Under review

The 2 policies and their associated procedures are under review due to the new reforms and will be published in 2018. Until then, correctional centres are to manage the function of inmate drug and alcohol testing as per Operations and Procedures Manual (OPM), section 19 Urinalysis in correctional centres, which has been included below for reference.

Centre management in Rapid Build centres and others under Benchmarked operations must ensure that all responsibilities have been allocated to meet operational needs in Local Operating Procedures (LOPs)

For any enquiries in relation to this policy please contact Custodial Operations on: COPP@justice.nsw.gov.au

Management of Public Correctional Centres Service Specifications

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**19.1 SUMMARY PAGE**

**Summary**

| Policy | There exists convincing evidence that the abuse of alcohol and the use of illicit (illegal or non-prescribed) drugs contributes significantly to offending behaviour. Therefore, Corrective Services NSW aims, through timely and dynamic intervention, to divert inmates from drug and alcohol abuse, particularly where their offence is related to such behaviour.
Corrective Services NSW:
- will direct an inmate to supply a sample of their urine to be tested for the presence of a drug if it is reasonably suspected that the inmate has administered a drug to themselves or of being under the influence of a drug
- may direct an inmate to supply a sample of their urine to be tested for the presence of a drug even though the inmate concerned may not be reasonably suspected of having administered a drug to themselves or of being under the influence of a drug
- will direct an inmate to comply with directions given by a correctional officer as to how the sample will be supplied.
An inmate directed to supply a sample of their urine, whether or not they are suspected of administering a drug to themselves or suspected of being under the influence of a drug, must not refuse or fail to comply with this direction under clauses 159 and 160 of the Crimes (Administration of Sentences) Regulation 2014. Failure to comply with the requirements of these sub-clauses is a correctional centre offence.

| Purpose | This policy aims to:
- establish a strategy to reduce the incidence of drug abuse in correctional centres
- assist in controlling the spread of infectious diseases such as Hepatitis and Human Immunodeficiency Virus (HIV) by reducing the use of injectable drugs
- provide for the diversion of drug addicted inmates into remedial programs to assist in the management of correctional centres, through reducing the negative effects of drug dealing and drug induced behaviour by inmates. |
**Scope**

This policy and associated procedures apply to all staff in all correctional centres, with the following qualifications:

- Special Purpose Centre (SPC), where the Urinalysis Coordinator takes on the responsibilities of that position as well as the responsibilities otherwise given to the Urinalysis Unit, (apart from supply of consumable items)
- Compulsory Drug Treatment Correctional Centre, where inmates on stages 1 and 2 compulsory drug treatment detention are exempt from clauses 159 and 160 of the *Crimes (Administration of Sentences) Regulation 2014*. Local procedures apply. The Urinalysis Unit will not generate a *Random Selection of Offenders Report* for this centre
- Transitional Centres, where the penalty for a resident who refuses or fails to supply a sample, or whose sample tests positive, may be the revocation of their Section 26 local leave order, or a lesser penalty determined by the Transitional Centre manager
- Drug Court Sanction Units, where the participants are managed under the *Drug Court Act 1998*, as such they are subject to the Drug Court testing regime. Therefore, they are not to be tested under clause 159 and 160 *Crimes (Administration of Sentences) Regulation 2014*. The entry ‘inmate not tested – Drug Court Sanction’ is to be made on the OIMS *Random Selection of Offenders Report* if an inmate from the Drug Court Sanction Unit is randomly selected for testing.

**Strategic Focus**

- Standard Guidelines for Corrections in Australia:
  - *Safe Environment and the Effective Management of Risk 1.25*
  - *Drugs and Other Illicit Substances 2.24 & 2.25*
- *State Priorities – NSW Making it Happen*
- Department of Justice Strategic Plan
- CSNSW Business Plan

**Legislation**

- *Crimes (Administration of Sentences) Act 1999*
- *Crimes (Administration of Sentences) Regulation 2014*

**Related Policies & Documents**

- Operations Procedures Manual section 16 *Inmate Discipline*
- Security & Intelligence: Information Package for Urinalysis in Correctional and Transitional Centres
- Australian and New Zealand Standards 4308:2001 – Procedures for the collection, detection and quantitation of drugs of abuse in urine
- Brush Farm Corrective Services Academy: *OIMS Urinalysis*
**Participant's Guide**
- Justice Health & Forensic Mental Health Network (JH&FMHN)
  *Drug and Alcohol Procedure Manual*

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<td>• 19.1a Urine Charge Form Fail to Supply</td>
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<td>• 19.2 Urine Charge Form Refuse to Supply - protected</td>
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<tr>
<td>• 19.2a Urine Charge Form Refuse to Supply</td>
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<td>• 19.3 Urine Charge Form Positive - protected</td>
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**Acronyms**

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<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CIG</td>
<td>Corrections Intelligence Group</td>
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<tr>
<td>CSNSW</td>
<td>Corrective Services NSW</td>
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<tr>
<td>FASS</td>
<td>Forensic &amp; Analytical Science Services</td>
</tr>
<tr>
<td>GM</td>
<td>General Manager</td>
</tr>
<tr>
<td>HIV</td>
<td>Human Immunodeficiency Virus</td>
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<tr>
<td>IAJ</td>
<td>Inmate Accommodation Journal</td>
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<tr>
<td>IATA</td>
<td>International Air Transport Association</td>
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<tr>
<td>OCCMPPM</td>
<td>Offender Classification and Case Management Policy and Procedures Manual</td>
</tr>
<tr>
<td>JH&amp;FMHN</td>
<td>Justice Health &amp; Forensic Mental Health Network</td>
</tr>
<tr>
<td>MIN</td>
<td>Master Index Number</td>
</tr>
<tr>
<td>MOSP</td>
<td>Manager, Offender Services and Programs</td>
</tr>
<tr>
<td>NATA</td>
<td>National Association of Testing Authorities</td>
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<tr>
<td>OIC</td>
<td>Officer in Charge</td>
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<tr>
<td>OIMS</td>
<td>Offender Integrated Management System</td>
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<td>PRLC</td>
<td>Pre-Release Leave Committee</td>
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<td>RIT</td>
<td>Risk Intervention Team</td>
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<td>SORC</td>
<td>Serious Offender Review Council</td>
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<td>SPC</td>
<td>Special Purpose Centre</td>
</tr>
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**Definitions**

18 Inmate drug and alcohol testing (under review)
The current version of this document is maintained on the Custodial Operations Policy & Procedures Intranet page.
<table>
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<tr>
<th><strong>Assay</strong></th>
<th>A substance undergoing an analysis</th>
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<tbody>
<tr>
<td><strong>Authorised Officer</strong></td>
<td>The officer authorised by the General Manager to perform the functions set out in this part of the Operations Procedures Manual.</td>
</tr>
<tr>
<td><strong>Positive</strong></td>
<td>A positive result of an assay means that illicit or non-prescribed drugs, or metabolites indicating the use of illicit or non-prescribed drugs, were present in the sample, and thus the sample-giver has committed a correctional centre offence.</td>
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| **Withdrawable privileges** | Privileges or amenities that are declared to be withdrawable privileges for the purposes of Division 6 of Part 2 of the *Crimes (Administration of Sentences) Act 1999* include:  
  - off amenities  
  - off buy-up  
  - off contact visits  
  - off external leave  
  - off social activities. |

### 19.2 BACKGROUND

#### 19.2.1 Definition of urinalysis

Urinalysis is the testing of urine for drugs, most commonly drugs of abuse. Most drugs ingested or injected are to some extent excreted in the urine. While some substances are excreted unchanged, most are broken down or metabolised into one or more substances (metabolites). The presence of these metabolites is indicative of ingestion of the parent drug.

Urine is the best biological matrix for drug analysis as:

- most drugs concentrate in urine
- there is usually ample specimen
- collection is non-invasive and less likely to transmit infectious diseases such as Hepatitis and Human Immunodeficiency Virus (HIV)
- urine does not contain significant amounts of interfering proteins and fats.

