

| | | |
|---|---|--|
| POLICY TITLE: POSSESSION AND/OR ADMINISTRATION OF NALOXONE | | PAGE 1 of 9 |
| POLICY NUMBER: 3.30 | | |
|  | STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner:  | PROFESSIONAL STANDARDS: See Section VII |
| | EFFECTIVE DATE: March 1, 2018 | LATEST REVISION: April 5, 2018 |

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Titles 34-A M.R.S.A. Section 1403 and 22 M.R.S.A. Section [2353](#).

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

This policy establishes guidelines for the possession and/or administration of intranasal naloxone hydrochloride by Department law enforcement and corrections officers for intervention in opioid-related drug overdoses caused by the intentional use of or accidental contact with opioids. This policy does not pertain to facility health care staff who administer naloxone.

IV. CONTENTS

- Procedure A: General Guidelines
- Procedure B: Coordinator Responsibilities
- Procedure C: Training
- Procedure D: Naloxone Kits
- Procedure E: Administration of Naloxone
- Procedure F: Documentation

V. ATTACHMENTS

- Attachment A: Naloxone Inventory Sheet
- Attachment B: Naloxone Report

VI. PROCEDURES

Procedure A: General Guidelines

1. The Commissioner authorizes Department law enforcement and corrections officers to possess and/or administer Department-issued intranasal naloxone hydrochloride as set out below.
2. Prior to possessing and/or administering Department-issued intranasal naloxone, an officer shall receive training as set forth in Procedure C.
3. Only those officers so trained may possess and/or administer Department-issued intranasal naloxone.
4. The following Department law enforcement officers shall be issued naloxone to carry on his or her person and shall so possess it at all times while on duty, except that an officer may keep it in his or her office or state-issued or personal vehicle while on duty, if the officer has quick access to the naloxone:
 - a. adult probation officers (1 kit each);
 - b. canine handlers (2 kits each);
 - c. Fugitive Coordinator and Fugitive Investigator (1 kit each); and
 - d. other law enforcement officers as determined by the Department coordinator of the naloxone program.
5. A Department law enforcement officer who is issued naloxone may also carry the naloxone on his or her person or store it indoors while off duty.
6. If required by the Regional Correctional Administrator (RCA), or designee, a juvenile community corrections officer (JCCO) shall carry a naloxone kit while performing job duties in the community.
7. The RCA, or designee, shall designate a secure storage location at the regional office and at any other office where multiple JCCOs are assigned for the storage of naloxone kits that are to be distributed to JCCOs who are required to carry a kit and that provide other JCCOs quick access to naloxone kits in the event of an apparent opioid-related drug overdose in the office.
8. The RCA, or designee, shall implement practices for the supplying of naloxone kits to JCCOs who are required to carry a kit.
9. The RCA, or designee, shall implement practices for the return of naloxone kits by JCCOs who are required to carry a kit.
10. If required by the Chief Administrative Officer, or designee, a corrections officer or facility law enforcement officer not listed above shall carry a naloxone kit while performing job duties on facility grounds and/or off facility grounds.

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---|----------------------|------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 2 of 9 4/5/18R |

11. The Chief Administrative Officer (CAO), or designee, shall designate one or more secure storage locations at the facility for the storage of naloxone kits that are to be distributed to facility law enforcement and corrections officers who are required to carry a kit and that provide other officers quick access to naloxone kits in the event of an apparent opioid-related drug overdose at the facility.
12. The CAO, or designee, shall implement practices for the supplying of naloxone kits to facility law enforcement and corrections officers who are required to carry a kit, either at the beginning of the shift or upon being assigned to a transport or the supervision of prisoners or residents off grounds.
13. The CAO, or designee, shall implement practices for the return of naloxone kits by facility law enforcement and corrections officers who are required to carry a kit, either at the end of the shift or upon completion of a transport or the supervision of prisoners or residents off grounds.
14. When off duty a corrections officer may not possess a Department-issued naloxone kit.
15. When off duty a law enforcement officer not listed in A.4. above may not possess a Department-issued naloxone kit, except when authorized by his or her supervisor.
16. An officer, acting in good faith and with reasonable care, is immune from criminal and civil liability and is not subject to professional or Department disciplinary action for possessing or for administering naloxone hydrochloride in accordance with this policy to a person whom the officer believes in good faith is experiencing an opioid-related drug overdose or for any outcome resulting from such actions.
17. An officer, acting in good faith and with reasonable care, is immune from criminal and civil liability and is not subject to professional or Department disciplinary action for failing to administer naloxone hydrochloride to a person whom the officer believes in good faith is not experiencing an opioid-related drug overdose for which the administration would be appropriate, when the officer believes it is unsafe to do so, or when administration is discretionary as set forth in Procedure E.

