



**Series:** Operating Procedures COA: N/A  
CFOP: N/A

**Procedure Name:** Court House Drug Screening

**Procedure Number:** OP-1108

**Revision #/Date:** NA

**Effective Date:** 12/1/08

**Applicable to:** All CBCB Staff and Contract Providers

---

**SUBJECT:** Court House Drug Screening

**PURPOSE:** This operating procedure outlines the process regarding the completion of drug testing by Community Based Care of Brevard (CBCB) Court Liaison or appointed designee during Court proceedings involving the Dependency Judge or the General Magistrate.

**PROCEDURE:**

**Drug Testing**

- (1) **Instrument:** CBC of Brevard has implemented a drug test instrument that will produce results within a few minutes of completion of the testing instrument called the Oral Swab test.
- (2) **Testing:** The Oral Swab Test is a six panel screening that will test for the following substances: cocaine, methamphetamines, marijuana, opiates and amphetamines.
- (3) **Site for Drug Testing:** The Brevard County Courthouse at 2725 Judge Fran Jamieson Way in Viera, Fl, 2<sup>nd</sup> Floor is the location of the drug testing.
- (4) **Request for Drug Testing:** During any judicial proceeding, the Dependency Judge or General Magistrate can make a request for the said client to have drug testing administered based on the Court's concern that the use or abuse of substances is a primary factor in the Court's decisions.
- (5) **Steps for Completion of Drug Testing:** The CBB of Brevard Court Liaison or appointed designee will provide the client with verbal instruction to administrate the oral swab for testing.
- (6) **Outcome:** Once test results are obtained, the CBC of Brevard Court Liaison or appointed designee will complete the Drug Results form indicating the date, case number, reason, client name, relationship to the case (example mother, father) drug (cocaine, methamphetamines, marijuana, opiates and amphetamines) and result indicating either a positive or negative result. The form shall be signed by the Care Manager and Test Administrator and submitted to Child Welfare Legal Services for filing with all parties on the case within 24 hours of test date.

**Community Based Care of Brevard, Inc. Policy and Procedure Manual**

---

- (7) Positive Test Results: All positive test results will be immediately referred to the corresponding Case Management Agency for confirmation medical testing at the respective medical lab location.
  
- (8) Procedure Review: This policy will be reviewed as needed to allow evaluation of the process and an opportunity to update the procedure as applicable.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



---

DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 05/06/09