#### 19.2.2 The Drug Toxicology Unit

The Drug Toxicology Unit is part of the NSW Health Pathology - NSW Forensic & Analytical Science Services (FASS) and is the New South Wales reference laboratory for drugs of abuse testing. The Drug Toxicology Unit provides a medico-legal drug testing service to a number of institutions including Corrective Services NSW (CSNSW).

The Drug Toxicology Unit is accredited by the National Association of Testing Authorities (NATA). Every sample tested by the Drug Toxicology Unit is checked throughout the analysis process to ensure there have been no mix-ups, interpretation or transcription errors. Control samples are processed with every assay. All results are cross-checked on the computer prior to printing final reports.
19.2.3 The Urinalysis Unit

The Urinalysis Unit is one of several units within the Corrections Intelligence Group (CIG) and is located on the Silverwater Correctional Complex. CIG is one of several specialist areas within the Security and Intelligence Division. The Urinalysis Unit staff report directly to the General Manager (GM) of Corrections Intelligence Group.

Centre staff can contact the Urinalysis Unit directly on (02) 8372 5150 or email URINALYSIS@dcs.nsw.gov.au and any documents to be faxed to the Urinalysis Unit should be faxed to (02) 9648 6723.

19.3 URINALYSIS SAMPLING, LEGISLATION AND AUTHORISATION

There are three categories of urine testing in correctional/transitional centres.

19.3.1 Random sampling - Clause 160 of the Crimes (Administration of Sentences) Regulation 2014

On the first Friday of each month, the Urinalysis Unit will fax or email an individual Offender Integrated Management System (OIMS) report titled Random Selection of Offenders Report to each centre. The Special Purpose Centre (SPC) Urinalysis Coordinator is to generate the Random Selection of Offenders Report for the SPC.

This report will randomly select one list of 5% of the inmate population for the centre, using a computer based random sampling program. The inmates listed, must be tested within seven days of receiving the report.

The generation of the Random Selection of Offenders Report creates a urinalysis record on OIMS for every inmate listed on the report. As such, every inmate listed has to be addressed, resulting in one of the following outcomes:

- inmate complied and sample provided
- inmate failed to supply
- inmate refused to supply
- inmate not tested – state reason (e.g. drug court sanction, due to be discharged inmate temporarily absent from centre; inmate transferred to another centre; inmate seriously ill).

It should be noted a Random urine test cannot be cancelled on OIMS, but has to be addressed with one of the above options.

In accordance with Deputy Commissioner Offender Management and Operations Memorandum No: 2006/05 Implementation of OIMS Urinalysis Module, the Random list must be faxed to a secure facsimile machine and contain the following statement:

**NOTE:** Inmates and unauthorised staff are not permitted to see this list or be made aware of its contents. Authorised staff may only view it or be made aware of its contents when the centre's Urinalysis Coordinator authorises testing to commence.

Under clause 160 of the Crimes (Administration of Sentences) Regulation 2014, it is a correctional centre offence for an inmate to refuse or fail to supply a Random urine sample. An inmate who fails to produce a Random urine sample on the first demand is given two hours to produce the sample. If an inmate fails to produce a Random urine sample on the second and final demand (refer to section below *Failure to supply a urine sample*) at the end of the two hour period, the inmate is to be charged under clause 160. The officer directing the inmate to supply a urine sample is responsible for charging the inmate.
19.3.2 Program (Administrative) sampling - Clause 160 Of the Crimes (Administration of Sentences) Regulation 2014

Inmates may be tested under this clause if they are:

- returning from day or weekend leave
- attending such programs as works release and educational or vocational training
- subject to a Case Management Team requirement to undergo urinalysis. For the purposes of classification of an inmate, the following is to be noted:
  - The return of a positive urine sample does not, in itself, provide grounds for regression of classification. Classification is NOT a means of punishment. If an inmate has committed an offence under the Crimes (Administration of Sentences) Regulation 2014 clauses 157 - 162 or committed some other criminal act, then disciplinary procedures and/or a police investigation should be implemented. However, for example, the breaking of a local centre management contract and/or repeated positive urine samples may provide grounds for a regression (refer section 14 Offender Classification and Case Management Policy and Procedures Manual (OCCMPPM))
      - a C2 male inmate, whose urine sample has provided evidence of illicit drug use or tested positive for alcohol consumption within the previous six months, is not eligible to be considered for external work/program(s) through progression to C3, for a further six months from the date of the toxicology or test results (refer to section 14 OCCMPPM)
      - a Category 2 female inmate who has returned a positive urine sample during the past three months is not eligible to be considered for external work/program(s) through progression to Category 1 for a further three months from the date of the toxicology or test results (refer section 8 OCCMPPM)
      - a serious offender or a public interest offender may not be considered by the Pre- Release Leave Committee (PRLC) of the Serious Offenders Review Council (SORC) for progression to C3/Category 1 and participation in external work/program(s) unless two urine samples free of illicit or non-prescribed drugs have been provided within an eight week period of each other, within the six month period prior to PRLC referral (Refer sections 18 andr20 OCCMPPM)
      - the return of a positive urine test by an inmate on an external leave program may result in removal from the program for a period of up to six months for a male inmate and three months for a female inmate. Discretional authority is with the GM (Refer section 20 OCCMPPM). A regression in classification is not automatic. An inmate who is removed from the program must return a clean urine or test before consideration for re-admission (refer sections 14 and 18 – OCCMPPM).

The Classification and Case Management Review Coordinator is to provide the Urinalysis Coordinator with a list of inmates to be considered for a reduction of their classification from Cat 2 to Cat 1, or from C2 to C3.

All inmates on pre-release programs, such as works release and educational or vocational training, are to be tested once a month without warning.

All inmates returning from day or weekend leave must supply a sample of their urine on return to the centre. The only exception to this is at Dawn De Loas Correctional Centre, due to the high numbers of inmates on day and weekend leave. A minimum of 10 inmates only, returning from day or weekend leave is required to be tested at Dawn De Loas Correctional Centre.
Under clause 160 of the *Crimes (Administration of Sentences) Regulation 2014* it is a correctional centre offence to refuse or fail to supply a Program (Administration) urine sample. An inmate who fails to produce a Program urine sample on the first demand is given two hours to produce. If an inmate fails to produce a Program urine sample on the second and final demand (refer to section below *Failure to supply a urine sample*) at the end of the two hour period, the inmate is to be charged under clause 160 of the *Crimes (Administration of Sentences) Regulation 2014*. The officer directing the inmate to supply a urine sample is responsible for charging the inmate.

19.3.3 **Target sampling - Clause 159 of the Crimes (Administration of Sentences) Regulation 2014**

On forming a suspicion that an inmate:

- has been administered a drug (by them or by another person)
- is under the influence of a drug,

the inmate can be tested under clause 159 of the *Crimes (Administration of Sentences) Regulation 2014*. The staff member who forms the suspicion must complete an *Incident/Witness Report* detailing what they have observed. This report is submitted to the General Managers authorised officer e.g. an officer of or above the rank of Assistant Superintendent or Chief Correctional Officer (or an officer acting in such a position) who can make a determination and authorise a Target urine test to be obtained.

Under clause 159 of the *Crimes (Administration of Sentences) Regulation 2014* it is a correctional centre offence to refuse or fail to supply a Target urine sample. An inmate who fails to produce a Target urine sample on the first demand is given two hours to produce. If an inmate fails to produce a Target urine sample on the second and final demand (refer to section below *Failure to supply a urine sample*) at the end of the two hour period, the inmate is to be charged under clause 159 of the *Crimes (Administration of Sentences) Regulation 2014*. The officer directing the inmate to supply a urine sample is responsible for charging the inmate.

19.3.3.1 **Inmates who appear to be affected by illness or intoxication**

An officer who observes an inmate who appears to be affected by illness or intoxication (for example, requires assistance to stand or walk) must verbally report this observation to an Assistant Superintendent, Chief Correctional Officer, or the Officer in Charge (OIC). The officer must then submit an *Incident Report* detailing why the inmate appeared to be under the influence of drugs (for example, blood-shot eyes, slurred speech, unsteady on feet). Details of this written report and subsequent actions taken must be recorded in the relevant Assistant Superintendent’s, Chief Correctional Officer’s or the OIC’s journal.

