) tests. The facilities shall use the normal procedures for ordering the drug test kits that are used for ordering uniform and other items from the UDC. The District Parole Offices shall send an email to their Accountant for the ordering of drug test kits. Each Facility/Parole District shall be billed monthly by Central Office for drug testing supply items requested from the UDC.

XII. TEST RECORDS:

- A. A copy of all laboratory result reports (Positive and Negative) shall be retained in the Disciplinary Section of the Youth's Facility Packet.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction Division of Youth Services			
Manual of Policies and Procedures			
Number 03-02-107	Effective Date 6/1/2023	Page 11	Total Pages 11
Title YOUTH URINALYSIS PROGRAM			

- B. If a youth requests a copy of a positive or negative test result, the facility shall provide the youth with a copy of the report in accordance with the administrative procedures for Policy 01-04-104, “The Establishment, Maintenance and Disposition of Offender Records.”

XIII. APPLICABILITY:

This policy and administrative procedure is applicable to all Division of Youth Services facilities, including any facilities contracting with the Department to house youth and District Parole Offices, staff and all youth in those facilities.

signature on file
Christina Reagle
Commissioner

Date