

Pre-Employment Drug Testing

About testing

At the Department of Corrections we have a number of initiatives designed to help support integrity and staff safety. One of these is mandatory pre-employment drug testing, which is conducted as part of the recruitment process. A clear drug test is a required before employment can be confirmed.

Corrections expect a high quality of service from our drug testing provider and they have been chosen for their ability to provide this. We have made an effort to build a relationship with the provider so they know the standard of service we expect them to offer our applicants.

If you would like to see more information about this process, please go to our website careers.corrections.govt.nz/preemployment

Testing details

We have arranged for you to undergo a test at **OK HEALTH**.

You will be contacted in the next few days to book in a time and location to complete your drug test.

If you have any problems or questions please do not hesitate to contact us at careers@corrections.govt.nz

What to take

Please remember to take the following with you to the test:

- » The consent form (enclosed) which you will sign at the centre
- » Verification of identification using the following options:
 - One form of identification if it contains full name, date of birth, signature and photograph (Driver Licence or Passport); OR
 - Multiple forms of identification which together show full name, date of birth, signature and photograph (ask your Recruitment Coordinator if you are unsure)

Multiple forms of identification

Aspect	Suitable documents	
Full Name	<ul style="list-style-type: none">• Birth certificate• Bank card or Credit card• 18+ card• Student ID (tertiary or secondary)• Site Safe card	<ul style="list-style-type: none">• Firearms Licence• Community Services card• Official document with letterhead (for example, IRD, bank statement)
Date of Birth	<ul style="list-style-type: none">• Birth certificate• 18+ card	<ul style="list-style-type: none">• Student ID (secondary)• Firearms Licence
Signature	<ul style="list-style-type: none">• Bank /Credit card• Student ID (tertiary)	<ul style="list-style-type: none">• Community Services card
Photo	<ul style="list-style-type: none">• 18+ card• Student ID (tertiary or secondary)	<ul style="list-style-type: none">• Site Safe card• Firearms Licence

How we test

The test is a urine test. Therefore, it is important not to drink a large amount before you go for your test as, if the specimen is too diluted, it will be invalid.

As you will be asked at the testing centre if you have taken any medication recently, please take either a copy of the prescription or the labeled bottle/package showing the prescribed amounts, particularly if the medication is a restricted drug.

What to expect during your test

Undergoing a drug test can be an unusual experience for many people, especially if it is your first time. It definitely helps to know what to expect.

Your tester is trained to meet the standard required: AS/NZS 4308:2008 "Procedures for specimen collection and the detection and quantification of drugs of abuse in urine". Corrections has chosen the urine test method as it currently meets the standard we require in terms of the quality and integrity of the results.

You should be treated with respect at all times and may ask questions at any time. Your dignity is important to both Corrections and your tester.

Steps during testing

There are typically three steps to the testing procedure however a fourth is sometimes required.

1. Explanation of procedure, completion and signing of the informed consent form
2. Partial filling out of the chain of custody forms and collection of the urine specimen
3. Completing the drug screening and integrity tests and finalisation and signing of the chain of custody forms
4. If required, processing the specimen for on-sending to an accredited laboratory for confirmatory testing

1. Explanation of procedure, completion and signing of the informed consent form

The test commences with the tester:

- » explaining the procedure for the testing,
- » ensuring you understand and have signed then Department of Corrections informed consent form,
- » collecting the one page referral letter you have brought with you.

2. Chain of custody forms and collection of specimen

The tester will commence filling out a set of chain of custody forms and you will be asked to provide information for documenting on these forms (for example, verification of identification, information of medication and dosage).

The tester may request you do some or all of the following prior to going through to the bathroom where you will provide the specimen:

- » Remove outer clothing e.g. jacket, scarf, overalls, hat
- » Empty your pockets and leave items on the desk for when you return

When the above is completed and you go through to the bathroom to provide the specimen the following steps are followed:

- » You will be asked to wash your hands
- » You will be handed the collection container and shown the minimum amount required.

When you are taken through to the bathroom to provide the specimen, you may be requested to leave the door 'ajar'. The door should not be required to be left open so far that you can be seen providing the specimen but if the walls around the toilet are floor to ceiling you may be asked to leave the door slightly open. This is normal practice.

