

Survey to Chief APOs

Issue: JPO Drug Testing; JPO/APO assists, transports

Question: (from Elk County) to chiefs of merged departments

I am looking for a policy on drug testing for juveniles on juvenile probation. If you have one, would you send me a copy?

Do counties let juvenile and adult officers assist each other? Example transports to detention centers, field visits, etc. If so does your county have a written policy and would you be able to share it with me?

Bedford County

In Bedford County all of my officers are trained that we are one office. A person may be assigned to be a juvenile officer or an adult officer but whoever needs help on a particular matter we all are there to help. Whether it is transports, arrests, urine testing or any of the other jobs we do, we are a team to help one another. There's no written policy, it's just the way I expect us to work together.

Berks County

We do allow transports together and work special details together. Our APO's have their child abuse clearances. They generally do not do field visits together.

Bradford County

We do drug test juveniles on supervision. The monthly frequency is based on the individual's risk level. No formal policy.

APO's do assist JPO's and vice versa. No policy.

Dauphin County

Both divisions are able to assist each other in almost all essential functions; specifically transports, arrest, fieldwork and drug testing (see addendum)

Fulton County

Same as Bedford

Jefferson County

Same for Jefferson County. Adult assists juvenile and vice versa. No formal policy.

Juniata County

Same as Bedford

Luzerne County

Same as Bradford. APO is a PO; interchangeable for operational need.

Monroe County

Same as Bedford. I also have 6 PO's who have been to both adult and juvenile BTA's and have flip flopped between adult and juvenile as needed over the years.

Pike County

Same as Bradford

Snyder County

Same as Bradford

Susquehanna County

Fascinating question to my knowledge juvenile act doesn't empower juvenile po to arrest. They are not peace officers. Of course, cross appointments n training resolve that. Absent that... interesting? We are separated here

Tioga County

Drug tests based on the nature of the charge, risk/needs, and supervision level – not policy driven.

Does allow Juvenile/Adult officers to assist each other – no policy.

Union County

Same as Bradford, Snyder

Venango County

We work together as one department with no division between Juvenile and Adult, especially since we are such a small department. The Adult and Juvenile Officers help each other with drug screens, field visits, arrests, transports, etc. Our on call team for after hours consists of two people and Adult and Juvenile Officers are also paired up together different times throughout the month for that as well. There is no written policy for this.

Wyoming and Sullivan County

PO's are cross-trained and assist each other all the time. Field work, drug tests, and detention or jail transports. No formal policy.

Policy: Drug Testing Policy

From: Chadwick Libby

To: Dauphin County Probation Services – Juvenile Division

- I. Overview
- II. General Procedures
- III. Administering a Drug Test
- IV. Documenting Drug Test Results
- V. Procedures for APO Lab Urine Confirmation
- VI. Procedure for Prescient Medicine Urine Confirmations

Attachments

EX A: Detection Information by Drug Type

I. Overview

The following are general expectations and procedures for drug testing juveniles on the intake level and active on probation supervision. This policy includes the expectations and procedures for sending urine samples both to the internal lab at the Gibson Boulevard Office and to Prescient Medicine.

II. General Procedures

- A. Drug testing equipment will be ordered and maintained by the designated supervisor acting as the drug test program coordinator.
 1. An allotment of drug tests will be administered to each unit supervisor.
 - i. Additional tests will be available and located in the drug test program coordinator's office.
 - ii. Drug testing equipment (latex gloves, specimen cups, confirmation labels) are located in the mailbox area.
- B. Types of drug testing equipment utilized
 1. Multi-panel drug sticks/multi-panel drug cups These tests are a general screen to determine if there is a drug issue or monitor general compliance to the drug testing condition of supervision.
 2. Single/double panel drug sticks: These tests are more targeted and should be used when testing for a specific substance, based on the juvenile's use or history of use.
 3. Saliva: These tests should only be used if the juvenile is presenting to the PO as being under the influence or if the juvenile reports that they have used within the time limits specified. These tests are only accurate for a short period of time. (EX A)
- C. Frequency of testing
 1. Intake Cases
 - i. Each juvenile will be drug tested at the intake level a minimum of once. This test should be a 12-panel test with the Juvenile Probation Officer (JPO) adding any additional tests based on the juvenile's reported use or the availability of tests in the office (ex: alcohol, antidepressants, synthetic, etc.).
 - ii. This test may be administered by Probation, a Drug and Alcohol facility, detention/shelter, etc.
 - iii. If the initial test is positive, then there must be a follow up test while on intake prior to disposition to determine if drugs are still present in the juvenile's system. The influence of substance abuse in the juvenile's life and to aid in the accurate scoring of the YLS.

