



DEPARTMENT OF CORRECTIONS  
PROGRAMS AND FACILITIES BUREAU  
FACILITY OPERATIONAL REQUIREMENT

Requirement:	<b>PFB 6.2.432 FACILITY OFFENDER SUBSTANCE USE TESTING</b>
Effective Date:	03/23/2020 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	08/11/2021
Reference(s):	45-9-102, MCA; 53-1-203, MCA
Signature / Title:	/s/ Megan Coy, Programs and Facilities Bureau Chief

**This procedure is referenced as *ACCD 3.1.2000 Offender Drug and Alcohol Testing Program* in Section 3.i. Offender Management; Drug/Alcohol Testing/UAs, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.**

**I. PURPOSE:**

The Programs and Facilities Bureau's contract facilities will establish policy/procedure for offender substance use testing to promote a drug-free standard and offender accountability.

**II. DEFINITIONS:**

**Drug** – Any substance described in §50-32-101, MCA, or any substance taken through any means of administration, which alters the mood, the level of perception, or brain functioning. Such substances range from prescription medications to illegal substances, as well as alcohol, synthetic intoxicants and solvents.

**PFB-Programs and Facilities Bureau** – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

**Programs and Facilities Contract Manager** – The Department's employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

**Substance Use 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 in a sample collected from an individual.

**III. REQUIREMENTS:**

**A. GENERAL:**

1. PFB facilities must follow their established policy and/or procedure for a system of substance use testing to ensure an alcohol and drug free environment in the facility.
2. The policy/procedure must provide directives to include:
  - a. appropriate training in the methods of collection, testing and reporting;
  - b. applicable standards of the Prison Rape Elimination Act of 2003;
  - c. all offenders are subject to substance use testing upon entry into the program;
  - d. all offenders are subject to regular, random substance use screening during the program;
  - e. establishing the chain of evidence for the sample at the point of collection;

**Subject: FACILITY OFFENDER SUBSTANCE USE TESTING**

- f. establishing the chain of evidence for the sample when it is not possible to have staff of the same gender as the offender witness the sample collection;
  - g. a system for self-admissions by the offender; and
  - h. a system of testing for transgender offenders:
    - 1) allow the offender to collect his/her specimen unobserved; or
    - 2) use saliva-based testing equipment.
3. Pursuant to *PFB 6.2.409(B) Submission Schedule for Contractor Reports*, facilities will submit a copy of their current substance use policy/procedure to the Programs and Facilities Contract Manager at [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov) by July 31st of every year, or upon revision, for review and mutual approval.

**B. REPORTING:**

1. *PFB 6.2.432(A) Urinalysis Testing Report* is to be submitted by July 31<sup>st</sup> of every year to the Contract Manager at [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov) as established in *PFB 6.2.409(B) Submission Schedule for Contractor Reports*.
2. The *Urinalysis Testing Report* will outline the following:
  - a. total number of UA samples taken and tested per month;
  - b. how many of these samples were positive; and
  - c. what substances tested as positive.

**IV. CLOSING:**

Questions regarding this procedure should be directed to the Programs and Facilities Contract Manager.

**V. FORMS:**

PFB 6.2.432 (A) Urinalysis Testing Report