

Naloxone Hydrochloride

413.1 PURPOSE:

To establish guidelines for the optional carry and administration of intranasal Naloxone Hydrochloride by sworn staff approved by the Chief Probation Officer, or their designee.

413.2 DEFINITIONS:

Inland Counties Emergency Medical Agency (ICEMA): ICEMA is the County agency that is tasked with approving required training submitted by public safety personnel who request to administer "optional skills" to the public, such as Naloxone Hydrochloride. ICEMA's mission is to ensure an effective system of quality patient care and coordinated emergency medical response by planning, implementing, and evaluating effective emergency medical services (EMS) systems.

Fentanyl: A powerful synthetic opioid similar to morphine, but 50 to 100 times more potent. It is a prescription drug that is also made and used illegally. Like morphine, it is a medicine that is typically used to treat patients with severe pain, especially after surgery.

Naloxone Hydrochloride: A medication that belongs to a class of drugs known as opioid antagonists. It works by blocking or reversing the effects of the opioid medication, including drowsiness, slowed breathing, or loss of consciousness. It is used to treat known or suspected opioid overdose in an emergency situation.

Narcan: A brand name for Naloxone Hydrochloride.

Opioids: Opioids are a broad group of pain-relieving drugs that work by interacting with opioid receptors in cells. Opioids can be made from the poppy plant or synthesized in a laboratory. Synthetic opioids, including Fentanyl, are now the most common drugs involved in overdose deaths in the United States.

Reversal: A reversal is defined as the person regaining normal breathing, and consciousness after administering Naloxone Hydrochloride.

413.3 GUIDELINES:

- A. Carrying and administering Naloxone Hydrochloride while on duty is optional once sworn staff has been approved and completed the required training.
- B. Sworn staff shall retain discretion relative to deciding if/when they will administer Naloxone Hydrochloride to persons experiencing/suspected of experiencing opioid-related overdoses.
- C. The primary use of Naloxone Hydrochloride shall be to provide immediate lifesaving medical assistance prior to the arrival of EMS to persons that appear to have overdosed/been exposed to an opioid.
- D. Sworn staff shall follow the Department's established training protocol, and in such, act with reasonable care and in good faith when administering Naloxone Hydrochloride.

San Bernardino County Probation Department

Procedures Manual

Naloxone Hydrochloride

- E. Sworn staff should have available a change of clothing (e.g. another uniform) in their field bag or the office in the case of possible contamination.
- F. Sworn staff should be aware of the signs and symptoms of possible opioid or Fentanyl exposure, communicate with their partner, and when tactically safe to do so, remove themselves/their partner from an unsafe situation to outdoor air. If applicable, staff should call EMS/Hazmat. Restrict entry to the hazardous location until the scene is rendered safe by Hazmat.
- G. Use of Department-issued Naloxone Hydrochloride is authorized by San Bernardino County Probation Department/Medical Services Standing Order for Naloxone Administration in accordance with this procedure and Departmental training.

413.4 RESPONSIBILITIES:

- I. All Sworn Staff shall:
 - A. At the direction of the Chief Probation Officer, or designee, complete the mandatory Naloxone Hydrochloride instructional course, every 2 years, regardless of whether they choose to carry Naloxone Hydrochloride.
- II. All Department Approved/Trained Sworn Staff who choose to carry Naloxone Hydrochloride:
 - A. Inspection and Storage of Naloxone Hydrochloride:
 - 1. Shall inspect their Naloxone Hydrochloride regularly for damage.
 - 2. Shall not carry expired Naloxone Hydrochloride, unless authorized by the Chief Medical Officer.
 - 3. Shall send an email to their Supervisor by the end of their shift if Naloxone Hydrochloride is lost and/or damaged. The email shall detail the circumstances of the loss and/or damage and if a replacement is being requested.
 - 4. Sworn staff shall not carry Naloxone Hydrochloride while on duty if assigned to or working on a unit in a Juvenile Detention and Assessment Center.
 - 5. Shall return all damaged Naloxone Hydrochloride to the Correctional Registered Nurse II or their designee assigned to Naloxone Hydrochloride program.
 - 6. Shall return all expired Naloxone Hydrochloride to the Correctional Registered Nurse II or their designee assigned to the Naloxone Hydrochloride program, unless otherwise authorized by the Chief Medical Officer.
 - 7. Shall ensure Naloxone Hydrochloride is stored as follows:
 - (a) Naloxone Hydrochloride shall be stored at work locations only.
 - (b) Naloxone Hydrochloride shall be stored in either the tactical vest or duty belt when worn on the person.

