



DEPARTMENT OF CORRECTIONS  
MONTANA WOMEN'S PRISON  
OPERATIONAL PROCEDURE

Procedure:	<b>MWP 3.1.20 INMATE DRUG TESTING PROGRAM</b>	
Effective Date:	<b>April 4, 1999</b>	<b>Page 1 of 3 and 1 Attachment</b>
Revision Date(s):	<b>September 20, 2022</b>	
Reference(s):	<b>DOC 3.1.20</b>	
Signature:	<b>Jennie Hansen</b>	<b>/ Warden</b>

**I. PURPOSE**

The Montana Women's Prison (MWP) mandates inmate drug testing to help inmates abstain from illicit substances and assist them to live crime-free lives.

**II. DEFINITIONS**

**Administrator** – The official, regardless of local title (division or facility administrator, Bureau chief, warden, superintendent), ultimately responsible for the division, facility, or Program operation and management.

**Associate Warden of Security** – The Associate Warden in charge of security as designated by the Warden to manage the facility security program.

**Confirmatory Testing** – Refers to a laboratory testing process performed by the Montana Forensic Science Division, State Crime Lab or a private lab to confirm the presence of a drug or drug metabolite within a testing sample.

**Drug Testing Liaison (DTL)** – A designated staff member selected by the Associate Warden of Security to oversee and track the MWP's drug testing program for the Department.

**Drug Testing** – The chemical analysis of a body fluid, typically urine, using specialized equipment and techniques to identify the presence of a drug or drug metabolite collected from an individual.

**Urinalysis (UA)** – Analysis of urine by physical, chemical, and microscopical means for the presence of drugs.

**III. PROCEDURES**

**A. Drug Testing Liaison (DTL) Duties**

1. The Associate Warden of Security will appoint a DTL for MWP.
2. The DTL will be responsible for the following duties:
  - a. Oversees MWP's drug testing operation.
  - b. Research current drug trends and stay current with evolving drug testing Technology.

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- c. Network with the Department-approved vendor and State Crime Lab
  - d. Monitor MWP's testing results and data entry.
3. The Associate Warden of Security will review and audit substance tests in OMIS.

## **B. Specimen Collection, Testing, and Reporting**

1. Urinalysis (UA) will be conducted as follows:
- a. UA's will be conducted in intake unless otherwise specified.
  - b. Two officers will be present when a UA is conducted. One Officer must be female. If the second Officer is male, he must remain outside of the door and/or outside
    - a. viewing range.
  - c. The inmate will be instructed to wash her hands.
  - d. A UA hat will be placed in the toilet by staff.
  - e. The inmate will be instructed to urinate in the hat while under direct line of sight by a female Officer.
  - f. The inmate will be instructed to remove the hat from the toilet and pour the urine in the test cup.
  - g. The inmate will be instructed to pour the remaining urine in the toilet.
  - h. The officer will follow the instructions on the test cup to complete the test.
  - i. The officer and inmate will remain with the UA until the test is complete and results are verified by both the Officer and inmate.
  - j. Results will be entered into OMIS by the Officer conducting the UA under the substance test. This must be completed before the end of shift.
  - k. If a positive result is indicated, the Officer will inform the Lieutenant or designee on shift, the inmate will be written up according to MWP 3.4.1 Institutional Discipline procedure and placed in restrictive housing.
  - l. Inmates will be given 1 hour to produce a urine sample. They will be placed in a dry cell until a sample is given or an hour as elapsed.
  - m. If the inmate fails to comply with taking a UA, they will be written up for a positive UA.
  - n. A positive UA may result in confirmation testing at the direction of the Warden or Investigations Department.
2. Portable Breath Test Device (PBT) will be conducted as follows:
- a. PBTs will be conducted in intake unless otherwise specified.
  - b. Only one officer (male or female) must be present when a breath test is conducted.
  - c. The PBT will be operated according to manufacturer's instructions.
  - d. Once the PBT is ready, the Officer will instruct the inmate to blow into the PBT until prompted to stop.
  - e. The Officer and inmate will both verify the results.
  - f. Results will be entered into OMIS by the Officer conducting the test. This must be completed before the end of shift.

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- g. If a positive result is indicated, the inmate will be written up according to MWP 3.4.1 Institutional Discipline procedure and placed in restrictive housing.
    - h. If the inmate fails to comply with taking a breath test, they will be written up for a positive breath test.
  3. If the inmate admits to substance abuse, complete a Substance Abuse Admission form (Attachment A).

#### **C. Random Testing**

1. A randomized list will be generated in OMIS for random UA's. Random testing is conducted for the following reasons:
  - a. To maximize detection and deterrence.
  - b. Minimize the predictability of scheduled tests.
  - c. Defeat attempts to manipulate the test by substitution, flushing or adulteration.
2. Random testing will be established on a schedule determined by OMIS that tests a minimum of 5% of the inmate population each month.

#### **D. For-Cause Testing**

1. Drug testing can be administered at any time for any reason including, but not limited to:
  - a. Anytime there is a reason to suspect an inmate has recently used drugs.
  - b. Testing is a requirement of a treatment or training program.
  - c. Inmate has had community contact.

#### **IV. CLOSING**

Questions concerning this procedure should be directed to the Associate Warden of Security or the Drug Testing Liaison.

#### **V. ATTACHMENTS**

Substance / Alcohol Abuse Admissions Form

Attachment A