

**COLLECTING UA'S  
AND CHAIN OF  
CUSTODY**

# OBSERVED COLLECTION

- All UA's shall be observed urine collections, if collector/officer is the same sex
- If same sex (collector/officer to defendant) is not available, mouth swabs are available
  - Never underestimate what a defendant using drugs will do to conceal drug usage and try and beat the drug test

# URINE COLLECTION- STEP 1

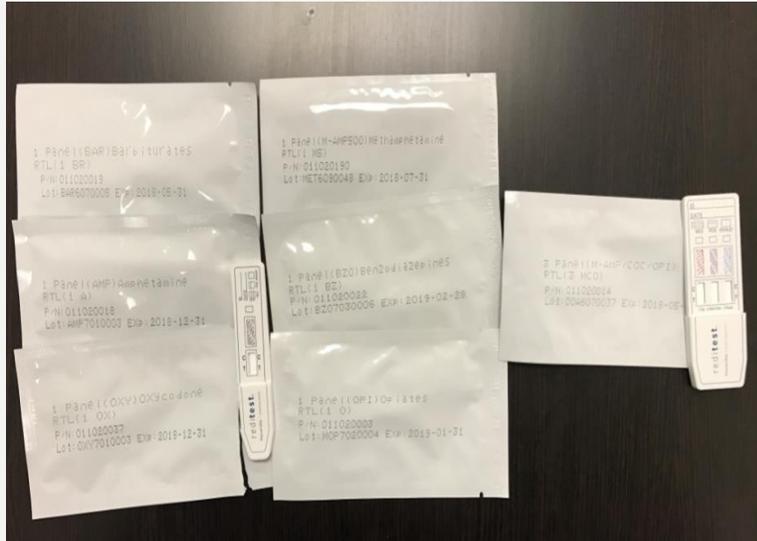
STATE OF ALASKA  
DEPARTMENT OF CORRECTIONS  
\*\*\*EVIDENCE RECORD UA CHAIN OF CUSTODY\*\*\*

Received from:	ACOMS NO.	Date Collected:
Last: First: MI:		

I CERTIFY THAT I HAVE RECEIVED CUSTODY AND ACCOUNTABILITY FOR THE UA RETAINED PER DIRECTION OF PO.

DATE	COLLECTED/RELEASING BY	PURPOSE
NAME & TITLE	SIGNATURE	POD STORAGE
NAME & TITLE	SIGNATURE	REDWOOD TOXICOLOGY LAB TESTING

NAME & TITLE	SIGNATURE



- The collector/officer shall ensure the necessary supplies are available in UA room:
  - UA cup/specimen bottle (the sterile sticker must be intact) shall be grabbed and top of cup opened in front of the defendant
  - Test strips
    - 3 panels (Amp, COC, OPI)
    - Single panels available: Barbiturates, AMP, OXY, Methamphetamine, BZO, OPI
  - Specimen ID labels/tamper seal (chain of custody is on the back of the UA form)

rine Drug Test  
Laboratory Test Requisition

Chain of Custody:  Yes  No

ABILING AND TESTS ORDERED

Security Seal (Defendant's Initials) \_\_\_\_\_

REDWOOD TOXICOLOGY LABORATORY

1. Specimen ID  
2. Place specimen and address  
3. Place specimen in tamper seal  
4. Seal as directed

DEFENDANT'S SIGNATURE: \_\_\_\_\_

DATE AND TIME OF COLLECTION: \_\_\_\_\_

LABORATORY USE ONLY



# URINE COLLECTION- STEP 2



**UA/Drug Screen Reporting Form**



Name: \_\_\_\_\_ Date: \_\_\_\_\_  
DOB: \_\_\_\_\_ ACOMS#: \_\_\_\_\_ PO: \_\_\_\_\_

List any prescribed medications taken within the last 30 days:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use Only:

Time 1<sup>st</sup> Attempt: \_\_\_\_\_ Successful Yes \_\_\_\_\_ No \_\_\_\_\_  
Time 2<sup>nd</sup> Attempt: \_\_\_\_\_ Successful Yes \_\_\_\_\_ No \_\_\_\_\_  
Time 3<sup>rd</sup> Attempt: \_\_\_\_\_ Successful Yes \_\_\_\_\_ No \_\_\_\_\_

- Request the defendant fill out the UA form
- The defendant should always be escorted from the waiting area to the collection area by the collector. The officer/collector shall always bring the UA form with the defendant to the restroom
  - Once the defendant is in sally port:
    - Have them empty pockets (any items that would set off the metal wand)
    - Wand the defendant
    - If the defendant has bags, purses, etc. they must stay in the sally port during collection
    - The defendant in most circumstances should walk in front of the officer
    - Escort the defendant into the restroom
- Be cognizant of body language and potential efforts to conceal a device to deliver clean urine
- The collector and the defendant are the only people present in the collection area (restroom) during this time.

