

DCJS Administrative Guide

Opioid Overdose and Intranasal Naloxone Training for Law Enforcement

Introduction

In-service training programs for law enforcement personnel and their civilian partners is a key element in increasing the effectiveness and efficiency of law enforcement and public safety organizations. These programs are intended to promote continued instruction and study in the attitudes, knowledge, skills and procedures involved in carrying out the duties and responsibilities of law enforcement work beyond the fundamentals covered in basic training programs.

This guide is designed to facilitate training professionals who would like to conduct in-service Opioid Overdose and Intranasal Naloxone Training for Law Enforcement which will be recorded by the New York State Division of Criminal Justice Services (DCJS).

Naloxone training and deployment should be performed in conjunction with the development of an agency “naloxone use and administration” policy. This will allow for optimal deployment of naloxone for the use by officer to treat overdose, the safe use and handling of naloxone, the reporting requirements and the training and credentialing requirements for each department. A model policy is included in the Trainer’s Guide found in Appendix E.

Establishing a Law Enforcement Naloxone Training School

An Opioid Overdose and Intranasal Naloxone Training for Law Enforcement course may be established by a police or peace officer employer or by a regional law enforcement academy. All approvals are at the discretion of DCJS and are governed by the rules established and codified in Title 9 of the Official Compilation of Codes, Rules, and Regulations of the State of New York, Part 6022 (9 NYCRR 6022).

Employers may utilize a third party to deliver training. However, for the purposes of recording training with DCJS, only a police or peace officer employer or regional training academy may sponsor training. All documentation shall reflect the name and address of the sponsoring agency.

Each school must appoint a school director. The school director serves as the administrator of the course and is responsible for a variety of important tasks that will be explained in this guide. It is preferable for the school director to be a certified Municipal Police Training Council (MPTC) instructor and possess a high level of administrative skill and the ability to work with a diverse student population. All contact regarding the training is conducted through the school director. The school director is expected to be an administrator who is available to students, instructors, and DCJS staff during school operational hours. Students and instructors should direct all questions or inquiries through the school director. Accordingly, the director must have the level of authority equal to this responsibility.

Instructor Selection and Requirements for Law Enforcement Naloxone Training

All instructors must meet the Standards and Qualifications established by 9 NYCRR 6023 for certification. There are two categories of instructor approvals: certified and approved. Certified instructors have completed an Instructor Development Course approved by the MPTC; this is the most common method of instructor certification. Instructors in this category may instruct Opioid Overdose and Intranasal Naloxone Training for Law enforcement if the following prerequisites are met:

1. Complete an Instructor Development Course approved by the MPTC;
2. Complete an approved Opioid Overdose and Intranasal Naloxone Training for Law Enforcement.

The regulation also provides for Special Certification of instructors, or waiver of the Instructor Development Course. This occurs when an applicant can demonstrate technical expertise and has advanced academic credentials or a unique qualifying experience. The applicant must also be evaluated in the classroom and found to have acceptable instructional skills. Applicants who have earned a Bachelor's Degree in Education (or equivalent), a Master's Degree, a Juris Doctorate (JD), or other doctorate (PhD) are deemed to have advanced academic credentials. All waivers are issued at the discretion of DCJS.

Approved, or Non-certified Special Topics Instructors, possess advanced academic credentials and a unique qualifying experience. Instructors in this category have not attended an Instructor Development Course and may instruct topics, such as law enforcement naloxone training, for which they are uniquely qualified only. They are not eligible to obtain advanced certification in specialty topics, such as firearms or defensive tactics without first successfully completing an approved Instructor Development Course. Applicants must be evaluated in the classroom and found to have acceptable instructional skills. For example, individuals with formal medical training such as a physician, nurse, physician assistant or paramedics may be approved to provide naloxone instruction.

To become an approved instructor, a candidate must submit an Instructor Personal History Form accompanied by an acceptable Instructor Evaluation, performed by an MPTC certified Instructor Evaluator, to DCJS for consideration. All approvals are issued at the discretion of DCJS. A copy of the Instructor Personal History Form is available on our website at: <http://www.criminaljustice.ny.gov/ops/docs/index.htm>.

All instructors shall be responsible for disseminating the information in the modules assigned them according to the standards established. Instructors may be called upon to provide documentation of their status, and DCJS may require any additional information to establish the competence of an instructor or for any other pertinent purpose.

