

Office of Community Corrections  
Barry County

Drug Testing Program Rules and Regulations

Probationer Name: \_\_\_\_\_ Case No: \_\_\_\_\_

- 1) Once you are ordered to participate in the Drug Testing Program, you shall be assigned a color for random drug and/or alcohol testing (Urinalysis (UA) or PBT). Testing type and frequency is at the discretion of the Court.
- 2) You MUST contact the Drug Test Hotline at (269)948-3325 every morning between the hours of 4:30 AM and 11:30 AM, Monday through Friday. If your color is announced then you MUST report to the OCC/Adult Specialty Courts office that day to submit to a drug and/or alcohol test. Testing times are 8:00 AM – 10:00 AM and 2:30 PM – 4:30 PM, Monday through Friday. *In the event that the Court is closed due to unexpected circumstances (weather closure, power outage, etc.) then you will not test that day. It is your responsibility to contact the Court to determine if we are closed.*
- 3) The OCC and Adult Specialty Court staff will NOT provide testing color information over the phone. If you do not call the testing hotline as required, then you must report to the Adult Specialty Court/OCC office IN PERSON to determine if your color was called. *Failure to call the testing hotline on time, or failure to report to the office in person to determine if your color was called may result in a probation violation.*
- 4) You CANNOT reschedule your drug and/or alcohol test. You CANNOT miss any testing without the advanced permission of the Court.
- 5) You MUST provide a valid photo I.D., if requested, prior to testing.
- 6) Urinalysis (UA) screens shall be observed by a court or law enforcement agent. You must provide a valid sample or it will be considered a positive test. Diluted or adulterated samples shall be considered a positive test.
- 7) Remove all items, except clothing, from your person prior to providing a urine sample. You will be asked to remove all hats, jackets/coats, hoodies, and any items from your pockets.
- 8) You cannot smoke, eat, drink, or put anything in your mouth (gum, cough drops, mouthwash, etc.) 15 minutes prior to testing. It is recommended that you do not consume fluids at least 2 hours prior to testing.
- 9) You shall not fill ANY prescription medications without the advance permission from the Court. You must bring in all of your prescription medications, in their original containers, for our review as you receive them or at the request of Court staff.

- 10) When submitting to a drug test, you have one hour to provide a valid sample. The hour starts from the time you are escorted to the restricted testing area and sign in. You will only be granted an hour of wait time if you arrive at a time that allows an hour. *For example, if you arrive at 9:00 AM, then you will have until 10:00 AM to provide a sample. If you arrive at 9:30 AM, then you will only have 30 minutes to provide a sample, as testing ends at 10:00 AM.* You are not allowed to leave the immediate office waiting room during this time. You are not allowed to leave the building and come back to test later in the day. You may be allowed to drink limited amounts of water (no more than 8 ounces) from our water fountain *ONLY if approved and escorted by staff.* You will not be tested if you exceed the allotted time limit or after our designated testing hours.
- 11) The Drug Testing Program is a 120-day program which begins on your date of intake/first day of testing. If you test positive for any unexcused substance(s), or if you have any unexcused missed test(s), then your 120 days starts over from the date of your sanction.
- 12) You must complete 120 consecutive days of negative, unmissed tests to complete the program, unless otherwise directed by the court in writing.

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Probationer Signature

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Date

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Community Corrections Staff Signature

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Date