



JUVENILE COURT OF SHELBY COUNTY

Probation and Court Services

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DIRECTOR OF COURT SERVICES
CHIEF PROBATION OFFICER

Instructions for Drug Testing

Client Name _____ 6-digit PIN number _____

As a condition of the Court, you are required to submit a urine sample for drug testing whenever called. You should always have a plan for transportation (and a back-up plan).

It is your responsibility to call the Drug Testing Line EVERY day and report as directed. When you are selected to test, **you must report for the drug screen that day**. Depending on the day of the week, you may report to the following locations:

Monday through Friday – Juvenile Probation Office located inside the courthouse between the hours of 1:00 p.m. and 4:00 p.m. **or** the County Services Building in Pelham (often referred to as the DMV Building) between the hours of 5:30 p.m. and 6:30 p.m., located off County Road 35, exit 242. Enter through the double doors in the back of the building.

Saturday and Sunday – ONLY at the County Services Building in Pelham – between 8:00 a.m. and 9:00 a.m. Enter through the double doors in the back of the building.

Directions for calling the automated Shelby County Community Corrections Drug Testing Line:

1. You will call **(205) 671-8205** daily.
2. The recording will prompt you for the following information:
 - a. Press 1 for English; press 2 for Spanish
 - b. Enter your 6-digit PIN number when prompted;
 - c. The system will repeat your 6-digit PIN number and it will ask if correct; Press 1 for Yes or 2 for No;
 - d. The system will ask you to say your last name, then spell your last name – then press the pound (#) key;
 - e. You will hear a recording that will state “yes, you are required to test today” or “no, you are not required to test today”;
 - f. You will be given a 4-digit confirmation code.

Remember, if you fail to appear or fail to yield a urine sample, it will be considered a positive screen. Children are not tested at the same location as adults. You must have **prior** approval from your probation officer to be excused from a test. If you are going out of town, it is important you notify your probation officer as soon as possible.

In the event of inclement weather, please call (205) 669-4577 for further instructions concerning drug testing.

My signature below acknowledges my understanding of the instructions above and I pledge to abide by them as written.

_____	_____	_____	_____
Child	Date	Parent	Date
_____		(205) 669-3831	
Juvenile Probation Officer	Date	Telephone	

Testing Locations (see days and times on front page):

Shelby County Courthouse
112 North Main Street
Columbiana, AL 35051

Juvenile Court is located on the first floor in Suite 1G.

County Services Building (also known as DMV Building – driver’s license building)
100 County Services Drive
Pelham, AL 35124

From Birmingham –

Take I-65 South to exit 242; at the traffic light, turn left crossing over the interstate. At the second traffic light, turn left onto County Road 35. Look to the right for the driveway entrance to the County Services complex. Go down the hill and turn left to go behind the building and park/enter at the back entrance.

From Montgomery –

Take I-65 North to exit 242; at the traffic light, turn right and go to the next traffic light and turn left onto County Road 35. Look to the right for the driveway entrance to the County Services complex. Go down the hill and turn left to go behind the building and park/enter at the back entrance.