- iv. Additional drug tests may be required as directed by a supervisor.
- v. All drug testing results must be promptly entered into JCMS, as outlined in this policy, in both the case records and under the Drug Testing tab within 2 business days of the test being administered.

2. Supervision Cases

- i. Juveniles will be tested according to their YLS risk level.
 - a) High and Moderate risk juveniles will be drug tested once per month.
 - b) Low risk will be tested once every three months.
 - c) Restitution only status will be tested as determined by the assigned probation officer and Supervisor. .
 - d) This test may either be a 2 panel (THC and COC) or a 12-panel test (depending on history/reported use/reasonable suspicion) with the JPO adding any additional tests based on the juvenile's reported, suspected, or history of usage (ex: alcohol, antidepressants, synthetic, etc.).
- ii. All drug testing results must be promptly entered into JCMS in both the case records and under the Drug Testing tab within 2 days of the test being administered.
- iii. Situations and circumstances may arise in which a supervisor may direct a juvenile to be tested more or less frequently than outlined in policy. Examples include:
 - a) A juvenile who is overall low risk, but scores high in the domain of substance abuse.
 - b) The probation officer suspects drug use or receives information that the juvenile may be using drugs.
 - c) The juvenile has an autism diagnosis and does not have a history of any substance use/abuse.

3. Aftercare Cases

- i. Placements drug test upon request of the assigned probation officer.
- ii. Each juvenile must be drug tested upon return to placement after the completion of a home pass. The probation officer must follow up to find out the results of the drug test.
- iii. All drug testing results must be promptly entered into JCMS in both the case records and under the Drug Testing tab within 2 days of the test being administered.

III. Administering a Drug Test

A. It is standard practice for probationers to be urine tested by probation officers of the same biological gender. If a drug test is required for an opposite gender youth, the assistance from an opposite gender PO should be requested.

- 1. If a drug test is required for an opposite gender youth, but an opposite gender PO is not available, a saliva test should be utilized.

2. If a urine test by the opposite gender is requested by an LGBTQ individual, this request must be accommodated. Please refer to the LGBTQ Policy for more information.
- B. Drug tests must be directly observed by the PO to ensure validity.
1. A witnessed collection of the urine sample is a vital part of the drug testing program.
 2. A PO should prepare beforehand- minimize juvenile's access to water and use a restroom with an open floorplan that allows for privacy and security.
 3. The juvenile's outer layer of clothing should be removed and a visual body inspection should be completed in order to reduce the likelihood of tampering.
 4. The urine sample should be visually inspected to ensure proper temperature, proper color, and to ensure the urine is not diluted.
 5. If the juvenile tests positive for drugs, a conversation between the PO and supervisor must occur to determine if the urine should be saved and sent out for confirmation. (See Section V. for Procedures for APO Lab Urine Confirmation.)
- C. If a juvenile is detained in the community and placed into either detention or shelter, the facility will complete the initial drug screening. Results will then be shared with the assigned PO.
1. Juveniles placed in detention/shelter directly from another facility,(i.e.: inpatient, RTF, or as a part of a population move) will not be drug tested. This exception is further explained within the [2012 memo](#).

IV. Documenting Drug Test Results

- A. Each time a juvenile is drug tested by probation results must be entered into JCMS within 2 business days.
1. The PO will enter the drug test as a case record within the juvenile's calendar.
 2. The PO will also enter the test on the drug testing screen accessed by selecting Drug Testing from the left margin. The testing agency in this case will be "Juvenile Probation Office". All drugs tested along with the results will then be documented below.
- B. If the juvenile is drug tested by another agency or detention/shelter facility the PO will need to enter the test into JCMS.

