

SUBSTANCE ABUSE CASEMANAGEMENT

A major responsibility of the Leelanau County Family Court's Substance Abuse Caseworker is Substance Abuse Casemanagement. The Caseworker is to arrange, administer, document, and report drug and alcohol Urinalysis Screening and/or Preliminary Breath Tests (as requested) to probationers identified by the Probation Officer. These tests are conducted by the Substance Abuse Caseworker on a random and/or appointment basis. In order to randomly test probationers the worker is required to conduct testing in various environments including schools, homes, agencies, and courthouses. The following is a description of the typical testing protocol used when the worker is randomly administering tests in the identified environments.

ALCOHOL AND DRUG SCREENING PROTOCOL

SCHOOL TESTING:

The worker must always report to the main/grade office of the designated school. The Substance Abuse Caseworker then will request to see the probationer that will be tested. As a means to maintain confidentiality, and to reduce possibility of tampering with the testing procedure the worker should request a fairly private meeting and/or testing area. Whenever possible the worker should request a counseling room for pre-test meetings, and a Health Room./Staff bathroom where the screening can be privately and confidentially completed by the probationer. After checking the bathroom for tampering materials the probationer can enter the facility **alone** to complete the urinalysis sample.

A private testing facility(health room, staff bathroom) should always be utilized when the worker is administering a test to a probationer of the opposite gender. Upon completing the screening with opposite gendered probationers, the worker will conduct a post-test meeting with the probationer. These meetings will often take place in a designated counseling room, typically in/near the school office, and should entail completion of the testing paperwork, scheduling of testing appointment, and/or result information.

When administering a test to a probationer of the same gender as the worker, the public bathroom can be used when situations do not allow for a Health Room/Staff bathroom to be used. When administering a test in a public bathroom to a same gendered probationer, this worker will conduct the appropriate paperwork in the bathroom while probationer is providing the urinalysis sample in a private bathroom stall or urinal.

After completion of random screening and /or meeting with this worker, the probationer returns to class with an excused pass obtained from main/grade office.

COURTHOUSE TESTING:

Incorporated in the Leelanau County Family Court's Drug Testing Program is weekly drug urinalysis and/or Preliminary Breath Tests. These screenings are arranged to take place three days a week at the Leelanau County courthouse. The Probation Officer and the Substance Abuse Caseworker notify designated probationers (by Letter) as to the frequency, location, and times of their mandated drug and alcohol screening.

The Substance Abuse Caseworker is responsible for conducting, supervising, and reporting (non) compliance of probationer's scheduled testing. These weekly tests are conducted in the Jury Room of the Leelanau County Courthouse building. Probationers are instructed to check in with the Family/Probate Court office when they arrive for testing. The worker will meet with the probationer prior to testing (in Jury Room). The probationer is then instructed to complete the urinalysis sample in the private bathroom located in the Jury

Room. Typically, the worker will remain in Jury Room to complete paperwork when testing same-gendered probationer.

When conducting a test with a probationer of the opposite gender the worker will complete pre-test meeting/paperwork, examine probationer, (i.e. ask probationer for any tampering materials, perfume, cologne, etc.) and examine facility for tampering material. To ensure privacy the worker will exit testing area (Jury Room) while opposite-gendered probationer completes testing. Testing of probationers is conducted on an individual basis. Parents and/or guardians have been encouraged to meet with worker prior and/or during testing procedure.

IN-HOME TESTING:

The Leelanau County Family Court Drug Testing Project is utilizing the Substance Abuse Caseworker to substantially increase random urinalysis and Preliminary Breath Tests. The randomness of these tests may include "dropping in" on a probationer in his/her home to complete the screening. When testing on a probationer's home another adult must always accompany the worker. Testing will never take place in a home without a parent or guardian present. Typically, the parent or guardian is present while conducting an urinalysis/breathalyzer in the home of a probationer.

When conducting a test in a home environment the worker will conduct a pre-test meeting /paperwork in the presence of the probationer and adult. Upon completion of the pre-test meeting the worker will examine testing facility and question probationer for tampering materials. The probationer is then instructed to provide the urinalysis sample in a designated private facility (bathroom). Upon completion of screening the worker can examine temperature reading to ensure tampering has not occurred. In a post-test meeting the worker will instruct probationer through the proper "sealing" and paperwork procedure(s) before ending test session.

OTHER AGENCY TESTING:

When testing in a facility or agency other than the usual designated testing cite it is recommended that the worker follow similar procedure/protocol as those designated in above descriptions. The workers primary responsibility will be to always maintain safety (for both probation and worker), confidentiality, and professionalism. When testing in an agency other than the usual testing cite it is recommended that the worker seek as confidential, but tamper-free testing facility as possible. The worker should conduct pre/post screening meetings with probationer in a consultation room with parent/guardian whenever possible. These meetings allow worker to complete screening paperwork and "sealing" procedures. Upon completion of screening it is recommended that worker complete a detailed documentation of screening session. This will allow for proper reporting, questions, and concerns to be conveyed to probation officers and/or supervisor(s).

SANCTIONING POLICY

All youth placed on probation with the Leelanau County Family Court will be subject to participation in scheduled and/or random drug and alcohol testing. Upon testing positive for a controlled substance the following sanctions **may** be implemented at the recommendation of the youth's probation officer on a case-by-case basis. As testing results continue to show

substance abuse the probationer may be subject to specific graduated (intensified) sanctions.

LEVEL I SANCTION:

Upon the youth's Dispositional Hearing all youth in Leelanau County can be subject to scheduled and/or random drug/alcohol testing. Youth testing positive (indicating substance use) for the first time under this sanctioning level may be subject to any/all of the following sanctions: 1) a referral to substance abuse assessment/counseling; 2) probation violation, which may entail increased probation requirements (i.e. extended probation, community service work, court/victim restitution).

LEVEL II SANCTION:

As youth continues to test positive for a controlled substance (more than one positive test result) the probationer may be subject to any/all of the following sanctions: 1) referral to day/after-school treatment program; 2) required attendance to Alcoholic Anonymous and/or Narcotics Anonymous meetings; 3) increased drug/alcohol testing and monitoring including possible electronic tether and/or placement in non-secure detention.

LEVEL III SANCTION:

A probationer testing positive for a controlled substance three or more times may be subject to any/all of the following sanctions: 1) intensified services for youth and family including Wraparound Program; 2) placement in a non-secure detention home; 3) referral to short-term inpatient substance abuse program.

LEVEL IV SANCTION:

A probationer that has exhibited ongoing substance abuse as indicated by four or more positive drug/alcohol screenings may be subject to placement referral to long-term residential substance abuse treatment program followed by after-care and reintegration services.