The inmate must be medically assessed as a matter of priority by Justice Health & Forensic Mental Health Network (JH&FMHN) staff to determine whether the inmate requires medical treatment or observation, or can remain in their normal accommodation area unsupervised. If the inmate is medically cleared to remain in the normal accommodation area, this must be recorded in the *Inmate Accommodation Journal*, noting why the inmate was medically assessed, by whom the inmate was medically assessed and what the result of the medical assessment was.

If local Health Centre staffing arrangements mean that the inmate can’t be medically assessed, the inmate must be kept under observation to determine if there is any deterioration in their condition. If the inmate’s condition deteriorates so that they are unable to walk or stand unaided, an ambulance must be called.
After completing the report and having the inmate suspected of being under the influence medically assessed, a Target sample must be obtained once authorisation has been provided. A correctional officer of or above the rank of Assistant Superintendent or Chief Correctional Officer or someone acting in such a position, can authorise a urine sample to be taken. It is a requirement that the authorising officer’s full name and rank are recorded on the *Urinalysis Test and Data Capture Sheet* and on OIMS.

### 19.4 RESPONSIBILITIES

#### 19.4.1 Responsibility of the Urinalysis Unit

The Urinalysis Unit staff are to:

- ensure the efficient and effective operation of the state-wide urinalysis testing program
- ensure the generation of a *Random Selection of Offenders Report* (OIMS report) for each centre, (on the first Friday of every month)
- supply centres with the consumable items necessary for the urinalysis program
- collate data for statistics (monthly and yearly)
- offer assistance and advice to centre staff and GM’s on all matters relating to the urinalysis testing program
- ensure all Drug Toxicology Unit results and management recommendations are entered on OIMS in an accurate and timely manner
- order cannabis concentration level checks and enter results of this check on OIMS
- respond to requests for information from internal and external agencies
- conduct staff training
- cancel any Program or Target tests on OIMS which have been:
  - generated for the wrong inmate
  - incorrectly data entered
  - ordered twice.

#### 19.4.2 Responsibility of Correctional Centre Staff

##### 19.4.2.1 General Manager (GM) (or equivalent)

GM's are to:

- authorise an officer to act as the Urinalysis Coordinator
- ensure that more than one officer is trained in the duties of the Urinalysis Coordinator for relief purposes (leave, rest days and other unscheduled absences)
- ensure the Urinalysis Coordinators are trained by the Urinalysis Unit staff
- ensure that Urinalysis Coordinators are released from normal duties in order to complete urinalysis duties
- ensure that all staff within their institution comply with legislation, policy and procedures relating to the urinalysis testing program
- ensure that local operating procedures/local orders exist and are adhered to specifying:
  - the area designated for urine sample collection is always kept hygienic
  - provisions are made to minimise any risk to staff of occupational injuries.
- when the urinalysis results are returned to the centre, the drug prescription advice is entered on the Laboratory Results screen in OIMS. This information is sourced from:
  - The *Drug Toxicology Unit Drug Analysis Report* detailing the drug prescription advice
  - The *Drug Toxicology Unit Request for Drug Analysis form* detailing the name of the JH&FMHN advisor and the date the advice is entered on OIMS
• when a test result is positive, prepare an inmate misconduct package of all relevant urinalysis documents and forward the package to the GM
• any charge details are recorded on OIMS in the Offences in Custody module and in the Urinalysis Recommendations/Management section of the Test Results screen
• adequate stocks of urinalysis documentation and consumables are maintained in the centre.

19.4.2.2 Assistant Superintendents/Chief Correctional Officers

Identified Assistant Superintendents or Chief Correctional Officers are responsible for ensuring that:

• urine sampling is carried out within the nominated time frame
• urine sampling procedures are correctly adhered to
• all required documentation is correctly completed
• breaches of correctional centre discipline relating to the urinalysis program are dealt with in a timely manner and OIMS annotated
• the Manager Offender Services and Programs (MOSP) is supplied with the names of every inmate who produces a positive result
• Local operating procedures/local orders are adhered to ensuring the area designated for urine sample collection is always kept hygienic and provisions are made to minimise any risk to staff of occupational injuries.

19.4.2.3 Manager Offender Services and Programs (MOSP)

The Manager Offender Services and Programs (MOSP), on being provided with the names of those inmates returning positive results to urine tests, will refer those inmates to Offender Services and Programs staff for a drug assessment and appropriate intervention, which may include a brief intervention or referral to an Alcohol and Other Drug program or other appropriate program.

19.5 GENERAL INSTRUCTIONS FOR THE COLLECTION, STORAGE AND PACKING OF URINE SAMPLES

19.5.1 Collection

Before the collection of a urine sample, the officer must ensure that:

• a requirement to collect a Random, Program or Target urine sample has been received appropriate authority has been obtained
• the inmate is not given prior warning and is escorted to the testing site.
• The inmate’s identity must be checked against photographic identification
• Where possible, samples are to be taken after a lengthy period without urine being passed, for example, first thing in the morning.
• Two officers should be present to supervise the collection process. Where possible, these officers should be of the same sex as the inmate, but in all cases, at least one officer must be of the same sex as the inmate.
• Blueing agent is to be placed in the toilet bowl where the inmate provides the sample. In directing an inmate to provide a urine sample, in the case of a Random or Program test, the officer must state:

"Under clause 160 of the Crimes (Administration of Sentences) Regulation 2014, you are required, in the presence of officers (state name of officers) to supply a sample of your urine. The minimum amount being at least half the capacity of this sterile container. Refusing or failing
to comply with this direction will attract the same penalties and conditions imposed for a positive drug screen. Do you understand this?"

OR in the case of a Target test state:

"Under clause 159 of the Crimes (Administration of Sentences) Regulation 2014, I have reasonable grounds to believe that a drug has been administered to you / you are affected by a drug (select applicable). You are required, in the presence of officers (state names of officers) to supply a sample of your urine, the minimum amount being at least half the capacity of this sterile container. Refusing or failing to comply with this direction, will attract the same penalties and conditions imposed for a positive drug screen. Do you understand this?"

If the inmate agrees to provide a sample, the inmate is to be strip searched, their clothing checked, and then allowed to dress.

The officer must instruct the inmate to wash their hands thoroughly and don disposable gloves. The washing of hands and wearing of gloves reduces the risk of adulteration of the sample by the inmate.

NOTE: The officers supervising the collection procedure must also wear gloves.

The officer must check the specimen jar(s) for any faults and record appropriate details on the specimen jar label using a black ball point pen and must not place the label on the jar prior to the inmate providing the sample.

The inmate must keep their hands in sight of the officers and the specimen jar only handed to the inmate once the inmate begins to pass urine.

After the inmate has supplied the urine sample, they are to replace the lid on the specimen container.

In the presence of the inmate, the officer must place the identification label on the jar and affix the numbered security seal over the lid and side of the container. Officers must not affix the security seal over the identification label.

Officers must record all appropriate details on the Urinalysis Test and Data Capture Sheet. The security seal number must be recorded on this document in order to maintain the chain of evidence.

The officer must instruct the inmate to check all details recorded, including the jar identification label and security seal number, and sign the Urinalysis Test and Data Capture Sheet. If the inmate refuses to sign this document, record, where the inmate should have signed, “inmate refused to sign”. This ensures the chain of evidence is maintained.

19.5.2 Failure to supply a urine sample

If, after the initial demand, the inmate fails to supply a sample and the failure does not amount to a direct refusal, they may be moved to a dry cell (see section below Dry Cells). However, before moving any inmate to a dry cell, the directing officer must consult the Assistant Superintendent, Chief or OIC to determine if there is any reason why a dry cell should not be used (e.g. inmate is under a Risk Intervention Team (RIT) protocol).

“You have failed to supply a sample of urine as required. You will be placed in a dry cell/yard. You will be provided with water in a small cup, 150ml at any one time, a total of 500ml. You will be required to supply a sample of your urine at the expiration of two hours. Do you understand that?”