Procedure B: Coordinator Responsibilities

1. The Commissioner, or designee, shall assign a Central Office employee to be the Department coordinator of the naloxone program. The coordinator shall be responsible for the overall management of the program, including, but not limited to, the following:
 - a. obtaining and distributing intranasal naloxone kits to Central Office, the facilities, and the community corrections regions;

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---|----------------------|------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 3 of 9 4/5/18R |

- b. establishing and maintaining practices related to storing, inventorying, and tracking Department-issued naloxone kits at both Central Office and in the facilities and community corrections regions;
 - c. receiving and forwarding documentation on each use of naloxone as set out in Procedure F; and
 - d. providing an annual report to the Commissioner summarizing any use of naloxone by Department law enforcement and corrections officers.
2. The Department coordinator shall obtain naloxone kits, if available, from the Attorney General’s Office or from another approved source.
 3. The Department coordinator shall ensure that enough Department-issued kits are obtained and distributed so that every Department law enforcement officer listed in Procedure A.4. above has an issued kit(s); each juvenile community corrections region has sufficient kits for juvenile community corrections officers (JCCOs) to carry and/or have access to; and each facility has sufficient kits for facility law enforcement and corrections officers to carry and/or have access to.
 4. The Department coordinator shall also maintain and distribute spare kits as necessary.
 5. The Department coordinator shall ensure that any Central Office naloxone kits not in the possession of Central Office law enforcement officers are stored in a secure location.
 6. The Department coordinator shall perform a monthly inventory of Central Office naloxone kits and document the inventory on the Naloxone Inventory Sheet (Attachment A).
 7. Each facility Chief Administrative Officer shall designate a facility employee to be the facility coordinator of the facility’s naloxone program. The coordinator shall be responsible for implementing the program at that facility, including, but not limited to, the following:
 - a. issuing naloxone kits distributed to the facility from Central Office to canine handlers, if applicable;
 - b. securing naloxone kits in the designated facility storage areas for access by other facility law enforcement officers and corrections officers;
 - c. ensuring the proper storing, inventorying, and tracking of the naloxone kits;
 - d. maintaining a log documenting the location(s), quantities, and expiration dates of the naloxone kits;
 - e. ensuring the proper disposal and replacement of used, expired, or damaged naloxone kits; and

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---|----------------------|------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 4 of 9 4/5/18R |

- f. notifying the Department coordinator, as soon as practicable, of any use of naloxone by a facility law enforcement or corrections officer.
8. Each facility coordinator shall ensure that any facility naloxone kits not in the possession of facility law enforcement and corrections officers are stored in a secure location, away from prisoners or residents, as applicable, but accessible to facility law enforcement and corrections officers.
9. Each facility coordinator shall perform a monthly inventory of naloxone kits distributed to the facility and document the inventory on the Naloxone Inventory Sheet (Attachment A).
10. Each Adult Regional Correctional Administrator shall designate a regional community corrections employee to be the community corrections coordinator of the naloxone program for that region. The coordinator shall be responsible for implementing the program in the region, including, but not limited to the following:
 - a. issuing naloxone kits distributed to the region from Central Office to adult probation officers;
 - b. ensuring the proper storing, inventorying, and tracking of the naloxone kits;
 - c. maintaining a log documenting the location(s), quantities, and expiration dates of the naloxone kits;
 - d. ensuring the proper disposal and replacement of used, expired, or damaged naloxone kits; and
 - e. notifying the Department coordinator, as soon as practicable, of any use of naloxone by a regional probation officer.
11. Each adult community corrections coordinator shall ensure that any naloxone kits not in the possession of regional probation officers are stored in a secure location, away from those under community supervision.
12. Each adult community corrections coordinator shall perform a monthly inventory of naloxone kits distributed to the region and document the inventory on the Naloxone Inventory Sheet (Attachment A).
13. Each Juvenile Regional Correctional Administrator shall designate a regional community corrections employee to be the community corrections coordinator of the naloxone program for that region. The coordinator shall be responsible for implementing the program in the region, including, but not limited to the following:
 - a. securing naloxone kits in the designated storage area for access by juvenile community corrections officers;
 - b. ensuring the proper storing, inventorying, and tracking of the naloxone kits;
 - c. maintaining a log documenting the location(s), quantities, and expiration dates of the naloxone kits;

