



POLICY
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: SUPERVISION, REENTRY: SUPERVISION NALOXONE (NARCAN) – ACT 139 OF 2014		Policy Number: 12.4.01.30
Date of Issue: November 29, 2021	Authority: Signature on File George M. Little	Effective Date: December 6, 2021 PUBLIC

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. PURPOSE

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

III. APPLICABILITY

This policy is applicable to all Department staff.

IV. DEFINITIONS

None.

V. POLICY

It shall be the policy of the Department to ensure available tools are being utilized to effectively supervise reentrants and to enhance public safety. Additionally, there has been a significant increase in deaths resulting from heroin and prescription opioids use. The

enactment of Act 139 of 2014 provides first responders access to an opioid overdose reversal medicine that will save lives. In support of this, the Department will provide training and doses of the lifesaving medication to supervision staff.

VI. PROCEDURES

A. Training

All 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 Staff Development and Training.
- c. Records will be maintained locally in the supervisory personnel file.

B. Storage

1. The storage and care of naloxone has a direct impact on the effectiveness of the medication.
2. Storage while on duty:
 - a. naloxone should be stored at room temperature and away from light (between 59 and 77 degrees Fahrenheit);
 - b. shall not be left in a vehicle for an extended period of time;
 - c. shall not be subjected to extreme heat or cold; and
 - d. any other recommendations set forth by the manufacturer.
3. Storage in the office:
 - a. while maintained in a Department office, naloxone will be stored in an area accessible to all properly trained staff members; and
 - b. in accordance with conditions noted in **Subsection B.2. above**.
4. Storage by agent while not on duty:
 - a. when not on duty and not in a Department office, supervision staff must store naloxone inside their residence in a safe location. Staff 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 conditions noted in **Subsection B.2. above**.

C. Assignment

Properly trained supervision staff will carry a naloxone kit. A naloxone kit will consist of two doses and one nasal atomization device.

1. A master listing of all staff issued a kit will be kept by the Director of the Bureau of Central Services.
2. Agents assigned to full-time Fugitive Apprehension Search Team (FAST) operations will carry four doses of naloxone.
3. Each location will assign a custodian to maintain the current inventory of naloxone for that location.
4. This custodian shall monitor the location's supply, paying particular attention to the following:
 - (1) expiration dates affecting current inventory (shelf life is approximately two years);
 - (2) signs of discoloration or particles in the naloxone solution;
 - (3) any indications of the above will cause that dosage to be immediately removed from the inventory and discarded; and
 - (4) replacement inventory will be requested as necessary.

D. Administration

1. Naloxone will only be administered in accordance with the manufacturer's guidelines and consistent with the training provided to staff.
2. Staff encountering a person that they reasonably believe to be suffering from an opioid-related drug overdose will;
 - a. contact emergency services (i.e., dial 911);
 - 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

Expended dosage(s) of naloxone will be treated as a biohazard.

1. Administering staff will observe universal precautions during administration and disposal.
2. Disposal will only occur in an approved biohazard container.

F. Reporting

1. Supervision staff administering naloxone will maintain accurate records of the incident surrounding the usage and notify their chain of command.
 - a. Within four hours of the administration, the administering staff member will notify his or her supervisor.
 - b. As soon as practical, the parole supervisor will notify his or her district director/designee.
 - c. By close of the next business day the appropriate regional director will be notified, who in turn will notify the Deputy Secretary of Field Services.
2. Administering staff shall thoroughly and accurately document the incident.

Within two business days of the occurrence:

- a. Staff must enter all overdoses and use of naloxone on the Overdose Network Information (ODIN) that can be accessed through Justice Network (JNET).
- b. All overdoses (not just those that require naloxone) will be submitted through ODIN. As well as all incidents involving identifiable drug markings, to include fatal and non-fatal overdoses and markings obtained as a result of investigative means.
- c. Send an email to the Director of the Bureau of Central Services to include type of incident, date and time of incident, and name (parole number if applicable) of the person involved with incident.
- d. The electronic reentrant record (ERR) will be updated in accordance with Policy **12.4.01.04, Case Record Contents**.
 - (1) If the usage cannot be attributed to a particular reentrant, staff shall complete a special field report documenting the incident and that, along with the administration form, will be maintained by the office custodian.

- (2) A copy of the special field report will be forwarded to the Director of the Bureau of Central Services.
- (3) A copy will be retained by the staff member(s) involved.

VII. SUSPENSION DURING AN EMERGENCY

The Secretary of the Department of Corrections may suspend this policy in case of an emergency.

VIII. RIGHTS UNDER THIS POLICY

This policy creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF POLICY

- A.** This policy does not contain information that impacts the security of Department staff or reentrants and may, therefore, be released to the public.
- B.** This policy is to be distributed to all Department staff.

X. CROSS REFERENCES

A. Superseded

This policy replaces the previous versions listed below:

4.01.30 issued 6/22/2015

B. Statutes

1. Federal

29 CFR 1910.1030(b)

29 CFR 1910.1200(g)

2. State

Act 139 of 2013, the Opioid Overdose Reversal Act.

C. Department Policies

12.4.01.04

D. American Correctional Association Standards – None

E. Management Directives

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

F. Report of the Reentry Policy Council – None