On the initial demand, record the time on the Urinalysis Test and Data Capture Sheet and allow two hours before issuing a second and final demand. Keep the inmate under close supervision and in a dry cell/yard (without running tap water) during the two hours to prevent flushing of the system. The inmate is provided, in a small cup, 150ml of water at any one time. A total of 500ml may be provided within the two hours. This should ensure a valid sample.
NOTE: An inmate may supply before the expiration of two hours if the supervising officers are available to take the sample. There is no limit on the number of attempts an inmate may make within the two hour period. Supervising officers may ask the inmate any time within the two hours if they are ready to supply – any such request is not a final demand. A second and final demand for a urine sample cannot be issued until the two hours have expired.

At the expiration of this two hour period, the final demand is to be made, stating to the inmate:

“As a result of your failure to supply a sample of your urine at (state time of initial demand) I now direct you under clause (state relevant clause 159 or 160) of the Crimes (Administration of Sentences) Regulation 2014 to supply me with a sample of your urine in this specimen container provided, the minimum amount being at least half the capacity of this sterile container. Do you understand this?”

Record the final demand time on the Urinalysis Test and Data Capture Sheet.

If the inmate fails to supply a sample on the final demand, the inmate is informed of the following:

“You have failed to supply a sample of your urine as required, which is an offence under clause (state relevant clause 159 or 160) of the Crimes (Administration of Sentences) Regulation 2014. This matter will be reported to the General Manager. Do you understand that?”

The Urinalysis Test and Data Capture Sheet must be annotated to indicate the inmate failed to supply a urine sample. The officer who directed the inmate to supply the urine sample must then complete a Misconduct Report, reporting to the GM the inmate’s failure to supply a urine sample in accordance with clause (state 159 or 160) of the Crimes (Administration of Sentences) Regulation 2014. To simplify this process, the Urinalysis Unit, in consultation with the then named Legal Branch, developed a standard misconduct report template. This template is an annexure to this section of the OPM and is available in electronic and hardcopy format (annexure 19.1 and 19.1a) or by contacting the Urinalysis Unit on (02) 8372 5150.

Failing to supply a urine sample may attract the same penalty as a positive urine result.

19.5.2.1 Dry Cells

For the purpose of urinalysis testing, a dry cell is a secure cell designed for the short term (no longer than two hours) containment for inmates who have failed to provide a urine sample. Placement in a dry cell is not a punishment and should not be considered as such.

A dry cell has no running water and no (functioning) toilet. A dry cell must contain the following:

- sufficient light to read by
- sufficient ventilation
- an intercom/cell call system, or be under constant observation.

Before moving any inmate to a dry cell, the directing officer must consult the Assistant Superintendent, Chief or OIC to determine if there is any reason why a dry cell should not be used (e.g. inmate is under a RIT protocol).

The inmate is to be informed of the reasons for their placement in the dry cell and be advised that they will be checked regularly.

An inmate placed in a dry cell is to be provided with one small cup (150ml) of water at a time, but no more than a total of 500ml within the two-hour period, to prevent flushing of the system.
19.5.3 Refusal to supply a urine sample

If after the initial demand the inmate directly refuses to supply a sample of urine, the exact wording of the refusal is to be recorded. The Urinalysis Test and Data Capture Sheet must be annotated to indicate the inmate refused to supply a urine sample and the demand time recorded.

The officer who directed the inmate to supply the urine sample must then complete a Misconduct Report, reporting to the GM the inmate’s refusal to supply a urine sample in accordance with clause (state clause 159 or 160) of the Crimes (Administration of Sentences) Regulation 2014. To simplify this process, the Urinalysis Unit, in consultation with the then named Legal Branch, developed a standard misconduct report template. This template is an annexure to this section of the OPM and is available in electronic and hardcopy format (annexure 19.2 and 19.2a) or by contacting the Urinalysis Unit on (02) 8372 5150.

Refusing to supply a urine sample may attract the same penalty as a positive urine result.

19.5.4 Storage of urine samples

All urine samples not conveyed to the Drug Toxicology Unit on the day of collection are to be stored in a locked refrigerator. No inmate is to have access to the area in which the refrigerator is located.

The authorising OIC of taking the urine samples is responsible for the security of the samples from the time they are taken until they are secured in the refrigerator.

The Urinalysis Coordinator is responsible for ensuring that the samples are sealed in an esky and delivered to the Drug Toxicology Unit.

Urine samples are not to be stored at the correctional centre for longer than seven days.

19.5.5 Obtain Justice Health & Forensic Mental Health Network (JH&FMHN) prescribed medication advice

This advice is only obtained on inmates who have provided a urine sample and have signed the Urinalysis Test and Data Capture sheet. This gives permission for the CSNSW to access their medical records and disclose information from those records for the purposes of Urinalysis only. The Urinalysis Coordinator is responsible for completing the top section of the Drug Toxicology Unit Request for Drug Analysis form and then presenting this form to JH&FMHN, in order to have all prescribed medications recorded. The Urinalysis Coordinator must present the form to JH&FMHN at the earliest opportunity after collecting the inmate urine samples, to allow JH&FMHN staff enough time to collate their advice before it is dispatched, with the samples, to the laboratory.

The completed Drug Toxicology Unit Request for Drug Analysis form is to be photocopied.

The original Drug Toxicology Unit Request for Drug Analysis form must accompany the urine specimens to the Drug Toxicology Unit and the photocopy attached to the Urinalysis Test and Data Capture Sheet and retained by the Urinalysis Coordinator.

It should be noted that only one Drug Toxicology Unit Request for Drug Analysis form is to be used per inmate. Ensure the correct Drug Toxicology Unit Request for Drug Analysis form for the specific testing category is selected for each inmate, that is, Random, Program or Target.

19.5.6 OIMS data entry of collection details

On completion of testing, the Urinalysis Coordinator is responsible for ensuring the first check box is annotated appropriately on the Urinalysis Bulk Data Entry Report and/or Random Selection of Offenders Report. The Urinalysis Coordinator is also responsible for ensuring all data recorded on the Urinalysis Test and Data Capture Sheet is entered on OIMS in an accurate and timely manner.
19.6 PACKING AND DISPATCH TO LABORATORY

The correct packing procedures for the samples must be adhered to. Failure to do so may result in the courier company refusing to accept the samples (International Air Transport Association (IATA) Dangerous Goods Regulations).

The specimen containers are to be placed in a heavy duty plastic bag surrounded by a cushioning and absorbent material, such as shredded paper.

The bag containing the specimen containers is then sealed and placed into an esky and further surrounded by a cushioning and absorbent material. Place the Drug Toxicology Unit Request for Drug Analysis forms inside the esky.

The lid of the esky must be sealed with masking tape, crossing over the lid and around the opening of the lid. The esky lid must be secured with sealing wire and a numbered metal clip- on security seal.

The IATA Dangerous Goods Sticker UN3373 Diagnostic Specimens must be attached to each esky being couriered to the Drug Toxicology Unit.

The clip-on security seal, Toll Priority courier consignment number and the date the samples are sent to the Drug Toxicology Unit must be recorded on the Urinalysis Test and Data Capture Sheet.

Correctional centre staff are to arrange with the local Toll Priority agent for the pickup and delivery of the specimens to the Drug Toxicology Unit. Routine deliveries will be sent by off peak or overnight service only.

The Toll Priority account number for the inmate Urinalysis Program service is 220629.

19.6.1 OIMS data entry of dispatch details

The Urinalysis Coordinator is responsible for ensuring all dispatch information is recorded on the individual Urinalysis Test and Data Capture Sheet and entered on OIMS in an accurate and timely manner.

19.7 RECEIPT OF LABORATORY RESULTS

19.7.1 Responsibility of the Urinalysis Unit

Upon receipt of the Drug Toxicology Unit Drug Analysis Report, the Urinalysis Unit will update the OIMS Urinalysis Laboratory Result screen with all drugs detected. The Urinalysis Unit will also annotate the appropriate fields in the Recommendations/Management section of OIMS.

19.7.2 Responsibility of the Urinalysis Coordinator

The Urinalysis Coordinator is responsible for ensuring all results with drugs detected are updated by appropriately annotating the Prescribed Medication Check Box and recording the JH&FMHN staff name and the date that the advice was entered onto OIMS.

NOTE: It is the responsibility of the Urinalysis Coordinator at the centre where the urine test was ordered and collected to ensure JH&FMHN prescription advice is obtained and entered on OIMS on all inmates who have since been transferred or discharged from the centre.