1. The PO will enter the drug test as a case record within the juvenile's calendar.
 2. The PO will also enter the test on the drug testing screen accessed by selecting Drug Testing from the left margin. The testing agency in this case will be "Outside Agency" or "Detention/Shelter". All drugs tested along with the results will then be documented below.
 3. In the notes section, the PO must indicate which agency performed the test (ex: Mazzitti and Sullivan, Children and Youth, Abraxas South Mountain, Schaffner Youth Center).
- C. Due to the information that is shared from counseling providers, if the probation officer receives information that a juvenile tested positive for a substance, then it is responsibility of the PO to perform their own 12-panel drug test within 24 to 48 business hours. If necessary and approved by the supervisor, the drug test should be sent for nanogram levels. The purpose for the drug test is to identify the substance(s) the juvenile tested positive for. (A list of substances tested for from outside agencies is in PowerDMS –Juvenile Templates, Program Resources, and then select the specific program folder).

V. Procedures for APO Lab Urine Confirmation

- A. Urines sent to the Gibson Boulevard office for confirmation are tested for the following 3 substances: marijuana (THC), cocaine (COC), and opiates. Samples can be tested for alcohol, PCP, amphetamines, and creatinine if the lab technicians at the Gibson Boulevard office are notified in advance.
- B. Make sure the lid on the cup is secured tightly to avoid leakage.
- C. Place the cup in a Ziploc bag, closing it tightly when done.
- D. All urines going to the lab must have a sticker placed on the plastic bag containing the following information (ALL LINES MUST BE COMPLETED):
1. Juvenile Name
 2. File Number
 3. Juvenile's initials/signature
 4. Date Collected
 5. Assigned PO
 6. What to Test For - be specific
 7. Social security number – used by APO lab to track
 8. Supervisor's initials
- E. All drug testing results must be promptly entered into JCMS in both the case records and under the Drug Testing tab, as previously outlined in this policy.

F. When placing the sample into the refrigerator located in the copy room at the Chestnut Street office, the probation officer will complete the [Chain of Custody form](#) that is located on the top of the urine refrigerator.

The following information will need to be on the form:

1. Name of Assigned Probation Officer
2. Date of Test
3. Name of Juvenile/Offender
4. Juvenile/Offender File Number

G. Samples will be transported to the Gibson Boulevard Office for testing on Mondays, Wednesdays, and Fridays if there are detention hearings at SYC on those dates. It is the responsibility of the first PO coming from the Chestnut Street office to SYC for detention hearings to take the urines to the Gibson Boulevard Office (will be identified on the detention hearing list). If there is no PO coming from downtown, the first school-based officer scheduled is responsible for stopping at the office to take the urines out to the Gibson Boulevard Office.

H. If there are no detention hearings, they will go out when the next hearings are scheduled. Supervisors should be mindful that in the event there are 3 consecutive days with no hearings and there are urine samples in the refrigerator, arrangements should be made to ensure that urine samples are transported to the Gibson Boulevard Office.

I. When prepping the samples for transportation to the Gibson Boulevard Office, the assigned PO will place all the urine samples into the cup carrier for the cups and the tube carrier for the tubes and then take the [Chain of Custody form](#) and place it in the drawer on the cup carrier.

J. Upon arrival of the urines, the lab technician will cross reference the urines in the carriers from the Chestnut Street Office with the Chain of Custody form that is in the drawer of the cup carrier. The empty carriers will be brought back to the Chestnut Street Office by the probation officer dropping off the urines following the detention hearings.

VI. Procedure for Prescient Medicine Urine Confirmations

A. Urine samples can be sent to Prescient Medicine to be tested for additional substances including, but not limited to synthetics and adulterants (EX **A**)

B. All requests to have samples sent out for confirmation to Prescient Medicine MUST be requested and approved by a Supervisor due to the cost associated with the testing. Once approved, the PO will need to meet with the Supervisor responsible for drug testing to complete the Prescient Requisition Form (Attachment A). All requests authorized to be sent out require the following:

1. Juvenile Name
2. Date of Birth
3. Social Security Number
4. Complete list of all medications juvenile is taking
5. Supervisor initials
6. Substances to be tested for

C. All drug testing results must be promptly entered into JCMS in both the case records and under the Drug Testing tab within 2 days.

