Probation Division
Feasibility Study for Court-Ordered Urinalysis Testing

In a letter dated August 5, 2009, Mr. Grant Slayden wrote to the County Administrator on behalf of Chief Judge Charles A. Francis and Circuit Judge James C. Hankinson and requested Leon County to 1) explore the feasibility of conducting court-ordered urinalysis testing instead of using private vendors, and 2) establish criteria and a formal process for contracting with agencies and individuals that provide services, e.g., anger management, batterers' intervention, and substance abuse counseling to probationers and defendants in the Supervised Pretrial Release Program. The letter also stated that this process should include input from current service providers.

The Probation Division was charged with addressing both requests. In addition, County Administrators asked the Division to consider combining drug testing for pre-employment applicants, employees reasonably suspected of drug use, and post accident incidents along with on-site drug testing for probationers and supervised pretrial release defendants. This report addresses only the Feasibility Study for Court-Ordered Urinalysis Testing. The criteria and formal process for contracting with agencies and individuals that provide services will be submitted at a later date.

Summary of Activities for Court-Ordered Urinalysis Testing

1. Information gathering

In its efforts to study the feasibility of an on-site drug testing facility, the Probation Division a) contacted several drug testing centers around the state, e.g. the Polk County Drug Court, Broward County Sheriff's Office, and the Orange County Corrections Department; b) studied rules and procedures associated with drug testing centers, e.g., the US Department of Transportation (DOT) and the Department of Health and Human Services; c) visited a local Florida Department of Corrections office that provides drug testing to probationers in order to learn about testing procedures; and d) contacted several private vendors regarding the cost and availability of products and services.

It is relevant to note that Drug Free Workplace and Department of Transportation (DOT) federal and state regulations are applicable for two of the three groups subject to this review: 1) pre-employment and 2) Commercial Drivers Licensed (CDL) employees.

For example, all random and post accident CDL employees must be tested for illegal drug or alcohol use. DOT sets out in the Omnibus Transportation Employee Testing Act of 1999 the specific requirements and procedures applicable to collectors, collection sites, and laboratories.

The following provides essential information needed to determine the feasibility for establishing an on-site urinalysis collection site for pre-employment, post accident, reasonable suspicion, random, and court-ordered drug and alcohol testing.

2. Estimating program costs

Probation, Human Resources, Risk Management, and Facilities Management met to discuss anticipated program costs. This resulted in the following: a) Estimated number of urinalysis tests conducted weekly (using 3rd quarter Probation and Pretrial data and HR and Risk Management annual data); b) Required staff; c) Payroll and benefits; d) Potential vendors to provide urinalysis testing supplies, equipment and laboratory confirmation; e) Potential vendors to provide staff training and associated costs, f) Capital outlay; and g) Estimation of first year program costs.

a) Estimated number of urinalysis tests conducted weekly

A review of the number of tests performed by each program weekly was completed to determine the number of staff required and the hours of operation. The table below provides an estimate of the number of anticipated tests to be performed on a weekly, daily, and hourly basis.

Table 1

Testing Frequency	Average Number of Tests
HR pre-emp/Risk Mgmt. random CDL and post accident (197/52)	3.78
1 time per week (court-ordered defendants)	196
2 times per week (court-ordered defendants – 38*2)	76
3 times per week (court-ordered defendants – 1)	3
1 time every other week (court-ordered defendants - 1*26/52)	.5
1 time per month (court-ordered defendants - 5*12/52)	1.15
2 times per month (court-ordered defendants) (33*2*12/52)	15.23
Total Estimated Urinalysis Tests per week (296*52 wks =15,392 annually)	**295.66**
Average Number of Tests Daily (based upon facility operating 7 days per week) **(295.66/7)**	42.24
Average Number of Tests per Hour (based upon facility being open for avg. of 8 hours) **(42.24/8)**	5.28

b) Required staff

The Polk County Drug Court, which performs approximately 2,800 monthly tests, employs four (4) Full-Time Equivalent (FTE) employees: a Laboratory Coordinator, Assistant Laboratory Coordinator, and two Laboratory Technicians for on-site drug-testing, Monday through Friday, 7:30 am to 4:45 pm (the Coordinator and Assistant Coordinator also assist with on-site testing, when needed).