19.8 INTERPRETING A DRUG ANALYSIS REPORT

A Drug Analysis Report lists those drugs or metabolites detected in the urine specimen. In order to clarify a result, the report may also contain comments on the drugs found and whether or not the result indicates the sample was unusually dilute or perhaps adulterated.
19.8.1 Nil Detected

Means that no drugs were found by the routine methods used. It does not mean no drugs were taken by the inmate. The concentration of the drug(s) may have been too low for detection, the drug(s) may be undetected by the routine methods used or the drug(s) may not be excreted in urine.

19.8.2 Drugs Detected

Details all drugs detected as per Drug Toxicology Unit standard drug testing procedures. All drugs detected which are prescribed drugs as per the Drug Toxicology Unit Request for Drug Analysis form, will be annotated as prescribed medication and/or metabolite of prescribed medication. All drugs detected which are not prescribed drugs as per the Drug Toxicology Unit Request for Drug Analysis form, will be reported without any annotation.

For example:

<table>
<thead>
<tr>
<th>Drugs Detected</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Methadone</td>
<td>Prescribed Medication</td>
</tr>
<tr>
<td>Cannabis Metabolite</td>
<td></td>
</tr>
<tr>
<td>Oxazepam</td>
<td>Metabolite of Prescribed Medication</td>
</tr>
</tbody>
</table>

In this example, only the Methadone and the Oxazepam are prescribed medications and the inmate should be charged for the Cannabis Metabolite as a non-prescribed drug.

19.8.3 Suspected

This implies that sufficient evidence exists for the Drug Toxicology Unit to tentatively identify the presence of a drug, but the evidence is not sufficient to withstand medico-legal challenge. The drug may have been present in a very low concentration or there may have been insufficient specimen for the Drug Toxicology Unit to perform a confirmatory test. If a drug is reported as suspected and it has not been prescribed to the inmate, the inmate cannot be charged, but should be retested under clause 159 of the Crimes (Administration of Sentences) Regulation 2014 (Target).

19.8.4 Presumptive Test Only

A single clinical test only was performed to detect the drug or drug group. The result should not be used for medico-legal purposes. If a drug is reported and contains the Presumptive Test Only comment, and it has not been prescribed to the inmate, the inmate cannot be charged, but should be retested under clause 159 of the Crimes (Administration of Sentences) Regulation 2014 (Target).

19.8.5 Trace Only

A drug was identified at a very low concentration. This may imply a low medication level, missed dose or a dilute urine sample. In the case of morphine, trace levels may occur as metabolites of codeine or ingestion of food containing large amounts of poppy seeds; it does not necessarily imply illicit morphine or heroin use. A trace result should not be used for legal purposes. If a drug is reported as trace only and it has not been prescribed to the inmate, the inmate cannot be charged, but should be retested under clause 159 of the Crimes (Administration of Sentences) Regulation 2014 (Target).
19.8.6 Dilute

A urine sample may be reported as dilute, this may be the result of a deliberate act or simply a result of drinking water. An inmate who provides a sample which is reported as dilute does not need to be retested.

19.8.7 No Creatinine Detected (Adulteration)

A urine sample reported as no creatinine detected is not urine. An inmate who provides a sample which is reported as such should be retested.

NOTE: Creatinine is a substance produced by the kidney; its presence indicates the fluid is urine.

19.8.8 Very Dilute

A urine sample reported as very dilute is considered highly suspicious. An inmate, who provides a sample which is reported as such, should be retested. As urine is diluted the creatinine concentration falls and is reported as “abnormally low”.

19.8.9 Cannabis metabolite (Carboxy-THC)

Implies that the inmate has used Cannabis and the concentration at which it was detected could not have arisen through passive smoking. Cannabis metabolite is reported when present at a concentration of 15ug/L or more. This result is sufficient for legal purposes. When reporting against Australian Standards, any value under 15ug/L is deemed not detected.

A Cannabis presumptive only or Cannabis suspected but not confirmed result is not valid for legal purposes and cannot be dealt with by way of disciplinary action. Under these circumstances the inmate should be retested under clause 159 of the Crimes (Administration of Sentences) Regulation 2014 (Target urine sampling).

A result of Cannabis metabolite detected, sample very dilute must be dealt with as a breach of discipline.

19.9 HOW LONG CAN DRUGS BE DETECTED IN URINE?

In general, most drugs of abuse are excreted from the body within one to four days. However, there are many exceptions. Drug excretion rates may vary due to:

- individual variations in metabolic rates
- short versus long term drug use
- the ingestion of more than one drug at any given time may affect the excretion rates of individual drugs.

Cannabis elimination rates appear to be very controversial with scientific evidence suggesting that naive users eliminate the drug within one to two days, social users within a week and chronic users within four weeks. However there is great individual variation.

19.9.1 Cannabis window period (42 Days) and concentration levels

A urine sample which returns a positive result for Cannabis, where the inmate has been in custody for less than 42 days at the time of sampling, is not dealt with as a breach of discipline. It can take up to four weeks to eliminate Cannabis from the body and a positive result within the first 42 days of being in custody may be due to Cannabis use prior to coming into custody.

Under these circumstances, an inmate is required to provide a second urine sample (Target Urine Sampling) under clause 159 of the Crimes (Administration of Sentences) Regulation 2014.
Should the second sample also return a positive result for Cannabis, the Urinalysis Unit staff will order a Cannabis concentration level check. Should the level of Cannabis concentration in the second sample be reported as unchanged or increased, disciplinary action is to be initiated. If the Cannabis concentration in the second sample is reported as decreased, that is, lower than the first sample, this would imply residual effect and the inmate cannot be charged. If reported as equivocal, this implies that the Drug Toxicology Unit cannot conclude an increase, unchanged or decrease result due to a specimen being too dilute to compare.

Cannabis concentration level checks are also required when an inmate has been in custody for greater than 42 days. If the inmate has provided two urine samples within 42 days of each other and both have tested positive to Cannabis, a Cannabis concentration level check is necessary to determine if the second positive urine sample is the result of continued Cannabis use or a residual effect.

19.10 STEROID DRUG TESTING

Urine drug testing for the detection of Steroid use is a non-standard request and authority must be obtained from the GM. All testing costs for Steroid detection will be billed back to the requesting centre.

Contact the Urinalysis Unit on (02) 8372 5150 for a Request for Steroid Detection on Urine Samples form for the Australian Sports Drug Testing Laboratory, National Measurement Institute (formally known as Australian Government Analytical Laboratories). These forms are also available on the intranet (annexure 19.5). This form is an annexure to this section of the OPM (annexure 19.5) or by contacting the Urinalysis Unit on (02) 8372 5150.

Centre staff are advised to liaise with the National Measurement Institute in Respect to the best method of delivering the urine sample to the laboratory as the National Measurement Institute is not able to routinely return eskeys to the requesting centre. Urine samples are to be sent to:

Australian Sports Drug Testing Laboratory
National Measurement Institute
Riverside Corporate Park
105 Delhi Road NORTH RYDE NSW
2113 Phone (02) 9449 0111 Fax (02)
9449 8080

19.11 URINALYSIS OFFENCES AND PENALTIES

Failure by an inmate to comply with the requirements of the following clauses is a correctional centre offence:

- clause 153 Failing prescribed urine test - the presence of an illicit or non-prescribed drug in an inmate's urine sample
- clause 159 Urine sample where drug use suspected - the failure or refusal by an inmate to supply a Target urine sample
- clause 160 Urine sample whether or not drug use suspected - the failure or refusal by an inmate to supply a Random or Program (Administrative) urine sample.

