

**OKLAHOMA COUNTY JUVENILE BUREAU
POLICY AND PROCEDURE MANUAL**

CHAPTER SEVEN - COURT SERVICES – PROGRAMS, PLACEMENTS, AND TRANSFERS

POLICY 7.4-4: DRUG TESTING

PAGE 1 OF 5

I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) will provide drug screening in order to identify and assess youth who are currently abusing substances, deter them from future use, monitor the effectiveness of treatment, and hold them accountable for their continued use of substances.

II. DEFINITIONS:

- A. **Adulterated Sample:** A urine sample that has been tampered with, either accidentally or deliberately, in a way that renders the results of the drug test invalid.
- B. **Adulteration Test:** A series of tests that are conducted on a urine sample that measure the temperature and levels of oxidant/PCC, creatinine, and pH of the sample for the purpose of ensuring that it has not been tampered with in any way.
- C. **Chain of Custody:** A term used to describe the continuity of the custody of physical evidence, from the time of original collection to final disposal, which may be introduced in a judicial proceeding.
- D. **Evidence Control:** The seizure, custody, transfer, analysis, and disposal of a urine sample that ensures that the evidence could not have been accidentally or deliberately altered or substituted.
- E. **Examiner:** An OCJB officer, of the same gender as the youth being drug tested, who observes the youth during testing to ensure that he/she does not adulterate the sample.

III. PROCEDURE:

- A. All youth under the supervision of the OCJB may be subject to drug testing for the purpose of prevention, intervention, and treatment of substance abuse **(2-7143)**.
- B. Youth shall not be drug tested until they are ordered by the Court to do so.

- C. All drug tests used shall meet the requirements of the Food and Drug Administration for commercial distribution. No test will have cutoff levels higher than those established by the National Institute on Drug Abuse.
- D. The OCJB will facilitate the majority of drug testing through service agreements with outside agencies.
- E. iCup drug tests shall be available at the OCJB to provide for additional testing. iCup drug tests shall screen for amphetamine (AMP), methamphetamine (mAMP), marijuana (THC), cocaine (COC), opiate (MOP), benzodiazepine (BENZO), phencyclidine (PCP), and oxycodone (OXY). All officers are trained in the iCup drug testing protocols prior to serving as an "examiner." The following procedure shall be utilized when an iCup drug test is requested by the supervising officer and/or the Court:
 - 1. The supervising officer shall ensure that the youth and parent/legal guardian/custodian have signed the "Authorization to Release Confidential Youth Information," Policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPPA)," Attachment A, and that a copy can be located in the youth's file.
 - a. If this form cannot be located, the supervising officer shall ensure that it is provided to the family, explained, signed, and placed in the youth's file prior to administering a drug test.
 - 2. The supervising officer shall complete the "iCup Drug Test Request," Attachment A. The youth shall be given the "iCup Drug Test Request," Attachment A, and directed to pay \$5.00 for the test.
 - a. Payment is due prior to the administration of the drug test unless the cost is waived by the Court.
 - 3. The youth and the examiner, who shall be of the same gender as the youth being observed, shall proceed to the drug testing observation area, located in the Intake and Diversion Services Unit (IDSU).
 - 4. The examiner shall put on a pair of latex gloves, located in the cabinet drawer of the drug testing observation area.
 - 5. The examiner shall obtain the iCup drug test, located in the cabinet drawer of the drug testing observation area, and remove the collection cup from the sealed pouch.
 - 6. The examiner shall provide the iCup drug test to the youth and direct him/her to enter designated men's or women's bathroom area.

7. The examiner shall enter the designated bathroom area with the youth to observe that the youth does not adulterate the sample in any way. The collection cup will need to be filled with a urine sample at least one third (1/3) full for initial screening and confirmation testing.
 - a. Observation is for evidence control purposes only. At no time will the examiner deliberately observe the genital area of the youth.
8. Once the sample is provided, the examiner shall obtain it from the youth and secure the cap tightly.
9. Reading the Results of the iCup Drug Test:
 - a. The examiner shall peel the labels off of the iCup drug test to reveal the results.
 - b. The temperature shall be read two (2) to four (4) minutes after the sample is collected. The examiner shall verify that the temperature is between ninety (90) and one hundred (100) degrees Fahrenheit.
 - i. If the temperature of the sample is not between ninety (90) and one hundred (100) degrees Fahrenheit, the drug test results are invalid.
 - c. Adulteration test results are read between two (2) and five (5) minutes after the sample is collected. The examiner shall compare the color coded results of the adulteration test to the adulteration test key, located on the wall above the cabinet area of the drug testing observation area.
 - i. A normal, valid sample will test negative for oxidant/PCC, have a creatinine (CRE) level greater than or equal to twenty (20) mg/dl, and have a pH level between four (4.0) and nine (9.0).
 - ii. If the results of the adulteration test are abnormal in any way, the sample has been adulterated and the drug test results are invalid.
 - d. The examiner shall read drug test results after five (5) minutes. Results are invalid after sixty (60) minutes.
 - i. Any visible line, even a faint line, indicates a negative (-) result.
 - ii. The test area must be entirely white to be considered a positive (+) result.

