



CHIPPEWA COUNTY DRUG TESTING

**CRIMINAL JUSTICE
SERVICES
DEPARTMENT**

**POLICY AND
PROCEDURES**



Monday through Friday Testing

All drug testing is random. A computer decides when you test.

NUMBER: 715-318-4313 You will be asked to enter your ID# provided by your case manager. Can also use mycallin.com (enter this phone #, ID number, and last name)

Call-in Hours: Between 5:00 a.m. and 9:00 a.m.

Where: Testing Monday through Friday takes place at the courthouse on the 2nd floor. When you arrive, sit on the long bench in the hallway outside Attorney Conference Room D.

TIME: Testing hours are 7:45 a.m. to 9:00 a.m. If someone is not in the testing room, check the surrounding area.

Please note: Arriving at 9:01 a.m. or later will be considered a missed test.

What do I do if:

Nobody is in the room: go to the CJS office in room 221

I'm not feeling well: Contact your case manager for guidance before coming in for the test.

Bad weather: If Chippewa Falls schools are closed or delayed, there will be no testing. Even if it instructs you to report, you don't have to.

Weekends or Holidays: Refer to the weekend and holiday testing instruction sheet. Testing will still occur, but it will be at the jail.

Holidays Observed:

New Year's Day

Martin Luther King Day

Good Friday/Easter

Memorial Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Fourth and Fifth of July

Christmas Day

WEEKEND AND HOLIDAY TESTING

All weekend and holiday testing will be at the jail. Please follow the instructions below:

Where: Chippewa County Jail (50 East Spruce Street), at the corner of Spruce and High Street.

When: Testing hours at the jail are from **8:00 to 8:30 a.m.**, unless you have received special permission from our case manager to test at a different time.

First: There is a PBT kiosk machine to your left, just inside the lobby doors. Go to the kiosk and log in for the first time using your PIN (**your birthdate in MM/DD format**). After logging in, you'll be prompted to register your fingerprint. Use your right index finger and follow the on-screen instructions.

Instructions: You will be told to do a PBT or UA.

- If told to do a **PBT**, the instructions will be on the kiosk, and you do it there.
- If instructed to do a UA, go to the top of the stairs and press the silver button. Let the jailer know you need to test. They will give you a swab test.
- The deputy will hand you the SWAB through the window; you should put the swab in your mouth until the end turns blue. Then, place the stick in the tube with liquid, seal the tube, and hand it back to the deputy.

NOTES:

- Do NOT eat or drink anything before going in for testing
- Leave any coffee or drink outside of the building

What to expect:

- Urine screens will be observed
- Someone of the same sex will be in the bathroom with you, watching the sample be given.
- You will be asked to remove bulky clothing and empty your pockets.
- If you cannot provide a sample, you will have 30 minutes to do so and can have two glasses of water. If you don't provide within that time, the test may be considered positive.
- You won't be able to leave the courthouse or testing area and return later to test.
- If tampering is suspected, you might be asked to lower your pants or shorts to your ankles. Females may be asked to use a hat or wand.