Clause 163 of the Crimes (Administration of Sentences) Regulation 2014 defines withdrawable privileges and amenities for which an inmate may be deprived (for the purposes of Division 6 of Part 2 of the Crimes (Administration of Sentences) Act 1999.
Section 57 of the *Crimes (Administration of Sentences) Act 1999* sets out the penalties which a GM or their delegate may impose on an inmate who has committed a correctional centre offence, arising out of a urine test or failing or refusing to supply a urine sample. As a general rule, the following penalties would be appropriate, unless special circumstances exist, which might justify imposition of a greater or lesser penalty:

<table>
<thead>
<tr>
<th>Offence</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First offence</td>
<td>42 days withdrawal of privileges</td>
</tr>
<tr>
<td>Second offence</td>
<td>84 days withdrawal of privileges</td>
</tr>
<tr>
<td>Third offence</td>
<td>126 days withdrawal of privileges</td>
</tr>
<tr>
<td>Fourth or subsequent offence</td>
<td>168 days withdrawal of privileges</td>
</tr>
</tbody>
</table>

### 19.12 CHARGING AN INMATE FOR A URINALYSIS OFFENCE

To simplify the process of charging an inmate for a urinalysis offence, the Urinalysis Unit, in consultation with the then named Legal Branch, has developed three standard misconduct report templates: Annexure 19.1 *Fail to supply a urine sample*, Annexure 19.2 *Refuse to supply a urine sample* and Annexure 19.3 *Positive urine sample*. These templates can be accessed via the Intranet or by contacting the Urinalysis Unit on (02) 8372 5150.

When an inmate refuses or fails to supply a urine sample, the officer directing the inmate to supply a urine sample is responsible for charging the inmate and must submit the appropriate misconduct report form (Annexure 19.1 or 19.1a, 19.2 or 19.2 a or 19.3 or 19.3a) to the GM.

The Urinalysis Coordinator is responsible for collating the misconduct package of relevant urinalysis documents for an inmate who returns a positive result for an illicit or non-prescribed drug as advised by JH&FMHN and confirmed by the *Drug Toxicology Unit*. To ensure this charge remains legally binding, the Urinalysis Coordinator must collate the following Urinalysis forms:

- *Misconduct Report* (annexure 19.3 or 19.3a) for a positive urine sample
- *Urinalysis Test and Data Capture Sheet* containing the directing officer’s statement
- *Drug Toxicology Unit Request for Drug Analysis* form containing JH&FMHN prescribed medication advice
- *Drug Toxicology Unit Drug Analysis Report* containing all drugs detected and prescription advice.

In the event that the following situation occurs:

- an inmate returns a positive result for a non-prescribed drug and is charged
- the inmate pleads not guilty on the grounds that they had been administered the drug by JH&FMHN
- the JH&FMHN has not noted that this drug was administered on the *Drug Toxicology Unit Request for Drug Analysis* form

then the Urinalysis Coordinator must ask JH&FMHN to confirm their previous advice before proceeding with the charge.

### 19.12.1 Preparation for disciplinary action

The Urinalysis Coordinator must collate the following Urinalysis documentation in respect of each inmate being charged for a urinalysis offence:

- Urinalysis Test and Data Capture Sheet
- Drug Toxicology Unit Drug Analysis Report (Positive result only)
• **Drug Toxicology Unit Request for Drug Analysis** form containing JH&FMHN prescribed medication advice (Positive result only)

• Misconduct Report form

• **Incident Report** (for Target urine sampling detailing why the inmate appeared to be under the influence of drugs)

• **Analyst's Certificate** (only required when a Visiting Justice is involved in any proceedings).

A complete charge package is then submitted by the Urinalysis Coordinator to the GM to initiate disciplinary action.

Where an inmate has been transferred to another centre before the charges are dealt with, all the required documentation must be collated by the Urinalysis Coordinator of the originating centre and forwarded to the centre at which the inmate is currently located. The GM of the receiving correctional centre deals with the offence and the Urinalysis Coordinator of the originating centre ensures OIMS is annotated.

The Urinalysis Coordinator must:

• complete the relevant information on the Urinalysis Bulk Data Entry Report or Random Selection of Offenders Report

• enter charge details on the OIMS Offences in Custody module and in the Urinalysis Recommendations/Management section of the Test Result screen

• file paperwork in the inmate’s Case Management File.

NOTE: The charge details must be created in OIMS Offences In Custody before annotating the Offender Charged field. The incident log number is automatically generated when the charge is created in Offences in Custody. Once the charge is created, return to the Test Result screen in Urinalysis and update the Incident Log# by selecting the relevant charge.

### 19.13 OIMS URINALYSIS MODULE

A Urinalysis module has been incorporated into the OIMS.

By selecting Institutions from the main OIMS menu and Urinalysis from the sub menu, the following Urinalysis screens can be selected:

#### 19.13.1 Urinalysis

This is the main Urinalysis screen in which collection and dispatch details are entered. Further, test results, JH&FMHN prescription advice, management recommendations, charge details and an inmate’s testing history can all be accessed from this screen.

#### 19.13.2 Bulk Data Entry

This is the screen in which centre staff order a Program or Target urine test. This will create a record in the main Urinalysis screen and generate a Urinalysis Bulk Data Entry Report.
19.13.3 Cancel Facility

This screen allows for a Program or Target urine test to be cancelled, due to the test being generated for the wrong inmate or the test being ordered twice. Only the Urinalysis Unit staff and SPC Urinalysis Coordinator have the level of access to cancel a Target or Program urine test.

19.13.4 Bulk Data Entry of Esky and Courier

This screen allows one of two options for entering dispatch details.

19.13.5 Urinalysis forms and reports

Urinalysis OIMS forms and reports can be generated by selecting Utilities from the main menu and Report Submission from the submenu. In the application field, select Urinalysis and the following forms and reports can be selected and printed:

- Additional Print for Bulk Data Entry
- Re-print Urinalysis Test and Data Capture Sheet
- Urinalysis Test and Data Capture Sheet
- Urinalysis Audit Check Report
- Urinalysis Random Selection of Offenders
- Urinalysis Statistics Report
- Offender Urinalysis Testing History Report
- Urinalysis Specific Drug Report
- Urinalysis Specimen Not Assayed/Pending Report
- Urinalysis Statistics Downloadable Report

The only exception is the Urinalysis Statistics Downloadable Report, which is extracted in an Excel format. This is generated by selecting Utilities from the main menu and Report Download > Urinalysis Statistical Reports. In Report Name, select the Urinalysis Statistics Downloadable Report, which can be manipulated in accordance with the enquiry.

Some of these forms and reports are explained in detail below. However, for complete and detailed instructions on the OIMS Urinalysis module, please refer to the OIMS Urinalysis Participant’s Guide given to those who have completed the CSNSW official training program delivered by the Brush Farm Corrective Services Academy in conjunction with the Urinalysis Unit.

19.14 DOCUMENTATION

19.14.1 Urinalysis Bulk Data Entry Report (CSNSW OIMS form)

When a Program or Target urine test is ordered on OIMS, a record is created in the main Urinalysis screen and a Urinalysis Bulk Data Entry Report is generated. The Urinalysis Bulk Data Entry Report is a summary report listing inmates in alphabetical order who have had a Program or Target urine test ordered on a specified date at a specified centre. This report is designed with check boxes to assist the Urinalysis Coordinator to keep track of each stage of each Program and Target urine test ordered. It should be noted that these check boxes are not linked to the computer but are for administration purposes only.

On finalising each sample listed on this report, the report is to be securely filed with other Urinalysis documents for which the Urinalysis Coordinator is responsible.
If required, these forms can be re-printed from OIMS.

19.14.2 Random Selection of Offenders Report (CSNSW OIMS form)

This report is generated when inmates are randomly selected for urine drug testing and is the equivalent to the Urinalysis Bulk Data Entry Report for Program and Target urine tests. This report is generated by the Urinalysis Unit staff, on the first Friday of every month, and is faxed or emailed to each centre on the same day. This report is designed with check boxes to assist the Urinalysis Coordinator to keep track of each stage of each Random urine test ordered. It should be noted that these check boxes are not linked to the computer but are for administration purposes only.

On finalising each sample listed on this report, the report is to be securely filed with other Urinalysis documents for which the Urinalysis Coordinator is responsible.

If required, these forms can be re-printed from OIMS.

19.14.3 Urinalysis Test and Data Capture Sheet (CSNSW OIMS form)

The Urinalysis Coordinator (or authorised staff) will be required to generate a Urinalysis Test and Data Capture Sheet prior to testing or at testing time, for each inmate who has had a urine test ordered (Random, Program or Target).