You will notice that there is a colouring agent in the toilet and there are no bins, cleaning agents or access to water in the toilet area.

If you are unable to pass urine, further instructions and explanations will be given by your tester. This may include being given a limited amount of water and asked to wait under supervision.

You will be asked not to flush the toilet before handing the specimen to the collector.

When you have given the specimen to the tester they will check the toilet while you are washing your hands.

You will return with the tester to the clinic room to complete the instant test (called an "on-site" screen).

3. Completing the drug screening and integrity tests, and finalisation of the chain of custody forms

In your presence the tester will remove the drug screening lid from a sealed pouch and screw it onto the specimen container. The screening test will be completed within 5 minutes and the tester will then start interpreting the results. There are two types of screening tests completed: drug screening and the integrity check.

The integrity check tests are either a pass or fail. If the integrity check fails then collection of a second specimen is required and you will be required to wait at the testing centre until this is done. There are many reasons a specimen can fail the integrity check and the tester will advise you what, if any, part of the integrity check has failed.

The drug screen will give either a "negative" or "not negative" result for each drug class tested for.

4. Processing the specimen for on-sending to an accredited laboratory for confirmatory testing (if required)

If a "not negative" result occurs, the urine specimen will be processed in your presence for sending to an accredited laboratory for confirmation. The specimen will be divided into 3 barcoded tubes unique to you, sealed and placed in a tamper-proof container.

At this stage the tester will be required to complete another set of laboratory chain of custody forms and you will be asked to

provide similar details regarding identification and medication as described previously. The purpose of the medication information is for the laboratory to be able to advise whether your medication could have caused the "not negative" screening result.

The tester will complete the laboratory chain of custody forms and you will be requested to sign the forms once more. You will receive a copy of this form. The collection, screening and dispatch to the laboratory has now been completed.

Drugs tested for

Under the Corrections Pre-Employment Drug Testing Policy, the drugs to be tested for include:

"Illicit, restricted or prescription drugs exceeding the confirmatory test cut-off concentrations of the most current version of AS/NZS 4308 and other mind or mood-altering drugs confirmed by testing as being at an unacceptable level."

In practice, this means illicit and restricted drugs which cause impairment such as cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, "P", synthetic THC, ecstasy and party pills containing benzylpiperazine). It also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives) and other party pills and herbal highs should they contain any of the compounds tested for.

Other mind-altering substances would be included as and when they become available and a reliable test becomes available for them.

The table below outlines the specific compounds that we are requiring testing providers to screen for and the minimum level at which a non-negative result (fail) will be recorded.

Compound	Cut-off level (micrograms/litre)
Morphine	300
Codeine	300
6-Acetylmorphine	10
Amphetamine	150
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	500
Ephedrine*	500
Phentermine*	500
Pseudoephedrine*	500
11-nor- D9- tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
α-hydroxy-alprazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

Consent For Pre-Employment Drug Testing



Please read carefully

I consent to undergo a drug test, to be undertaken by a NZQA qualified collector and screener at an accredited laboratory appointed by the Department of Corrections.

I acknowledge the test is for the purpose of determining whether I have levels of illicit or restricted drugs or misused prescribed drugs present in my urine, higher than the accepted international standard as defined by the Australia / New Zealand Standard AS/NZS 4308:2008.

I understand that a urine specimen will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including party pills containing benzyloperazine), cocaine, and benzodiazepines.

I undertake to advise the qualified collector of any medication that I am taking. I also agree to provide the collector with a photo ID verification and two unique identifiers (e.g. full name and date of birth).

I consent to the results of the drug test being communicated confidentially to the Department of Corrections.

I understand that I may request that a second test be conducted on the reserve specimen and analysed within 14 days of receiving the result. I understand that for the second test to be positive there need only be the presence of drug or metabolite detected (i.e. not cut off limits). A positive test will be accepted as a conclusive result and costs associated with this test will be borne by me.

If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by the Department of Corrections.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that a refusal to sign this form for the drug test or the return of a positive result means the offer of employment will be void.

I have read and understood the terms of this consent form.

Applicant details

First name	<input type="text"/>
Family name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Witness details

Name	<input type="text"/>
Position	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>