

ER SOP-12 Guidelines for Receiving DOC Urine Samples

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Approved by Director: Dr. Guy Vallaro

A. Purpose: To ensure that Department of Corrections urine samples are taken in correctly.

B. Responsibility: Evidence Control Officers or designees.

C. Procedure:

Department of Corrections Urine Specimens (DOCS) are delivered to lab via Corrections Representative(s). Evidence submitted for testing (urine) must have a CN 6801 Form "Urinalysis Custody and Access Record" (Rev 4/1/11) Note: Other Correction Facilities may use the old CN 6802 Attachment C Form

1. Follow normal evidence submission SOPs and enter information from the CN 6801 form into JusticeTrax:

Agency

Correctional Institution & Inmate number (case number)

Offense

Possession of Controlled Substance

Town of incident & Date of incident

Individuals

Last name, First name, Middle name

Select "Source"

Enter Race, Sex, DOB if available

Evidence

Select: D.O.C. Plastic Bag kit

Requests

Evidence kit will add requests when selected

DOC Drug Analysis – urine

Local Data

Town of offense

2. The evidence will be kept in the refrigerator and be included in the transfer of DOC kits to a representative of the Toxicology section.