The Urinalysis Test and Data Capture Sheet is used to record data at the testing site including collection details, an inmate’s signature, dispatch details and officer statement.

The following are instructions for completing this form:

19.14.3.1 Section 1 – Collection details

- place a tick in the appropriate box for Comply, Refuse, Fail or Not Tested
- if Not Tested is selected, record the reason why the inmate was not tested
- if not already entered at the bulk data entry stage, record the full name and rank of the Authorising Officer and the two officers present/supervising the collection procedure
- if not already entered at the bulk data entry stage, record the Test Demand Date
- record Test Demand Time 1, and if required, Test Demand Time 2
- if the inmate is able to supply a sample of urine, record the Jar Security Seal Number used to seal the jar in order to maintain the chain of evidence
- on completion of sample collection, the above information recorded on each Urinalysis Test and Data Capture Sheet must be entered on OIMS in an accurate and timely manner. The Urinalysis Coordinator or authorised officer completing this task is required to sign and date the bottom of section 1.

19.14.3.2 Section 2 – Inmate signatures

While at the testing site, direct the inmate to sign the form.

Signature 1 is confirming the accuracy of the details recorded. If the inmate refuses to sign, record where the inmate should have signed inmate refused to sign. This will maintain the chain of evidence.

Signature 2 is giving CSNSW permission to access the inmate’s medical records and disclose information from those records only for the purposes of Urinalysis. If the inmate refuses to sign this section, it is the inmate’s responsibility to prove that any drugs detected were prescribed. If the inmate refuses to sign, record where the inmate should have signed inmate refused to sign.

It should be noted, disciplinary action may still proceed if this form is not signed by the inmate.
19.14.3.3 Section 3 – Officer Statement

This section is completed at the time of collecting the urine sample:

• this section is only completed by the officer directing the inmate to supply a urine sample if
  the inmate complies and provides a sample
• if the inmate fails or refuses to provide a urine sample, then the directing officer does not
  complete this statement, but still signs and prints their full name and rank
• if not already present in the statement the directing officer needs to ensure the following
details are completed:
  o test demand date
  o Test demand time
  o duty performed
  o rank and name of authorising officer
  o rank and name of both correctional officers present at testing
  o jar security seal Number
  o circle either signed or refused to sign
  o if required, the rank and name of the officer providing a Witness Report (a Witness Report would rarely be required)
  o signature, rank and name of directing officer and date.

NOTE: Whether or not the Officer Statement is completed, the directing officer should sign and print
their full name, rank and date on the Urinalysis Test and Data Capture Sheet in the section provided
for the Officer’s signature.

This statement will only be used if the inmate is to be charged under clause 153 of the Crimes
(Administration of Sentences) Regulation 2014, for returning a positive result to illicit or non-
prescribed drugs. This statement will be used by the Urinalysis Coordinator to complete the
Misconduct Report form for a positive urine sample.

19.14.3.4 Section 4 – Dispatch Details

This section is only completed when the urine samples are batched and packed into the esky for
transportation to the Laboratory.

Record the following details:

• date sample sent to laboratory
• courier company
• Transaction Container Seal Number (Esky Seal)
• Courier Consignment Number.

On completion of dispatching the urine samples, the above information recorded on each Urinalysis Test and
Data Capture Sheet must be entered on OIMS in an accurate and timely manner. The Urinalysis Coordinator or
other authorised officer completing this task is required to sign and date the bottom of section 3.

On finalisation of all procedures, the Urinalysis Test and Data Capture Sheet, combined with any other relevant
documents, for example, laboratory results and/or misconduct package, is to be filed in the inmate’s Case
Management File.

These forms can be re-printed from OIMS. This is highly recommended if any of the testing details are
amended.

19.14.4 Specimen Jar Label (CSNSW form)

The following information is to be recorded in black ball point pen only:
19.14.5 Jar Security Seal (Laboratory form)

The following information is to be recorded in black ball point pen only:

<table>
<thead>
<tr>
<th>ID#:</th>
<th>Combined centre urinalysis alpha code / Inmate MIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>Date of collection</td>
</tr>
<tr>
<td>DONORS INITIALS:</td>
<td>Inmate’s initials</td>
</tr>
<tr>
<td>COLLECTOR’S SIGN:</td>
<td>Supervising Officer’s signature</td>
</tr>
</tbody>
</table>

19.14.6 Drug Toxicology Request For Drug Analysis Forms (Laboratory form)

These Drug Toxicology Unit request forms are used for standard drug testing only. These forms are not used to request steroid drug testing (refer section above Steroid Drug Testing). These forms are only to be completed after a urine sample has been collected. The form/s are to accompany the urine specimen/s to the Drug Toxicology Unit.

Only one Drug Toxicology Request for Drug Analysis form is to be used per inmate. Ensure the correct Drug Toxicology Unit Request for Drug Analysis form for the specific testing category is selected for each inmate, for example, Random, Program or Target.

The Urinalysis Coordinator is responsible for completing the following section of this form:

<table>
<thead>
<tr>
<th>Client's Surname:</th>
<th>Inmate’s Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Seal Number:</td>
<td>Jar security seal number (required to maintain chain of evidence)</td>
</tr>
<tr>
<td>CC/MIN. No:</td>
<td>Unique centre urinalysis alpha code and Inmate’s MIN</td>
</tr>
<tr>
<td>Date Taken:</td>
<td>Date sample taken</td>
</tr>
<tr>
<td>Toxicology Lab. No:</td>
<td>Drug Toxicology Unit Use only</td>
</tr>
<tr>
<td>Date Received:</td>
<td>Drug Toxicology Unit Use only</td>
</tr>
</tbody>
</table>

Once completed, the Urinalysis Coordinator will present the form to JH&FMHN staff for advice on medications administered. The form must be presented to JH&FMHN as soon as practicable after inmate samples have been collected, to allow JH&FMHN staff time to collate their advice before the inmate samples are sent to the laboratory.
NOTE: The following section is only to be completed by JH&FMHN providing the inmate has signed the Urinalysis Test and Data Capture Sheet permitting the CSNSW access to the inmate’s medical records.

JH&FMHN staff are responsible for completing the following section of this form:

<table>
<thead>
<tr>
<th>Given Name:</th>
<th>Given name/s of inmate</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.O.B:</td>
<td>Date of Birth of inmate</td>
</tr>
<tr>
<td>Routine:</td>
<td>Drugs during previous 7 days</td>
</tr>
<tr>
<td>PRN:</td>
<td>Drugs during previous 7 days</td>
</tr>
<tr>
<td>Nurse Initiated:</td>
<td>Drugs during previous 7 days</td>
</tr>
<tr>
<td>Phone Orders:</td>
<td>Drugs during previous 7 days</td>
</tr>
<tr>
<td>Standing Orders:</td>
<td>Drugs during previous 7 days</td>
</tr>
<tr>
<td>Name:</td>
<td>JH&amp;FMHN staff member</td>
</tr>
<tr>
<td>Signature:</td>
<td>JH&amp;FMHN staff member’s signature</td>
</tr>
<tr>
<td>Date:</td>
<td>Date form completed</td>
</tr>
</tbody>
</table>

The Urinalysis Coordinator is responsible for ensuring all details on the form are completed correctly and for ensuring a copy of the Drug Toxicology Unit Request for Drug Analysis form is retained. The original Drug Toxicology Unit Request for Drug Analysis form accompanies the urine sample(s) to the Drug Toxicology Unit. Urine specimens received at the Drug Toxicology Unit without this request cannot be processed and will be discarded. The specimens are retained by the Drug Toxicology Unit for approximately three days after which they are discarded. If the samples are dispatched to the Drug Toxicology Unit without the request, contact the Drug Toxicology Unit on (02) 9887 5666 and then fax paperwork to (02) 9805 1259.

Master copies of these request forms have been sent to all correctional centres for photocopying and use. Additional copies can be obtained by contacting the Urinalysis Unit on (02) 8372 5150.