In reviewing information provided by the National Institute of Corrections (NIC) benchmark data for number of tests performed to staffing levels was not available. However, NIC recommends that sufficient staff be available to collect specimens properly, observe chain of custody requirements, test specimens, and process program information.

Probation, Human Resources, and Risk Management used information contained in Table 1 and from above cited resources to determine that four full-time and one part-time (4.5) FTE positions would meet staffing needs. The titles associated with these positions are: Drug Screening Coordinator, Assistant Drug Screening Coordinator, two full-time and one part-time (2.5) Drug Screening Technicians. Staffing of these positions would permit the efficient and effective collection and processing of specimens. For example, one technician would perform approximately three (3) tests per hour recognizing that 20 to 25 minutes is needed for each test. Job Description Questionnaires have been prepared for each new staff position. Staff reviewed operating hours of private urinalysis collection agencies and determined that to accommodate client needs an on-site collection facility should be open for operation no fewer than 47.5 hours per week. Table 2 illustrates a recommended schedule:

Table 2

Operating Day	Operating Hours
Monday	10:00 a.m. – 7:30 p.m.
Tuesday	10:00 a.m. –7:30 p.m.
Wednesday	10:00 a.m. – 7:30 p.m.
Thursday	10:00 a.m. – 7:30 p.m.
Friday	10:00 a.m. – 7:30 p.m.
Total Hours	**47.5 hours per week**

c) Payroll and benefits

Table 3 provides Human Resources' calculations for salaries and benefits associated with an on-site urinalysis collection site. A market review was completed for the positions listed for a more accurate assessment.

Table 3

Proposed Position Title/Pay Grade	*FTE*	*Annual Pay Rate*	*FICA & Medicare Costs*	*Retirement Costs*	*Health Insurance*	*Life Insurance*	*Workman's Compensation Costs*	*Total Salary & Fringe*
Drug Screening Coordinator/55	1.00	$39,347.41	$2,440	$3,876	$13,963	$413	$1,291	$61,331
Assistant Drug Screening Coordinator/84	1.00	$32,624.59	$2,023	$3,214	$5,269	$170	$1,070	$44,371
Drug Screening Technician/82	1.00	$27,579.55	$1,710	$2,717	$5,269	$144	$905	$38,325
Drug Screening Technician/82	1.00	$27,579.55	$1,710	$2,717	$5,269	$144	$905	$38,325
Drug Screening Technician/82	0.50	$13,790.00	$855	$1,358	$0	$0	$452	$16,455
		$140,921	$8,738	$13,882	$29,770	$871	$4,623	$198,807

d) *Potential vendors to provide urinalysis testing supplies, equipment and laboratory confirmation*

According to gathered information, an effective On-site Urinalysis Collection Program requires a minimum of four (4) mandatory services: 1) Collection/testing supplies and alcohol detection equipment; 2) Laboratory confirmation of presumptive positive test results; 3) Incidental hygienic equipment and supplies; and 4) Staff training (covered in the Section e, Tables 6 and 7).

Table 4 identifies vendors and costs associated with the purchase of specimen collection devices. Vendors that provide laboratory confirmation services are also noted. These services are needed for those cases where confirmation of presumptive positive test results is required.

Table 4

Vendor	Services Provided	
	5 Panel UA Collection Devices Costs	Laboratory Confirmation Costs
*Kroll, Inc.	$2.95 each	$15.50 (DOT – CDL testing)
Quest	$4 each	$25.00 per drug
*CSS Test, Inc.	$2.65 each	None Available

Table 5 provides costs associated with the purchase of incidental equipment and supplies needed for urinalysis.

Table 5

Vendor	Incidental Equipment and Supplies
*RESPECT of Florida	--Latex gloves (powdered) $53.35/1000 quantity --Antimicrobial soap $40.55/case of 12
*Fisher Scientific	--Surgical Masks $73.82/300 per case --Lab Coats $17.87/20 box
*Varian, Inc.	--Temperature Strips $22/100 box

*** State Contract Pricing – Cost considers lowest price for vendors identified under State Contract**

e) **Potential vendors to provide staff training and associated costs**

Collectors of urine specimens must adhere to Drug Free Workplace and Department of Transportation (DOT) guidelines when collections involve staff with a Commercial Driver's License (CDL) and individuals in pre-employment status. Table 6 shows costs associated with training provided by the Drug and Alcohol Testing Industry Association (DATIA). Training provided by DATIA adheres to Drug Free Workplace and DOT requirements.