DETECTION INFORMATION BY DRUG TYPE

Drug	Detection Measurables	Type of Screening		
		Saliva Test	Urine Test	Lab at APO
THC	Positive Level (nanograms)	12 nanograms	50 nanograms	50 nanograms
	Detection Window	Shortly after use and within 14 hours	Detects within hours and up to 3-10 days	
PCP	Positive Level (nanograms)	10 nanograms	25 nanograms	25 nanograms
	Detection Window	No detection window	4-6 hours- up to 7-14 days	
OXY	Positive Level (nanograms)	20 nanograms	100 nanograms	
	Detection Window	Under 14 hours since last use	Detectable for several days after use	
OPI	Positive Level (nanograms)	40 nanograms	300 nanograms	300 nanograms
	Detection Window	Depends on the type of ingestion; Codeine 7-21 hours; Morphine 24-48 hours	Detectable for several days after use	
COC	Positive Level (nanograms)	20 nanogram	300 nanograms	300 nanograms
	Detection Window	Depends on the type of ingestion; 5-10 minutes up to 24 hours	5-48 hours	
AMP	Positive Level (nanograms)	50 nanograms	300 nanograms	1000 nanograms
	Detection Window	Depends on the type of ingestion; 5-10 minutes-72 hours	4-24 hours	
MET	Positive Level (nanograms)	50 nanograms	500 nanograms	
	Detection Window	Depends on the type of ingestion; 5-10 minutes-72 hours	3-5 days	
MTD	Positive Level (nanograms)	N/A	300 nanograms	
	Detection Window	N/A	None given	
MDMA	Positive Level (nanograms)	N/A	500 nanograms	
	Detection Window	N/A	None given	
BAR	Positive Level (nanograms)	N/A	300 nanograms	
	Detection Window	N/A	Up to 4-7 days	
BNZ	Positive Level (nanograms)	N/A	300 nanograms	
	Detection Window	N/A	3-7 days	
BUP	Positive Level (nanograms)	N/A	10 nanograms	
	Detection Window	N/A	2 hours to 6 days	
PPX	Positive Level (nanograms)	N/A	300 nanograms	
	Detection Window	N/A	6 hours to 3 days	
TCA	Positive Level (nanograms)	N/A	1,000	
	Detection Window	N/A	Up to 10 days	
ETG/ alcohol	Positive Level (nanograms)	N/A		1000 nanograms
	Detection Window	N/A		

Policy: Fieldwork Policy

From: Chadwick Libby

To: Dauphin County Probation Services

- I. Overview
- II. Community Fieldwork
- III. Requirements to Participate in Fieldwork
- IV. Partners
- V. Radio Usage

Attachments

EX A: [Fieldwork Safety Tips Memo](#)

I. Overview

This policy outlines the definitions, requirements, and expectations for conducting fieldwork. There is specific training that must be completed for a probation officer to be approved to conduct fieldwork. In addition, this policy will review the expectations for radio usage and communication.

II. Community Fieldwork

A. Fieldwork Defined

1. Fieldwork is supervising or investigating offenders in the community by making personal contact with them or a collateral contact with an individual at their home, place of employment, and any other location.
2. When conducting business in a school, an appointment or transport in the community, or attending a community meeting.

B. Fieldwork in a Controlled Setting

1. A controlled setting is any location where the individual being contacted would not likely have access to a weapon. Examples would include, but not limited to correctional facilities, court houses, police department, residential facilities, community-based treatment facilities that have one of the following security procedures in place: searches or metal detectors, etc.

III. Requirements to Participate in Fieldwork

- A. For a probation officer to complete any form of field work in a controlled or uncontrolled setting, the probation officer must have the following certifications:
 1. Firearms Certification (Act 158)
 2. Taser Certification
 3. Defensive Tactics Training (BTA)
 4. Radio Training

IV. Partners

- A. Probation Officers must work with a partner when conducting all field work.

1. Exceptions to this will be a probation officer stationed at a satellite or school location. This also includes a controlled setting.
2. All other exceptions must be approved by a supervisor.