# URINE COLLECTION-STEP 3

- Ask the defendant to remove any bulky (concealing clothing, and to roll up sleeves so that wrists/forearms are in clear view
- It may be necessary to have defendant adjust clothing in order to adequately determine that a device is not being concealed on his/her body
- The defendant shall rinse hands thoroughly with water only, no soap
- Make sure the defendants hands are completely dry after rinsing hands
- The purpose of the rinse is to eliminate any contaminating agent the defendant may try to drop into the specimen
- The collector/officer hands the bottle to the subject and positions himself in a manner to directly observe urine leave the body and enter the specimen bottle

# URINE COLLECTION-FEMALE

- Because it may be impossible to see urine leave the female body and enter the disposable cup, other procedures must be employed to ensure a urine tamper does not occur
  - Ask the female defendant to hold the cup with one hand, and place the other hand against the wall, or in clear view away from the cup
  - Ask the female defendant to begin the flow of urine, stop the flow, and resume the flow, ensuring that the urine is actually leaving from her

# URINE COLLECTION- STEP 4

- After collection is complete, the defendant shall place the specimen on the trashcan lid or hard surface for testing by collector/officer
- Once placed on hard surface defendant shall get appropriately dressed- **at this time the defendant shall not flush the toilet**
- If a female defendant, toilet paper shall be placed in trashcan
- The defendant shall stand in the restroom while collector/officer tests the specimen
  - If negative, the defendant shall dump urine into the toilet and flush- cup shall be dumped in trash can
  - If positive, a second officer shall be requested for confirmation, detention, etc.

# URINE COLLECTION-IF POSITIVE

STATE OF ALASKA  
DEPARTMENT OF CORRECTIONS  
\*\*\*EVIDENCE RECORD UA CHAIN OF CUSTODY\*\*\*

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Last:	First:	MI:	
I CERTIFY THAT I HAVE RECEIVED CUSTODY AND ACCOUNTABILITY FOR THE UA RETAINED PER DIRECTION OF PD.			
DATE	COLLECTED/RELEINQUISHED BY	PURPOSE	
NAME & TITLE	SIGNATURE	PED STORAGE	
NAME & TITLE	SIGNATURE	REDWOOD TOXICOLOGY LAB TESTING	

NAME & TITLE	SIGNATURE	

Req# 900523

Client ID: 110865 Anchorage Electronic Monitoring Program URINE TEST REQUISITION

rine Drug Test  
Laboratory test requisition

URINE DRUG SCREEN TYPE  
 Pre-Employment  Periodic Medical  Random  Other  
 Post-Accident  Reasonable Cause  Baseline

Chain of Custody:  Yes  No

Specimen temperature within range:  Yes, 90°-100°F (32°-38°C)  No, record specimen temperature here \_\_\_\_\_

ABLING AND TESTS ORDERED

Label usage example

Security Seal (Donor's Initials) PEEL OFF

REDWOOD TOXICOLOGY LABORATORY

Redwood Toxicology Laboratory // P.O. Box 5080 Santa Rosa, CA 95402 // Laboratory phone: 800-255-2159  
 B39 Screen 5-FEP  
 B41 ETC  
 978 Depcontin (5.00)  
 Other: \_\_\_\_\_ Collector: \_\_\_\_\_  
 CC/RS Confirma

1. Tighten cap  
2. Place security seal across lid as shown  
3. Place patient ID label around bottle as shown

Patient ID: \_\_\_\_\_ Collection Date: \_\_\_\_\_  
 Req# 900523 110865 Anchorage Electronic Monitoring Program

DONOR CERTIFICATION (To be completed by donor)  
 certify that I provided my urine specimen to the collector and that I have not adulterated in any manner. The specimen was sealed in my presence with a tamper-evident seal and the information provided on this form and on the label affixed to the specimen tube is correct. I authorize Redwood Toxicology Laboratory to perform the tests listed and to release the results of this test to: 110865 Anchorage Electronic Monitoring Program  
 Donor's signature: \_\_\_\_\_  
 Donor's name as listed above: \_\_\_\_\_ Donor's ID apply on tube: \_\_\_\_\_

COLLECTOR VERIFICATION (To be completed by collection station personnel)  
 certify that this specimen was collected from the above person following established protocols, and the specimen has been properly sealed and labeled.  
 Collector's signature: \_\_\_\_\_ Date and time of collection: \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_:\_\_\_\_ AM/PM  
 Collector's phone as listed above (area code): \_\_\_\_\_ Collection telephone: \_\_\_\_\_

RECEIVING (To be completed by laboratory)  
 Specimen received by: \_\_\_\_\_ Date received: \_\_\_\_\_ Seal intact?  Yes  No Labels match?  Yes  No

REDWOOD TOXICOLOGY LABORATORY 3634 Westwind Blvd., Santa Rosa, CA 95403 // Laboratory: 800-255-2159 // Screening Devices: 877-444-0549  
 Local: 707-577-7900 // Fax: 707-577-9305 // www.redwoodtoxicology.com  
 3-PART FORM 1 of 3 LABORATORY COPY