19.14.7 Drug Analysis Reports (Laboratory form)

The Drug Toxicology Unit forwards all Drug Analysis Reports to the Urinalysis Unit each Tuesday. The results will be entered on OIMS by the Urinalysis Unit staff as well as any management recommendations. The Urinalysis Unit staff will order Cannabis concentration level checks on those results identified as requiring such checks. The Drug Toxicology Unit results requiring further action by centre staff will be faxed to the centre. The original Drug Analysis Report for all tests will then be forwarded to the originating centre via internal mail, including those faxed. The SPC Urinalysis Coordinator is responsible for entering all SPC Urinalysis results, management recommendations and ordering Cannabis concentration level checks.

It is the responsibility of all Urinalysis Coordinators to manage these results appropriately, for example, enter the drug prescription advice on OIMS as indicated on the Drug Analysis Report; await the results of Cannabis concentration level checks; retest inmates and charge inmates as required.

On completion, the Drug Analysis Report is filed on the inmate’s Case Management File along with other relevant documents such as the corresponding Urinalysis Test and Data.
Capture Sheet and a copy of the Drug Toxicology Unit Request for Drug Analysis form and, if required, a misconduct package.

19.14.8 Analyst’s Certificate (Laboratory form)

In accordance with clause 161 of the Crimes (Administration of Sentences) Regulation 2014, an Analyst’s Certificate is only required when a Visiting Justice/Court considers evidence in any proceedings in which it is alleged that an inmate was under the influence of a drug or a drug was present in a urine sample.

If a certificate is required, correctional centre staff must contact the Urinalysis Unit staff who will arrange for an Analyst’s Certificate to be forwarded to the centre.

19.14.9 Cancel Urine Test Form (CSNSW form)

This form is an annexure to this section of the OPM (annexure 19.4) and is to be completed by the Urinalysis Coordinator and faxed to the Urinalysis Unit on (02) 9648 6723, when a Program or Target Urine Test is to be cancelled. Refer to the section titled Cancelling a Urine Test Ordered in the OIMS Urinalysis Participant’s Guide for further information.

19.14.10 Misconduct Report form – Fail To Supply a Urine Sample (CSNSW form)

This form is an annexure to this section of the OPM and is available in electronic and hardcopy format (annexure 19.1 and 19.1a) or by contacting the Urinalysis Unit on (02) 8372 5150. This form is to be completed by the officer directing the inmate to supply a urine sample, if the inmate fails to supply and is to be charged.


This form is an annexure to this section of the OPM and is available in electronic and hardcopy format (annexure 19.2 and 19.2a) or by contacting the Urinalysis Unit on (02) 8372 5150. This form is to be completed by the officer directing the inmate to supply a urine sample, if the inmate refuses to supply and is to be charged.


This form is an annexure to this section of the OPM and is available in electronic and hardcopy format (annexure 19.3 and 19.3a) or by contacting the Urinalysis Unit on (02) 8372 5150. This form is to be completed by the Urinalysis Coordinator when a urine sample returns a positive result to an illicit or non-prescribed drug, as advised by the Drug Toxicology Unit, and the inmate is to be charged. The Urinalysis Test and Data Capture Sheet, which contains the directing officer’s statement, must be attached to this misconduct form to complete the charge.

19.15 CANCELLING A URINE TEST ORDERED ON OIMS

A Program or Target urine test must only be cancelled on OIMS if the wrong inmate is selected, an incorrect MIN is entered or the test is accidentally ordered twice. A Program or Target urine test must never be cancelled on OIMS for any other reasons. OIMS will not allow a Random urine test to be cancelled.
Only Urinalysis Unit staff and the Special Purpose Centre (SPC) Urinalysis Coordinator will have OIMS security access to cancel a Program or Target urine test. The Urinalysis Coordinator will be required to complete and fax the Cancel Urine Test form (Annexure 19.4 or 19.4a) to the Urinalysis Unit on fax (02) 9648 6723. The Urinalysis Unit staff will then be responsible for cancelling the identified urine test from OIMS. In the case of the SPC the completed Cancel Urine Test form will be given directly to the SPC Urinalysis Coordinator for action.

19.16 QUALITY ASSURANCE/AUDIT CHECKS

The Urinalysis Coordinator is responsible for generating a Urinalysis Audit Check Report each fortnight for quality assurance purposes. This report details missing data within the various Urinalysis data fields including collection details, dispatch details, laboratory results, JH&FMHN prescription advice, Cannabis concentration level checks and inmate charge details.

Upon investigating, the Urinalysis Coordinator must enter missing data into OIMS to complete the record.

The Urinalysis Unit will be conducting follow up audit reports on a regular basis for statistical reporting.

19.17 CONTINGENCY PLAN WHEN OIMS IS NOT AVAILABLE AND A PROGRAM OR TARGET URINE TEST NEEDS TO BE ORDERED

In the event that OIMS is not available and a Program or Target urine test needs to be ordered, a blank template form of the Urinalysis Test and Data Capture Sheet has been developed to record the collection details, inmate’s signature and, if the inmate complies, the directing officer’s statement.

NOTE: This blank template form of the Urinalysis Test and Data Capture Sheet is not to be used as a matter of routine.

When OIMS becomes available the Urinalysis Coordinator is to access the Bulk Data Entry Screen and retrospectively order the urine test, using the details recorded on the Urinalysis Test and Data Capture Sheet template. The Urinalysis Coordinator must manually record on the Urinalysis Test and Data Capture Sheet template (top right corner) the unique Urinalysis Direction ID number generated by OIMS when a urine test is ordered.

The Urinalysis Coordinator must also access the main Urinalysis screen to enter the collection details recorded on the Urinalysis Test and Data Capture Sheet template.

19.18 URINALYSIS SUPPLIES/CONSUMABLES

Urinalysis supplies can be ordered by faxing an order to (02) 9648 6723, using the Urinalysis Supplies Order form (Annexure 19.6a) or by emailing the Urinalysis Supplies Order form (Annexure 19.6) to URINALYSIS@dcs.nsw.gov.au. Where facsimile and emailing facilities are not available a phone order can be placed by contacting the Urinalysis Unit on (02) 8372 5150.

19.19 URINALYSIS TRAINING COURSES

The Urinalysis Unit is responsible for providing training to Urinalysis Coordinators and other staff involved in Urinalysis procedures. This training can be provided on site or conducted at the Brush Farm Corrective Services Academy. Training can be tailored for each request received, catering for one on one training as well as large group training.

The following formal courses are currently conducted at the Brush Farm Corrective Services Academy:

• a one day course to centre staff for training in Urinalysis policies and procedures and OIMS. This course is conducted by the academy in conjunction with the Urinalysis Unit
• a half day course conducted by the Urinalysis Unit for trainee Correctional Officers completing Certificate III in Correctional Practice.

An e-Learning module (Urinalysis Site Training Refresher) is available on the CSNSW Intranet (Staff Services > eLearning > Learning Management System). This course is specifically designed for Correctional Officers and Transitional Centre staff.

All staff employed at correctional and transitional centres who participate in the urinalysis collection process at the testing site and the dispatch of specimens’ process are to complete this eLearning module every twelve months to ensure their knowledge of the process is current.

To access the Urinalysis Site Training Refresher course, staff must log onto the Learning Management System. There is no course application process required for this training. Managers are responsible for ensuring that relevant staff completes this refresher training.

19.20 DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>February 2008</td>
<td>As per COPM 2007/023 - Revision of Section 19</td>
</tr>
<tr>
<td>1.1</td>
<td>23 November 2009</td>
<td>As per COPM 2009/04</td>
</tr>
<tr>
<td>1.2</td>
<td>26 June 2012</td>
<td>Amendments to 19.18 as per DCOMO 2012/93 and COPM 2012/48</td>
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<tr>
<td>1.3</td>
<td>05 July 2012</td>
<td>Amendments to 19.9 as per DCOMO 2012/98 and COPM 2012/52</td>
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<tr>
<td>1.4</td>
<td>31 July 2012</td>
<td>Amendment to 19.2.1 as per DCOMO 2012/29 and COPM 2012/18</td>
</tr>
<tr>
<td>1.5</td>
<td>February 2016</td>
<td>General update of format, legislation, procedures and reporting responsibilities</td>
</tr>
</tbody>
</table>

Reviewed  | 2008 | Next Review | 2017