Table 6

Vendor to provide staff training	Estimated training costs
DATIA	Certified Professional Collector Training (CPC) staff of 26 or more $35/per person plus trainer's travel costs

The Department of Transportation requires all CDL operators to be tested randomly for the presence of alcohol. DOT has authorized and approved the use of specific testing devices. Table 7 contains information regarding the cost of these devices and required training to learn about usage; the vendor provides training.

Table 7

Breath Analyzer Device Vendor	Staff Training	Testing Supplies and Equipment
CMI, Inc.	On-site or at their facility (DOT alcohol testing Onsite: 1,000 per day plus travel and per diem (minimum of 2 days); 2-3 staff for train-the-trainer; At their facility: $1,200 per person (minimum of 2 days)	Breath Analyzer Device: $1,799; Mouthpieces $55/255 pieces; DOT forms $23/100 per pack; printer paper $3.25/roll

*** State Contract Pricing – Cost considers lowest price for vendors identified under State Contract**

f) Capital outlay

The following table lists required one time expenses for facilities and office equipment for 4.5 new staff.

Table 8

Item	Number of units	Cost per unit	Total amount
Desk	4	$155.99	$623.96
Return	4	$77.99	$311.96
Bridge	1	64.99	$64.99
Desk chairs	4	$103.35	$413.40
File cabinets	4	$264.55	$1,058.20
Lobby chairs	20	53.95	$1,079.00
Coffee table	2	$221.00	$442.00
Fax machine	1	$262.49	$262.49
PC's	4	$1,100	$6,140 (includes $1,740 for cost of network drop per PC--$435 per drop)
Refrigerator	1	$400.00	$400.00
Receptionist Telephone	1	$235.00	$235.00
Trash Receptacles (restrooms)	3	$89.87	$269.61
Trash Receptacles	3 packs	$21.93/pack	$65.79
Telephone	3	$215.00	$679.00 (includes $34.00 for freight)
*Renovation to the old Stormwater Trailer & Parking Lot Construction	1	----	$30,000.00
Totals			**$42,045.40**

*In review of the number of needed staff and client activity, staff recommends the modification and use of the old Stormwater trailer as this facility contains two separate restrooms, a client waiting area, and ample office space.

g) Estimation of first year program costs

Table 9 estimates first year program costs.

Table 9

Recurring Expenses	Totals	Description
Salaries and Benefits	$ 198,807.00	Considers 4.5 full time FTEs
UA Collection Supplies	$ 37,960.00	Based on current use, 292 defendants anticipated to provide court-ordered UAs each week at a cost of $2.50 per test
Incidental Supplies	$ 3,225.00	Surgical masks $75, Latex Gloves $1,655, Temperature Strips $45, Lab Coats $1,165 Hand Soap $285)
DATIA Training (UA only)	$ 2,910.00	DOT and HHS approved training in collection, storing and processing of specimens
Laboratory Confirmation Costs	$ 2,418.00	Risk Management anticipates no fewer than 3 tests per week for random CDL, post accident, and reasonable suspicion at a cost of $15.50 per test
	$2,080.00	Human Resources has projected an average of 2 pre-employment tests per week at a cost of $20 per test
	$7,500.00	Based on current use, Probation and Pretrial estimate approximately 300 presumptive positive tests will be sent to the Lab for confirmation at a cost of $25 per test
Equipment Lease	$ 970.00	Photocopier lease and maintenance
Operating Expenses	$5,000.00	To be placed in specific line item accounts at budget preparation (paper for photocopier, folders, business cards, postage, long distance phone service, etc.)
Office Supplies 4.5 FTEs non-clerical	$ 675.00	$150 allocation per staff per OMB Budget Prep Manual
	$261,545	
Capital Outlay	**$42,045.00**	One time program start up costs
	$303,600.00	(Rounded from actual of $303,590)