- If positive, urine specimen needs to be saved for evidence
- The redwood toxicology form shall be completed in full and the security seal placed on cup
  - If possible, the defendant is required to sign this form
- All positive UA specimens will be kept for the duration of the case
- Once sealed the UA shall be placed in the UA freezer along with the chain of custody form
- A picture of the positive UA strips shall be taken by a field phone and uploaded to g drive>pretrial service officer>ua>positive UA pics of strips with defendant ACOMS# and date of test
- If defendant contests the UA, it will be sent out for confirmation testing at the cost of the defendant
- Due to a positive test, defendant shall be arrested
- **If the officer/collector is going to ask further questions regarding use, miranda needs to be read and audio recorded**

# URINE COLLECTIONS-IF CANNOT PROVIDE

- If the defendant is unable to provide adequate urine volume (min sample is 20ML) the collector/officer shall:
  - Keep the defendant in the secured area of the building (They are not be let out into the lobby)
  - If completely empty throw away cup and have the defendant drink no more than 8 oz.
  - The defendant will have a two hour limit after first initial attempt
  - If able to try, the defendant shall be given a new sample cup
  - If the defendant is unable to provide a sample, the defendant is in violation and arrest protocol for violations shall be completed

# URINE COLLECTION-STEP 5

- Once UA is completed the results will need to be entered into ACOMS under the “ C-Notes” tab> “Substance Test”> add new test>complete screen in its intirety
- This shall be done by the collector/officer that is conducting the test
- Offender UA information shall also be handwritten into UA log that is on top of the cabinet in the restroom

**Offender Information**

Name: TEST, PRACTICE  
Offender #: 584495  
Location: D/CHG OUT OF SYSTEM  
Legal Status: OPEN COURT PROBATION  
Sex Offender: NO  
Date Of Birth: 01/01/1985  
Next Court Date:

P&P Supervision Level: MAXIMUM  
Field PO:  
Institution PO:  
Parole Expiration Date:  
Probation Expiration Date:  
Pretrial Officer:  
Pretrial Supervision Level:

Profile  
Address: 1 Numbers 1  
Assessments: 6 Offender Management Info. 3  
Basic Info: 1 Offender Medical/Mental 1  
Birth Dates: 2 Other Photos: 1  
Booking Charges: 19 Supervision Conditions: 3  
Case Update: 6 Parole Time Listing: 2  
Cautions/Holds: 2 Phones: 2  
Cloud Cases: 8 Prior Record: 1  
C-Notes: 7 Pretrial Risk Assessment Listing: 1  
Documents: 1 PSI: 0  
Email: 1 Sanctions: 1  
Family/Associates: 0 Scars, Marks: 1  
Field PO: 1 Security Threat Group: 0  
File Location: 2 Substances: 2  
Legal Status: 30 Supervision Contact: 6  
Location: 28 Vehicle: 0  
Military: 1  
Name: 3 Warrants: 0

Photo Date: 02/13/2018

Update offender photo

Back

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Sex Offender: NO  
Date Of Birth: 01/01/1985  
Next Court Date:

P&P Supervision Level: MAXIMUM  
Field PO:  
Institution PO:  
Parole Expiration Date:  
Probation Expiration Date:  
Pretrial Officer:  
Pretrial Supervision Level:

**C-Note Desktop**

Begin Date: End Date:

Offender Notes

Cautions: 2 Security Threat Group: 0 Substance Test: 4  
Detainers/Holds: 0 Location History: 1 Work Assignment: 0  
Disciplinary: 1 OMR: 0 MR and PE Requests: 0  
Furlough: 0 Other C-Notes: 7 Transition and Treatment Funds: 0

Location Notes

Location: ALL FACILITIES  
C-Note Filter: ...  
C-Note Author: Offender Search:

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Source File: w\_dtr\_q3\_1.jpg

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Probation Expiration Date:  
Pretrial Officer:  
Pretrial Supervision Level:

**Substance Test List**

Requested Date	Refused Date	Test Date	Sample	Positive
01/02/2018		01/02/2018	BREATH	
12/28/2017		12/28/2017	BLOOD	✓
02/23/2016		02/23/2016	URINE	✓
02/15/2016		02/15/2016	URINE	

Record(s) displayed/found:1-4/4  
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Field PO:  
Institution PO:  
Parole Expiration Date:  
Probation Expiration Date:  
Pretrial Officer:  
Pretrial Supervision Level:

**Offender Substance Test Detail**

Requested Dates: Requested Time: Sample Type:  
Refused Test Dates: Requested By:  
Collected: Date: Time:  
Sent: Date: Time:  
Tested By:  
Tested Date:  
Test Method:  
Comment:  
Evidence Id:

By: vrcortez 02/23/2018

Substance	Tested	Positive	Admit Use	Use Method
ALCOHOL				
AMPHETAMINES				
BARBITUATES				
BENZODIAZEPINE				
BUPRENORPHINE				
COCAINE/CRACK COCAINE				
ECSTASY				
MARIJUANA/HASHISH				
METHADONE				
METHAMPHETAMINES				

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