V. Radio Usage

- A. Probation Officers will be required to call [EMA's](#) Channel 2 operator (#558-6905) and notify them that they are entering the field.
- B. Upon arriving at the destination, officers will call EMA on Channel 2 of their portable radio and state "probation check at _____ (address or location including city or township)"
 1. County from _____ (radio number)"
Wait for the county dispatcher to respond to your radio number.
"Probation check at 2407 North Main Street Harrisburg" or "Probation check at 2nd and Main Streets Halifax."
- C. A CAD event will be created at EMA for every call the officers make. CAD events have a 10-minute timer unless otherwise specified by the officer when arriving at each destination. This means that if the officer has not cleared themselves from a call within 10 minutes, the county dispatch operator will be alerted to call and check in on the officer.
- D. When the probation check is complete, officers will call EMA on Channel 2 and clear themselves from the address or announce "10-8" (available). There is no need to call and wait for a response from the dispatcher.
- E. This process will then be repeated for each probation check conducted while working in the field during their shift.
- F. Officers are required to call EMA's Channel 2 operator (#558-6905) and announce themselves "10-10" (off duty) at the end of their fieldwork shift. EMA is requesting that this notification be made by phone whenever possible, however, this can be done by radio if necessary.
- G. When an officer is working in direct partnership with a police agency, that officer can operate off the same channel as the agency they are working with.

To: All Probation Officers

From: Safety Committee

Date: January 18, 2018

Re: Best practices for Working Safely in the Field

To all,

As a reminder to everyone, we need to make sure that we are being safe while working in the field. This is a paramount concern to everyone. The Safety Committee has created some safety reminders for when fieldwork does resume. Please make sure that we are following these tips:

1. Always remember to remain professional. Even when people may not be cordial towards you. This includes when negative comments are made, and these comments may be intended to get an emotional reaction from you. Remain professional and do not react to them.
2. Work with a partner within Harrisburg City limits. This will be an ongoing restriction and will be constantly reevaluated.
3. Before going out make sure that your equipment is ready. This includes making sure that your radio and flashlight are fully charged before you leave the office.
4. Make sure that you have spark tested your Taser and that it is functioning properly. Please make sure that you are also inspecting your equipment. Make sure that the blast doors on your cartridges are intact. If you are not assigned a Taser, make sure that you are obtaining one before you leave the office.
5. Make sure that your OC is functioning if you have not tested it in a while.
6. It is recommended that you carry all equipment that you are trained on. If you are trained to carry it and it has been issued to you, then you should carry it on your person. This includes OC and Baton.
7. Communication with EMA is needed and necessary. **ALL STOPS ARE TO BE CALLED INTO/ COMMUNICATED TO EMA.** Please make sure to communicate appropriately with EMA. No matter what occurs, remain calm when speaking on the radio.
8. Pay attention to the other communication that is occurring on the radio. You may need to scan several different channels to make sure that you know what is occurring around you or an area that you plan to visit next. If there is something going on in a particular area, avoid it.
9. Pay attention to everything that is going on around you. **THIS INCLUDES STAYING OFF OF YOUR CELL PHONE UNNECESSARILY TO PAY ATTENTION TO WHAT IS GOING ON AROUND YOU.** Keep an eye out for individuals and gathering into crowds.
10. During evening hours, make sure to not allow yourself to be "lit up" by the dome light of the vehicle. Make sure that you are using your flashlight in a muted capacity or another low intensity light to record your contacts. If you are working with a partner, then one partner should be driving while the other is writing so that you are not a static target.