San Bernardino County Probation Department

Procedures Manual

Naloxone Hydrochloride

- (c) Naloxone Hydrochloride shall be stored in the staff's gun locker or other appropriate lockable and temperature-controlled storage.
 - (d) Naloxone Hydrochloride shall not be stored inside a vehicle or in the trunk of a vehicle.
 - (e) Naloxone Hydrochloride shall not be stored in extremely cold or hot temperatures for long periods.
 - (f) Naloxone Hydrochloride shall not be frozen, refrigerated, or left in direct sunlight.
- B. Administration/Use of Naloxone Hydrochloride:
- 1. In accordance with training guidelines. Refer to the box instruction card at time for guidance prior to administration.
 - 2. May administer additional doses if the exposed subject does not respond or relapses into respiratory depression.
 - 3. Notify Dispatch immediately after administration and request EMS.
 - 4. Shall request a Supervisor to the scene if Naloxone Hydrochloride is used on an employee. If after hours, the On-Call Duty Officer shall be notified.
 - 5. Shall follow all reasonable directives of the Supervisor upon their arrival on scene and cooperate with EMS/Fire/local law enforcement, as needed.
 - 6. Shall complete an Incident Report (IR) and a Naloxone Hydrochloride Use Reporting Form (Attachment A). The IR and Use Form, along with any additional supplemental documentation, shall be submitted by the end of shift, unless directed otherwise by a Supervisor.
 - 7. Shall document the administration of Naloxone Hydrochloride in Caseload Explorer (CE) with the *Naloxone Hydrochloride* Use event note when used on or involving a probationer or Pre-Trial client.
 - 8. Shall participate in a debriefing of the incident as determined by a Supervisor, Division Director, Deputy Chief, and/or other Administrative designee.
- C. Destruction of Used Naloxone Hydrochloride:
- 1. Shall seal expended Naloxone Hydrochloride device(s) in the small red hazardous waste bag provided by the Department and transport to the designated disposal site.
 - 2. Shall complete an Incident Report (IR) and a Naloxone Hydrochloride Use Reporting Form (Attachment A) and submit both forms and any other supplemental documentation by the end of shift, or as directed by a Supervisor.
 - 3. Shall make an appointment with the Correctional Registered Nurse II or their designee to pick up more Naloxone Hydrochloride, if applicable.
- D. Potential Opioid Exposure:

San Bernardino County Probation Department

Procedures Manual

Naloxone Hydrochloride

1. If it is suspected that an employee, their clothing, or any items on/in their possession have been contaminated, but the individual is not experiencing any respiratory distress:
 - (a) Notify Dispatch and request Fire/Hazmat respond to the scene to provide decontamination services.
 - (b) Notify a Supervisor and request they respond to the scene.
 - (c) Follow directives of the Supervisor upon their arrival on scene and cooperate with Fire/Hazmat as to decontamination.
 - (d) Complete any required/requested documentation by the end of shift and/or at the direction of the Supervisor.
- E. Disposal/Destruction of Contaminated Items:
 1. Shall contact their Supervisor to request destruction and/or decontamination of contaminated clothing or equipment and arrange for a temporary clothing exchange, as applicable.
 2. Seal any contaminated clothing or items in a red hazardous waste bag provided by the Department and transport it to the designated decontamination or disposal site as applicable.
- III. Sworn Supervisors shall:
 - A. Meet, maintain, and adhere to all guidelines, procedures, policies, training, etc., relating to the inspection, storage, control, use, disposal, and/or destruction of Naloxone Hydrochloride/contaminated items.
 - B. Ensure sworn staff meet, maintain, and adhere to all guidelines, procedures, policies, training, etc., relating to the inspection, storage, control, use, disposal, and/or destruction of Naloxone Hydrochloride/contaminated items.
 - C. Damaged/Lost/Expired Naloxone Hydrochloride:
 1. Forward the required email from staff detailing the circumstances of the loss/damage to the Correctional Registered Nurse II or their designee assigned to the Naloxone Hydrochloride program. Emails shall be sent to: [REDACTED].
 2. Ensure staff return all damaged Naloxone Hydrochloride to the Correctional Registered Nurse II or their designee assigned to the Naloxone Hydrochloride program.
 3. Ensure staff return all expired Naloxone Hydrochloride to the Correctional Registered Nurse II or their designee assigned to the Naloxone Hydrochloride program unless otherwise authorized by the Chief Medical Officer.
 - D. Administration/Use of Naloxone Hydrochloride:
 1. Respond to the scene if Naloxone Hydrochloride is administered to an employee or as requested if Naloxone Hydrochloride is administered to a non-employee.

