



COMMUNITY INSTRUCTION	DRUG AND ALCOHOL TESTING
COMMUNITY INSTRUCTION NO.	C30
SCOPE	Community Corrections

PURPOSE

To provide instructions to Community Corrections staff on how and when to test offenders, who are subject to community-based orders or who are having an assessment/report completed, for alcohol and/or drug (AOD) use.

AOD testing is a valuable case management tool that Community Corrections Officers (CCO) can use to monitor offender compliance with the conditions of court orders, provide advice to the courts and Sentence Administration Board (SAB) in relation to suitability for sentencing/release options, and assist offenders to address their AOD use through targeted interventions.

AOD testing must not be directed on a punitive, harassing, or coercive basis.

PROCEDURES

1 Determining when to test for AOD use

- 1.1 If possible, a direction to undertake AOD testing should occur after the CCO has conducted an initial interview with the offender and has explained the purpose of supervision or the sentencing/release report and clarified the obligations of the offender.
- 1.2 Dependant on the order conditions and history of the offender, AOD testing may not be relevant. CCOs must consult their Team Leader (TL) if they are unsure if AOD testing is appropriate.
- 1.3 An AOD test may not be necessary if an offender discloses AOD use. If the disclosure is provided verbally, it must be case noted. If possible, the CCO will direct the offender to sign the *Offender Declaration Form*. The case note indicating the offender's declaration and/or the signed form may be used as evidence for any subsequent breach action.
- 1.4 If 1.3 applies, and the CCO believes the offender is not disclosing all of the substances they are using, it is still appropriate to direct the offender to undertake AOD testing.
- 1.5 Factors for the CCO to consider prior to directing an AOD test may include, but are not limited to:
 - a. Order type and conditions
 - b. risk of reoffending contributed to AOD use
 - c. rehabilitative goals and strategies outlined in the case plan
 - d. presentation of the offender during appointments.

- 1.6 Prior to directing an offender to undertake drug testing the CCO must generate the 8.13 Drug Screening - Rules of Providing from the offender management system and explain/discuss its contents with the offender. Once signed, a copy of this document must be uploaded in the offender management system and will remain valid during the offender's current episode with Community Corrections. The CCO must ask the offender if they would like a copy of the signed document and provide this if requested.

2 Methods of Testing

- 2.1 The preferred method of drug testing is via urinalysis, which is conducted by the Collectors in the Community Corrections office at 2 Constitution Avenue.
- 2.2 Oral swab testing is a secondary option for CCOs to consider if urine testing is unavailable or unsuitable for the individual. Circumstances in which oral swabs may be used include:
- a. during home or field visits (if privacy allows)
 - b. during an external reporting appointment
 - c. where urine collectors are unavailable, and it is essential that drug testing is undertaken
 - d. where an offender has medical/documented proof advising they cannot provide a urine sample
 - e. any other circumstance negotiated with the TL.
- 2.3 CCOs must undertake training in relation to the use of oral swabs prior to administering the test on offenders.
- 2.4 Alcohol breath testing can be conducted at the Community Corrections office, during home or field visits (privacy permitting), Community Service Work sites (privacy permitting) and external reporting sites.
- 2.5 CCOs must undertake training in relation to the use of the breathalyser prior to administering the test on offenders.

3 Urine testing

- 3.1 CCOs must consult the Urine Collectors Roster to determine if urine testing is available on the date and time they are planning to direct the offender to undertake the test.
- 3.2 The CCO must generate the 8.12 Urine Drug Testing Forms from the offender management system and complete the relevant details. This document consists of three separate sections:
- a. Chain of Custody Form – pages one (1) and two (2)
 - b. Direction to Provide a Urine Sample – page three (3)
 - c. Offender Declaration Form – page four (4).
- 3.3 The Chain of Custody Form must include the offenders:
- a. name
 - b. date of birth (DOB)
 - c. Personal Identification Number (PID).

It must also stipulate the testing cup which should be used, this will be either the six (6) panel or nine (9) panel cup. If the CCO requires alcohol to be tested from the same urine sample they must stipulate this on the Chain of Custody Form.

- 3.4 The Direction to Provide a Urine Sample must include the offenders:
- a. name

- b. DOB
- c. PID.

The CCO must explain the purpose of this form and the direction being given to the offender and seek their signature as acknowledgement. If the offender refuses to sign this form they must be made aware that refusal to undertake drug testing may result in breach action being initiated and their order being returned to the sentencing court or SAB.

- 3.5 The Offender Declaration Form must include the offenders:
- a. name
 - b. DOB
 - c. PID.

This form will provide an opportunity for the offender to disclose their drug use prior to undertaking urine testing. See points 1.3 and 1.4.

- 3.6 If the CCO requires the offender be tested for Gamma-hydroxybutyrate (GHB), they must also complete the 8.12 Urine Drug Testing - GHB Form found on the offender management system.
- 3.7 Once all paperwork has been completed it must be provided to the Urine Collectors. If the offender wishes to be provided copies of the documents the CCO must make copies available.
- 3.8 The CCO will escort the offender to the waiting room and direct them to remain there until they are called for testing. The Urine Collectors will complete the initial sample screening at 2CA and then prepare the sample for confirmatory laboratory testing if required.
- 3.9 The Urine Collectors will provide the available paperwork back to the CCO who will upload all documents in the offender management system.

4 Oral Swabs

- 4.1 The CCO must generate 8.11 Oral Fluid Drug Testing Forms from the offender management system and complete the relevant details. This document consists of three separate sections:
- a. Chain of Custody Form – pages one (1) and two (2)
 - b. Direction to Provide an Oral Fluid Sample – page three (3)
 - c. Offender Declaration Form – page four (4).