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---|----------------------|------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 5 of 9 4/5/18R |

- d. ensuring the proper disposal and replacement of used, expired, or damaged naloxone kits; and
 - e. notifying the Department coordinator, as soon as practicable, of any use of naloxone by a regional juvenile community corrections officer (JCCO).
14. Each juvenile community corrections coordinator shall ensure that any naloxone kits not in the possession of regional JCCOs are stored in a secure location, away from those under community supervision.
15. Each juvenile community corrections coordinator shall perform a monthly inventory of naloxone kits distributed to the region and document the inventory on the Naloxone Inventory Sheet (Attachment A).

Procedure C: Training

1. The Department’s Director of Training shall ensure that all law enforcement and corrections officers receive training on responding to persons suffering from an apparent opioid overdose and the use of naloxone as an intervention. The training shall be in accordance with protocols adopted by the Maine EMS Medical Direction and Practices Board established in Title 32-A M.R.S.A. Section 83, subsection 16-B. The initial training shall include, but not be limited to:
- a. an overview of Title 22 M.R.S.A. Section 2353 and this policy;
 - b. assessment, including signs and symptoms of opioid-related drug overdose;
 - c. notification of facility health care staff or local Emergency Medical Service (EMS), whichever is applicable;
 - d. use of protective gloves as a precaution against exposure to body fluids and contact with opiates;
 - e. preparation and administration of intranasal naloxone;
 - f. identification of the possible responses to intranasal naloxone; and
 - g. provision of continued support to the person to whom the naloxone has been administered.
2. All officers shall be trained annually with a refresher on the above subjects.

Procedure D: Naloxone Kits

1. Each Department-issued naloxone kit shall contain two doses of naloxone with applicators, if needed.
2. Each law enforcement officer listed in Procedure A.4. above shall:
- a. carry and store the naloxone kit in a manner consistent with the guidelines recommended by the manufacturer to ensure the integrity of the naloxone is not compromised by exposure to adverse conditions;

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---|----------------------|------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 6 of 9 4/5/18R |

- b. be responsible for inspecting the kit prior to going on duty for signs of damage and to ensure the kit has not expired;
 - c. remove the naloxone kit from a vehicle, if applicable, and carry it or store it indoors when the temperature in the vehicle is expected to be outside the range recommended by the manufacturer, and otherwise take reasonable steps to ensure the naloxone is not exposed to extreme heat or freezing cold; and
 - d. report to his or her supervisor as soon as possible if a kit is lost, damaged, or expired, or if the naloxone is administered, and notify, as soon as practicable, the applicable coordinator who shall arrange for a replacement kit to be provided to the officer.
3. Each other facility law enforcement officer, corrections officer, and juvenile community corrections officer shall:
- a. if applicable, carry the naloxone kit in a manner consistent with the guidelines recommended by the manufacturer to ensure the integrity of the naloxone is not compromised by exposure to adverse conditions;
 - b. be responsible for inspecting the kit upon being supplied a kit to carry or upon retrieval of a kit for possible use, as applicable, for signs of damage and to ensure the kit has not expired; and
 - c. report to his or her supervisor as soon as possible if a kit is lost, damaged, or expired, or if the naloxone is administered, and notify, as soon as practicable, the facility coordinator, who shall arrange for a replacement kit to be provided to the officer or placed in the storage location, as applicable.
4. Whenever a law enforcement officer who is authorized to possess a Department-issued naloxone kit is not on duty, he or she shall remove the naloxone kit from his or her vehicle.
5. Expired naloxone (per the date specified on the kit), naloxone damaged by exposure to adverse conditions or by another cause, or unused naloxone in a kit that has been opened shall be disposed of by the applicable coordinator by turning the kit into a law enforcement agency that accepts unused medications for disposal.