San Bernardino County Probation Department

Procedures Manual

Naloxone Hydrochloride

- (a) Ensure that dispatch has been notified and EMS response requested.
 - (b) Ensure Hazmat has been contacted, as applicable.
 - (c) Coordinate response with Field Commander, as applicable.
 - (d) Make a timely notification to the Division Director.
 - (e) Notify the On-Call Division Director, if after regular business hours and Naloxone Hydrochloride is administered to an employee.
 - (f) Arrange for a temporary clothing exchange and coordinate the destruction or decontamination of any contaminated clothing or equipment items, as applicable.
 - (g) Complete any necessary Worker's Compensation paperwork for the employee and ensure all documents are submitted in a timely manner.
 - (h) Schedule appointments with the Center for Employee Health and Wellness (CEHW) for further evaluation, as applicable.
2. Review submitted IRs, any supplemental documentation, and Naloxone Hydrochloride Use Reporting Form (Attachment A). The completed incident report packet, including the original Naloxone Hydrochloride Use Reporting Form, shall be submitted to the Division Director for review.
 3. Email a copy of the completed Naloxone Hydrochloride Use Reporting Form(Attachment A) to the Chief Medical Officer (CMO) or their designee within two (2)business days of the incident.
 4. Email a copy of the Naloxone Hydrochloride Use Reporting Form (Attachment A) to the Correctional Registered Nurse II or their designee assigned to the Naloxone Hydrochloride program at [REDACTED] for record keeping and issuance of a new box of Naloxone Hydrochloride.
 5. Conduct and/or take part in a debriefing of the incident as determined by the Field Commander, Division Director, Deputy Chief, or other Administrative designee.
 6. Offer Peer Support to all Probation staff as needed.
- IV. On-Call Duty Officer shall:
- A. Administration/Use of Naloxone Hydrochloride:
 1. Upon notification of any after-hours administration/use of Naloxone Hydrochloride to an employee, immediately notify the On-Call Division Director.
 2. Respond to the scene as directed by the On-Call Division Director, On-Call Deputy Chief, Assistant Chief Probation Officer, or the Chief Probation Officer.

San Bernardino County Probation Department

Procedures Manual

Naloxone Hydrochloride

V. Division Director shall:

- A. Immediately notify the Deputy Chief Probation Officer regarding the administration of Naloxone Hydrochloride to an employee.
- B. Review and ensure all pertinent information is included in the primary/secondary officers' incident reports and all supplemental documentation is attached, including the original Naloxone Hydrochloride Use Reporting Form.
- C. Submit the complete incident report packet, including the Naloxone Hydrochloride Use Reporting Form to the Deputy Chief Probation Officer for review.

VI. Correctional Registered Nurse II, or their designee, assigned to the Naloxone Hydrochloride program shall:

A. Staff Training:

1. Teach and/or facilitate the mandatory Naloxone Hydrochloride instructional course on an ongoing and/or as needed basis, as directed by the Chief Probation Officer or their designee.
2. Ensure the training provides a written exam and a practicum/hands-on exam to establish competency.
3. Update and resubmit the required forms/training materials to ICEMA prior to the expiration of the training module.
4. Work with the Training Unit to re-certify the training pursuant to Standards and Training for Corrections (STC) guidelines, as applicable.

