


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 4</p> <p>Procedure 4.01.30</p>	<p>Date Revised: New</p>
<p>Chapter Title SUPERVISION, REENTRY</p>	<p>Date Issued: 6/22/15</p>	
<p>Subject SUPERVISION NALOXONE (NARCAN) – ACT 139 OF 2014</p>	<p>Effective Date: 06/30/15 PUBLIC</p>	

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to explain the availability and use naloxone (Narcan).

III. APPLICABILITY

This procedure is applicable to all board staff.

IV. DEFINITIONS

None.

V. POLICY

It shall be the policy of the board to ensure available tools are being utilized in practice to effectively supervise offenders and to enhance public safety. Additionally, there has been a significant increase in deaths resulting from heroin and prescription opioids. The enactment of ACT 139 provides first responders access to an opioid overdose reversal medicine that will save lives. In support of this the board will provide training and doses of the lifesaving medication to field supervision staff.

VI. PROCEDURE

A. Training

1. All field supervision staff will be trained in accordance with prescribed regulations developed by the Pennsylvania Department of Health.
 - a. Training will be available in an online format.

- b. Official record of the successful completion of training will be maintained by the Bureau of Training, and;
- c. Records will be maintained locally in the supervisory personnel file.

B. Storage

The storage and care of unused doses of naloxone have a direct impact on the effectiveness of the medication.

1. Storage while on duty.
 - a. Naloxone should be stored at room temperature and away from light (between 59 and 77 degrees Fahrenheit), and;
 - b. Shall not be left in a vehicle for an extended period of time, and;
 - c. Shall not be subjected to extreme heat or cold, and;
 - d. Any other recommendations set forth by the manufacturer.
2. Storage in the office.
 - a. While maintained in a PBPP office, naloxone will be stored in an area accessible to all properly trained staff members; and,
 - b. In accordance with section 1 above.
3. Storage by agent while not on duty.
 - a. When not on duty and not in a PBPP office, the employee must store naloxone inside the employee's residence in a safe location. The employee shall ensure that naloxone stored inside the home is not accessible to other residents or other individuals when being stored; and,
 - b. In accordance with section 1 above.

C. Assignment

1. Properly trained supervision staff may choose to carry a naloxone kit. A naloxone kit will consist of two (2) doses and one (1) nasal atomization device.
 - a. Individual requests to carry naloxone will be made through the chain of command.

- 1) The final approval will be made by the appropriate regional director, and;
 - 2) A master listing of all staff issued a kit will be kept by the director of the Bureau of Central Services.
- b. Properly trained supervision staff shall carry a dosage(s) of naloxone, when assigned to or engaged in the following functions:
- 1) A street crime unit agent, or;
 - 2) Full-time Fugitive Apprehension Search Team (FAST) operations.
- c. Each location will assign a custodian to maintain the current inventory of naloxone for that location.
- 1) This custodian shall monitor the location's supply, paying particular attention to the following:
 - a) Expiration dates affecting current inventory (shelf life is approximately 2 years), and/or;
 - b) Signs of discoloration or particles in the naloxone solution.
 - 2) Any indications of the above will cause that dosage to be immediately removed from the inventory.
 - 3) Replacement inventory will be requested as necessary.

D. Administration

- a. Naloxone will only be administered in accordance with the manufacture's guidelines and consistent with the training provided to employees.
- 1) If equipped, a staff member encountering a person that he or she reasonably believe to be suffering from an opioid-related drug overdose, will;
 - a) Contact emergency services (i.e. dial 911), and;
 - b) Evaluate the situation for the possibility of other medical emergencies, and;
 - c) Administer a dose of naloxone, if safe and appropriate to do so.

E. Disposal

- a. Expended dosage(s) of naloxone will be treated as a bio-hazard.
 - 1) Administering staff will observe universal precautions during administration and disposal, and;
 - 2) Disposal will only occur in an approved bio-hazard container.

F. Reporting

- a. Parole supervision staff administering naloxone will maintain accurate records of the incident surrounding the usage and notify their chain of command.
 - 1) Within four hours of the administration, the administering staff member will notify his or her supervisor.
 - 2) As soon as practical the parole supervisor will notify his or her district director or designee.
 - 3) By close of the next business day the appropriate regional director will be notified, who in turn will notify the deputy executive director.
- b. Administering staff shall thoroughly and accurately document the incident.
 - 1) The “Naloxone Administration Form” developed by the Pennsylvania Department of Health shall be completed within 2 business days of the occurrence, and;
 - a) Shall be distributed as follows:
 - i. Scanned and emailed to narcan@pchidta.org, and;
 - ii. Scanned and emailed to icampbell@scems.net, and;
 - iii. Scanned and emailed to the director of the Bureau of Central Services, and;
 - iv. A copy is retained in the field offender case file (FOCF).
 - 2) The PBPP 259 Record of Interview will be updated in accordance with Procedure 4.01.04 – Case Record Contents.

- a) If the usage cannot be attributed to a particular offender, staff shall complete a special field report documenting the incident and that along with the administration form will be maintained by the office custodian. The special field report will conform to the requirements in Procedure 4.01.09 – Offender Supervision Reports.
- b) A copy of the special field report will be forwarded to the director of the Bureau of Central Services; and,
- c) A copy will be retained by the staff member(s) involved.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION PROCEDURE

- A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

29 CFR 1910.1030(b)

29 CFR 1910.1200(g)

2. State

Act 139 of 2013, otherwise known as the Opioid Overdose Reversal Act.

B. Board Policies

4.01.04

4.01.09

C. American Correctional Association Standards

None

D. Management Directives

Pennsylvania Department of Health Standing order # DOH-001-2015.
Pennsylvania Department of Drug and Alcohol Programs Guidance Document,
dated 3/19/2015.

E. Report of the Reentry Policy Council

None.