11. Use your discretion to leave the area if needed. Do not feel that making the contact is necessary. If there is a crowd of people in the area, leave the area and make that stop at another date and time.
12. Have a plan to retreat. There is nothing wrong with leaving an area to keep yourself and your partner safe. Retreating is always an option. Have the offender meet you back in the office or go back at another date and time.
13. Use your discretion to “cut a contact short”. If there are more people in the house than normal, or you are not familiar with, shorten the contact. Have them meet you in the office or go back to the house at another date and time.
14. When confronting an offender on behaviors/violations, use your discretion. This can be done in the office. If there are any concerns with confronting an individual in their home, schedule a time in the office to confront them.
15. Make sure that you know your caseload. Know if any of them are activist and what movement they stand for. Know who you may trust for some temporary assistance, or even some shelter in place if necessary. Know those that may be easily influenced by others and may just follow along.
16. Make sure that if you engage in the use of force that it is safe under the circumstances. There is nothing wrong with retreating if necessary, to keep everyone safe, even when force is an option. Making sure that all parties are safe may be a better option.
17. Use the help of everyone within the department and within the law enforcement community to make sure that you are safe. For example, utilize the City area PO’s and Suburban area PO’s if you are working in their area. This should also be reciprocated, and you should let them know that you are able to assist them if needed.
18. Assist other law enforcement officers when you feel it is safe and reasonable for you to do so.
19. Always use common sense and your training to make sure that you are remaining safe when doing your job.

Policy: Transportation Policy

From: Chadwick Libby

To: Dauphin County Probation Services

I. Transporting an Offender

I. Transporting an Offender

- A. Each subject must be thoroughly searched by officers prior to entering any vehicle for transport for the safety of the offender and the involved probation officers.
- B. It is preferred that subjects be handcuffed behind their back. However, circumstances may arise when handcuffing an individual in the front of their person is necessary. When possible, a transport belt is to be used when an offender is handcuffed in the front. There may be reason (pregnancies, medical issues such as casts, prosthetics, etc.) when an offender cannot be put in a transport belt. An officer may transport an offender with their hands in the front, only if that subject is being cooperative.
- C. For non-custodial transports subjects must be searched and may be handcuffed at the discretion of the probation officer.
- D. When possible, male officers are to search male subjects. Female officers are to search female subjects. Attempts should be made to locate an officer (police or probation) for this search before transport. If unable to locate an officer of the same sex, then a search must still be conducted before the transport.
- E. Two officers are required for transporting any offender. Both officers must be a Firearms and Taser certified officer.
- F. If possible, when transporting a male offender, one male officer should be assisting with the transport. If possible, when transporting a female offender, one female officer should be assisting with the transport.
- G. Officers conducting arrests at Gibson Blvd. location, should make every attempt to escort the offender out of the employee exit on the west side of the building. This will prevent escorting the offender out past possible family members and others in the waiting room. The transport vehicle should be ready for the transport and parked on that side of the building prior to the offender being moved.
- H. Officers conducting arrests at Chestnut St. location, should make every attempt to escort offenders down the staircases at either end of the building. This will prevent escorting the offender out past possible family members and others in the waiting room. The transport vehicle should be ready for the transport and parked outside of the staircase exit prior to the offender being moved.
- I. Officers must search the back of the vehicle prior to placing the subject into the vehicle. Officers must search the back of the vehicle after the transport to ensure that the offender didn't drop any contraband.
- J. Subjects are to be transported in a caged vehicle if possible. If a caged vehicle is used, both officers may ride in the front seat.

- K. If a caged vehicle is not available, then the subject is to be placed in the rear right passenger seat and **not behind the driver** of the vehicle. If there is no cage available, then an officer may choose to be seated in the rear with the offender during transport.
- L. Upon placing the subject in the vehicle child locks must be engaged to the lock position if available on the vehicle and seat belts must be in place for **all** occupants.
- M. If the offender is resisting, hobbles may be utilized to prevent the offender from hurting an officer or themselves. Every county vehicle has a hobble and spit net in the glove box.
- N. After the offender is placed safely into the vehicle, the transporting probation officers should utilize their portable radios to call County EMA on Channel 2.
 - 1. Once in the vehicle, you will call into EMA on channel 2 of your portable radio and inform County EMA of your current location, mileage, gender of the offender, and destination of the transport.
 - 2. Upon arrival at your destination, call EMA via portable radio and inform them of your arrival and mileage.
- O. If more than one arrest is planned by the probation officers at separate addresses then the first arrest should be completed, and transport of the first offender should be conducted prior to any additional arrest attempts are conducted. The only exception to this is would be cases in which two offenders are arrested at the same time from the same location or the arrest locations are close in proximity with each other. Offenders must be supervised at all times until the transport is completed. If an offender is resisting, then the transport is to be completed before the second arrest attempt.