B. Issuing/Replacing/Ordering/Maintaining/Disposing of Naloxone Hydrochloride:

1. Issue Naloxone Hydrochloride to Department approved/trained sworn staff in compliance with established guidelines, procedures, policies, training, etc.
2. When use has occurred, require and maintain Naloxone Hydrochloride Use Reporting Forms (Attachment A) as authorization to issue a new box of Naloxone Hydrochloride to the requesting officer.
3. When Naloxone Hydrochloride is lost or damaged, require and maintain emails from the Supervisor detailing the circumstances of the loss and/or damage and if a replacement is being requested.
4. Properly dispose of expired/damaged/expended Naloxone Hydrochloride in accordance with Medical Waste Management Permits and keep records as to how many unused boxes were destroyed.
5. Reorder a new supply of Naloxone Hydrochloride based on need and/or expiration dates after consultation with the Chief Medical Officer.

C. Records/Documentation:

1. Enter all personally issued Naloxone Hydrochloride into the equipment database by the end of shift.

San Bernardino County Probation Department

Procedures Manual

Naloxone Hydrochloride

2. Maintain hard copies of Naloxone Hydrochloride Use Reporting Forms (Attachment A) in a locked file cabinet. Maintain electronic copies of emails and Use Reporting Forms in the [REDACTED] electronic mailbox.
 3. Utilize the completed hard copy Naloxone Hydrochloride Use Reporting Form to receive the signature of the PO/PCO acknowledging receipt of a new box of Naloxone Hydrochloride.
 4. If required, report out pursuant to each batch/order of Naloxone Hydrochloride to the Department of Health Care Services (DHCS) when there is a successful reversal and answer any program update emails that are received. Emails should be sent to: [REDACTED] and carbon copy the Health Services Manager and the Division Director II with oversight over this program.
 - (a) Email notification to DHCS must indicate: Date, reporting agency, number of naloxone doses administered, and successful reversal.
 5. Forward requests for the release of incident reports or any other documents to the Professional Standards Unit.
 6. Acquire yearly standing orders from the appropriate party if applicable under the direction of the Chief Medical Officer or designee.
- VII. Probation Equipment Staff (e.g. Training Supervising Office Assistant/Training Stores Specialist):
- A. Shall order, receive, inventory, and maintain red hazardous waste bags.
 - B. If the Correctional Registered Nurse II assigned to the program is unavailable, may issue Naloxone Hydrochloride to Department approved/trained sworn staff in compliance with established guidelines, procedures, policies, training, etc.
 - C. Shall enter all personally issued Naloxone Hydrochloride into the equipment database by the end of shift.

413.5 ATTACHMENTS:

See attachment: [Naloxone Hydrochloride Attachment A \(Lexipol 7-20-22\).pdf](#)

Attachments

Naloxone Hydrochloride Attachment A (Lexipol 7-20-22).pdf



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

San Bernardino County Probation Department Naloxone Hydrochloride Use Reporting Form

Complete this form after you have responded to an incident that required the use of Naloxone Hydrochloride.

Report date: _____ Incident date and approximate time: _____ PIN:(if applicable)_____

Officer's Name and Employee ID#: _____

Naloxone ID#/Expiration Date: _____

Naloxone ID#/Expiration Date: _____

Naloxone ID#/Expiration Date: _____

Naloxone ID#/Expiration Date: _____

Location of Incident

- Private Residence
- Hotel or Motel
- Drug Treatment Center
- Shelter
- Sidewalk or Street
- Other: _____

Signs of overdose present (check all that apply)

- Person looked blue
- Person was not breathing or stopped breathing
- Did not respond to sternal rub or painful stimuli
- Drugs or drug paraphernalia at scene
- Known history of drug use
- Other: _____

Did someone administer Naloxone before you arrived?

- No
- Yes

How much Naloxone did you administer?

- One dose
- Two doses
- Three doses
- Four doses

What happened after you gave the person Naloxone? (Select all that apply)

- Person was responsive and alert
- Person went to the hospital
- Person did not wake up from the overdose
- Other: _____
- Person threw up or vomited
- Displayed aggression
- I am not sure what happened

How long did it take the Naloxone to work?

- > 1 minute
- 1-3 minutes
- 3-5 minutes
- > 5 minutes
- Unknown

Was EMS contacted and notified Naloxone was administered?

- Yes
- No

PO Printed Name and ID#: _____

PO Signature: _____ Date: _____

SPO Printed Name and ID#: _____

SPO Signature: _____ Date: _____