- 4.2 The Chain of Custody Form must include the offenders:
- a. name
 - b. DOB
 - c. PID.

- 4.3 The Direction to Provide an Oral Fluid Sample must include the offenders:
- a. name
 - b. DOB
 - c. PID.

The CCO must explain the purpose of this form and the direction being given to the offender and seek their signature as acknowledgement. If the offender refuses to sign this form they must be made aware that refusal to undertake oral swab testing may result in breach action being initiated and their order being returned to the sentencing court or SAB.

- 4.4 The Offender Declaration Form must include the offenders:
- a. name
 - b. DOB

c. PID.

This form will provide an opportunity for the offender to disclose their drug use prior to undertaking oral swab testing. See points 1.3 and 1.4.

- 4.5 The CCO must refer to the [Oral fluid testing Community Instruction](#) for details on administering this test.

5 Receiving or checking laboratory results

- 5.1 Once the urine or oral fluid sample has been tested by the pathology the result will be made available on the online portal [Sonic Dx](#). A paper copy/certificate of the results will be mailed to the Community Corrections office. Staff must consult their TL on the use of this online portal.
- 5.2 GHB test results must be emailed from the pathology to the drugtestingresults@act.gov.au inbox. Administration staff are responsible for monitoring the above inbox and forwarding the results to the requesting CCO.

6 Alcohol testing via breath analysis

- 6.1 The CCO must use the breathalyser kept near reception in the Community Corrections office and follow the following steps:

Step 1	Prior to conducting the breath test the CCO must ensure the offender has not consumed alcohol for at least ten (10) minutes.
Step 2	The breathalyser can be turned on using the ENTER button, the logo screen will then appear briefly before moving to the operation screen.
Step 3	<p>The CCO will fit a new mouthpiece to the oral testing device's stainless steel sample inlet spigot.</p> <p>Note: Hygiene precautionary procedure – grasp the mouthpiece at the “non ribbed end” and tear the plastic wrapping from the ribbed end downwards to halfway to expose the spigot inlet hole.</p> <p>“Roll” the mouthpiece inlet hole onto the spigot. Remove the balance of the plastic wrap just prior to testing to ensure hygienic use.</p> <p>If the CCO prefers, they can set the mode of the breathalyser to Passive this can be done by pressing the Up and Down buttons simultaneously to display the User Menu. Once displayed scroll to the Test Type and press the Test key until Passive Std is displayed. This will allow the user to undertake the test without the spigot (holding the device 5cm from the test subject's mouth and getting them to count from 20). However, any Passive test sample with WARNING Alcohol Present is preliminary and will require standard testing to display the actual reading.</p>
Step 4	Press the ENTER key. The breathalyser will perform an internal self-check and after a couple of seconds the BLOW screen will display. If any step in the breath test sequence is not completed or the breathalyser is left idle for longer than one minute the display will show TEST TIMED OUT TRY AGAIN. Press the ENTER key to perform a new breath test.
Step 5	Instruct the offender to take a deep breath, place mouth over mouthpiece

	<p>(ribbed end) and blow a gentle to medium sample into the mouthpiece. The exhaled breath sample volume is indicated via a red bar graph, scrolling left to right. A beeping sound is also heard during the breath sample delivery phase, indicating a satisfactory breath sample is being delivered.</p> <p>Continue blowing until the breathalyser takes a sample of the exhaled breath volume, indicated by a click, long beep sound and device displaying STOP.</p> <p>Note: the frequency of the sound beeps increases with the intensity of the blow pressure. Blowing too hard or too soft will result in INVALID SAMPLE TRY AGAIN being displayed. If this message is displayed simply wait until the screen reverts back to BLOW, start the breath sample delivery phase again and blow correctly as described above.</p>
Step 6	<p>After a valid breath sample is taken, ANALYSING SAMPLE is displayed until the breathalyser calculates the Breath Alcohol Content (BrAC). This normally takes a few seconds. When the Blood Alcohol Content (BAC) reading is calculated, it will be displayed on the screen together with the unit of measurement and retained until the RECOVERING period has ended (note the second indicator for the expiry of this period). Note: during the recovering period the reading display can be enlarged by pressing ENTER.</p>
Step 7	<p>To perform another test repeat steps 3 to 7 above.</p>

- 6.2 The CCO must notify the offender of the results and any possible implications of the result.
- 6.3 All breath testing results must be case noted in the offender management system.

7 Determining the course of action after a positive result or failure to provide sample

- 7.1 All results must be case noted regardless of the outcome. If the offender fails to provide a sample or refuses to sign the above forms this must also be case noted.
- 7.2 If a result is returned positive or the offender fails to comply with the direction, the course of action will be determined by the order type and conditions. If the offender has a condition (core or additional) not to use alcohol or illicit drugs or to undertake AOD testing, the CCO must initiate breach action as per the *Breach Policy*. If no conditions are in place, consideration must be given to referrals/discussions around the offender's AOD use.
- 7.3 If the CCO is unsure what the course of action should be, they must consult their TL and discuss the matter.

RELATED DOCUMENTS AND FORMS

- 8.12 Urine Drug Testing Forms
- 8.11 Oral Fluid Drug Testing Forms
- 8.12 Urine Drug Testing - GHB Form
- 8.13 Drug Screening - Rules of Providing
- Oral fluid testing Community Instruction
- Breach Policy

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ACT Corrective Services
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Document details

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