Procedure E: Administration of Naloxone

- 1. If an officer encounters or is responding to an apparent opioid-related drug overdose occurring on facility grounds, whether the person who has apparently overdosed is a prisoner, resident, staff, student intern, volunteer, visitor, or other person, the officer shall ensure the Incident Command System (ICS) is initiated and facility health care staff, if on duty, or, if not on duty, local Emergency Medical Services (EMS) is notified immediately. If appropriate as set out below, an officer shall then administer naloxone if he or she is carrying a naloxone kit or

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---|----------------------|------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 7 of 9 4/5/18R |

can access a kit prior to facility health care staff or local Emergency Medical Services (EMS), as applicable, responding.

2. If an officer encounters or is responding to an apparent opioid-related drug overdose occurring in the community and the person who has apparently overdosed is in custody or under supervision or is staff, a student intern, or a volunteer, the officer shall ensure local EMS is notified immediately. If appropriate as set out below, an officer shall then administer naloxone if he or she is carrying a naloxone kit or can access a kit being kept in an office or vehicle prior to local EMS responding.
3. An officer encountering or responding to an apparent opioid-related overdose involving a person described above shall:
 - a. make sure the scene is safe;
 - b. maintain universal precautions, including the use of protective gloves;
 - c. perform an assessment of the person, which shall include determining responsiveness, breathing, and pulse; and
 - d. determine to the best of his or her ability whether the person is experiencing an opioid-related overdose and, if the officer determines that there is such an overdose, respond as follows:
 - 1) if the person is conscious or easily roused, the officer shall not administer naloxone; or
 - 2) if the person is unconscious and not easily roused, the officer shall administer naloxone.
4. Prior to administering naloxone, the officer may handcuff the apparently overdosing person if, in the judgement of the officer, doing so is necessary to protect the safety of the officer, the overdosing person, and/or any other persons present.
5. If the officer administers naloxone, the officer shall:
 - a. do so in accordance with the manufacturer's instructions, this policy, and his or her training;
 - b. remain with the person until EMS personnel or facility health care staff, as applicable, arrive and shall inform EMS personnel or facility health care staff, as applicable, upon their arrival that naloxone has been administered;
 - c. treat the used kit as bio-hazardous material and turn it in to EMS personnel or facility health care staff, as applicable, for disposal; and
 - d. complete a Naloxone Report (Attachment B).
6. If an officer encounters or is responding to an apparent opioid-related drug overdose occurring in the community and the person is not one of those listed above (e.g., a probationer's family member or friend, etc.), after ensuring local

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|--|-----------------------------|--------------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 8 of 9 4/5/18R |

EMS is notified immediately, he or she may administer naloxone, following the steps set out above.

7. If appropriate, the applicable coordinator or other Department staff may provide information or a referral relating to substance abuse treatment to the person after the person has recovered and is possibly receptive to treatment.
8. If a Department canine is experiencing an apparent opioid-related overdose and the canine handler or, if the canine handler is incapacitated, another officer determines that it is appropriate to administer naloxone to the canine, the canine handler or the other officer may administer naloxone, following the steps as set out above as applicable. After the administration of the naloxone, regardless of whether the naloxone appears to have been effective, the handler or the other officer shall arrange for the canine to be evaluated as soon as possible by a veterinarian.

Procedure F: Documentation

1. As soon as possible, a Department law enforcement or corrections officer who has encountered or responded to an apparent opioid-related overdose, regardless of whether the officer administered naloxone or determined not to administer it, shall, as soon as practical, complete a Naloxone Report (Attachment B) and submit the report to the applicable coordinator. In addition, if the incident involved a prisoner or resident or occurred at a Department facility or involved a person under supervision in the community, the officer shall complete an incident report in CORIS.
2. The coordinator shall forward a copy of the report to the appropriate facility Chief Administrative Officer, or designee, or the community corrections Regional Correctional Administrator, or designee, as applicable, the Department's coordinator, and the Department's Director of Security.
3. The Department's coordinator shall then notify the Attorney General's Office of the administration of naloxone, the date of administration, and the result, i.e., whether the person was saved or not.

VII. PROFESSIONAL STANDARDS

None

| POLICY NUMBER/TITLE | CHAPTER NUMBER/TITLE | PAGE NUMBER |
|---|----------------------|------------------------|
| 3.30 Possession and/or Administration of Naloxone | 3. Personnel | Page 9 of 9 4/5/18R |