- iii. A line must appear in the control area in order for the drug test results to be considered valid. If a line does not appear in the control area, the results are invalid.
10. Once test results are read, the examiner shall record them on the "iCup Drug Test Request," Attachment A and disclose them to the youth.
- a. A positive result may be confirmed by a laboratory using a Chromatography–Mass Spectrometry (GC-MS) confirmation test at the request of the youth, using the original sample. If a youth wishes to contest the results of the iCup drug test, the examiner shall:
 - i. Inform the youth and his/her parent/legal guardian/custodian that the cost of confirmation testing is \$30.00 and that they are responsible for all costs associated with confirmation testing of the sample;
 - (a) The youth or his/her parent/legal guardian/custodian must deliver the payment to the designated service provider within twenty-four (24) hours. If the youth or his/her parent/legal guardian/ custodian fail to deliver payment in this time frame, the sample will be destroyed and the drug test results of the iCup will be accepted as valid.
 - ii. Obtain a security seal, located in the cabinet drawer of the drug testing observation area, direct the youth to date and initial the seal, and place the completed seal over the cap of the iCup drug test. Seal the contested sample in a biohazard bag, also located in the cabinet drawer of the drug testing observation area;
 - (a) This step shall be completed in the presence of the youth to ensure proper evidence control.
 - iii. Complete the portion of the "Drug Testing Custody and Collection Form," Attachment B, that is "to be completed by examiner." Identify the positive results of the iCup drug test that are being contested;

- iv. Have the youth complete the portion of the "Drug Testing Custody and Collection Form," Attachment B that is "to be completed by donor;" and
 - v. Contact the authorized OCJB Service Provider and make arrangements for the collection of the sample and the GC-MS testing to be performed in a laboratory setting.
 - (a) Each party that has possession of the sample shall sign and date the "Drug Testing Custody and Collection Form," Attachment B, to maintain a chain of custody and certify that the sample was intact and the security seal was not broken throughout the transportation and change of custody process.
11. If the youth does not wish to contest the results, the urine sample shall be emptied into the toilet and flushed. The cap of the collection cup shall be replaced and secured. The empty iCup drug test and the examiner's latex gloves shall be disposed of in the designated trash can marked "biohazard."
12. The completed "iCup Drug Test Request," Policy 7.4-4, Attachment A, is placed in the wall pocket tray located above the cabinet area in the drug testing observation area.
 - a. The drug test results will be entered into the Juvenile On-Line Tracking System (JOLTS) by the staff of the IDSU.

Approved:  5/27/15
J'mie Overstreet, Chief of Court Services Date

Attachments: Attachment A, "iCup Drug Test Request"
Attachment B, "Drug Testing Custody and Collection Form"

iCup Drug Test Request

Youth's Name: _____ Date of Birth: _____

JOLTS #: _____ Examiner: _____

EXAM INFORMATION

Date/Time: _____ Reason: Court Order Random

County: Oklahoma Location: Oklahoma County Juvenile Bureau

 The above listed youth has paid \$5.00 for a drug test.

TEST RESULTS

Drug Name	Positive (+) or Negative (-)
Amphetamine:	
Methamphetamine:	
THC:	
Cocaine:	
Opiates:	
Benzodiazepines:	
Ecstasy:	Not Tested
PCP:	
Oxycodone:	
Alcohol:	Not Tested
K2:	Not Tested

I have certified that an Authorization to Release Confidential Youth Information has been signed and can be located in the above listed youth's file Yes No

Signature of Officer Verifying Release

Drug Testing Custody and Collection Form

For Pick-Up, Call Specialized Outpatient Services at (405) 810-1766 Ext. 321

To Be Completed by Examiner:

1. **Donor Name:** _____ **SSN:** _____
2. **Reason for Test:** Youth has contested iCup test results.
3. **Testing Requested:** GC-MS Testing, Specify Positive Panels: _____

I certify that the sample identified on this form is the sample presented to me by the donor, that it bears the initialed security seal and correct identification seal. I also certify that this sample has been collected, labeled, sealed, and released to SOS in accordance with applicable requirements.

Time of Collection: _____ am / pm Date Collected: _____

Examiner (Print Name)

Examiner (Signature)

To Be Completed By Donor:

Daytime Phone: _____ Evening Phone: _____ DOB: _____

I understand that I must deliver a payment of \$30.00 to Specialized Outpatient Services, located at 5208 N. Classen Circle, in Oklahoma City, Oklahoma, for GC-MS testing within 24 hours or my sample will be destroyed and the results of the iCup drug test will be accepted as valid.

Donor (Print Name)

Donor (Signature)

To Be Completed By SOS Staff:

Client ID#: _____ Specimen ID#: _____

Chain of Custody Signatures:

Signatures below indicate and certify that the sample was intact and the security seal was not broken throughout the transportation/change of custody process.

Collector Date

Transported/Received By Date