Course Planning

Law enforcement naloxone training reported to DCJS must meet the requirements for the administration of in-service training courses and the rules governing attendance/completion of such courses as established in 9 NYCRR 6022. Law enforcement agencies seeking to offer training on opioid overdose and intranasal naloxone should use the DCJS/DOH approved training materials. Law enforcement agencies are encouraged to add material to the training to ensure that law enforcement officers are fully versed on the agency's specific policies and procedures. Law enforcement agencies that do not use the DCJS/DOH-approved training materials will have their course reviewed against the DCJS and NYS Department of Health (DOH) approved law enforcement naloxone training to ensure the course contains the topics, hours, and instructor qualifications approved by DCJS and DOH in order to receive certification.

Pursuant to 9 NYCRR 6022, training must be conducted as a single and cohesive unit. In practical terms, this means that a student must complete all units of the law enforcement naloxone training during one session, at one school. Under no circumstances may a student split the training among multiple schools.

It is the school director's responsibility to ensure each instructor is provided with a complete copy of the approved law enforcement naloxone training materials. School directors do not have the authority to disregard or waive any policy, procedure, rule, or regulation established by either the MPTC or by DCJS. Violations may result in revocation of school approval and render any training provided invalid. The DCJS Office of Public Safety is available to provide any technical assistance required by the school director. Students and instructors should direct all questions or inquiries through the school director.

Law Enforcement Naloxone Training Curriculum Content Form

Pursuant to 9 NYCRR 6022.5(a), a school director proposing a course shall file with DCJS, at least 45 days in advance of the designation of the school a curriculum content form containing the course title (Opioid Overdose and Intranasal Naloxone Training for Law Enforcement), the location of the school, a chronological listing of the dates times and instructors for each session, and shall include all subjects prescribed by the training materials. A school must receive DCJS approval to be offered. The form is located under the "In-Service Training" heading at the following link: <http://www.criminaljustice.ny.gov/ops/docs/index.htm>

Once a curriculum content form is received, DCJS will make written notification to the school director upon approval of the form. It is recommended that school directors maintain a copy of the approval letter in the course file. Courses must be approved to be certified by DCJS. The form can be sent to OPS.CourseApproval@dcjs.ny.gov for approval.

Obtaining and Equipping Law Enforcement Officers with Naloxone

Although naloxone is not a controlled substance, it is still a prescribed drug. All prescribed drugs require a prescription, and all prescriptions must come from someone who is legally authorized to provide them. Health Care professionals – who are defined in Public Health Law 3309 as persons “licensed, registered, or authorized pursuant to title eight of the education law to prescribe prescription drugs,” may prescribe naloxone to law enforcement officers by either a patient-specific prescription or a non-patient specific prescription. **A non-patient specific prescription eliminates the need for law enforcement officers to have unique, personal overdose kits dispensed to them under a patient-specific prescription. Law enforcement officers can instead have shared access to – and use of – naloxone dispensed to the organization for which they work under a non-patient specific prescription (i.e. equip each patrol car with naloxone instead of each officer).** The advisability of shared versus individual overdose kits is determined by the prescription of the practitioner who authorized the medication to be dispensed.

In order to furnish naloxone kits to law enforcement officers, three requirements must be met: 1) the officers must have completed a training which conforms with DCJS and DOH approved instructional materials; 2) a patient-specific or non-patient specific prescription must be issued for the medicine by a prescriber affiliated with a NYS DOH-registered opioid overdose prevention program; and 3) the naloxone should be furnished either by the prescriber personally or by someone designated by the prescriber in a non-patient specific prescription.

Below is a list of the currently acceptable options for obtaining naloxone kits for agency use following approved training.

- Submit the curriculum content form designed specifically for the law enforcement naloxone training at least 45 days in advance of the training. The form can be found here: <http://www.criminaljustice.ny.gov/ops/training/trainingnews.htm>

This form must be utilized by agencies requesting naloxone kits. It contains the necessary fields that must be completed in order for naloxone kits to be shipped at no cost to agencies utilizing the approved law enforcement naloxone training materials and meeting the instructor requirements. An agency must identify in the delineated fields: **medical provider name; DOH registered opioid overdose program with which the prescriber is affiliated; and number of kits needed** (The number of kits may be less than the projected number of officers to be trained if the agency contemplates having officers share them consistent with a non-patient specific prescription and the agency’s operational plan.) Agencies not requesting kits may continue to submit the standard curriculum content form for general course approvals.

It is imperative that the specified naloxone curriculum content form mentioned above is submitted to DCJS for approval at least 45 days in advance of the training. This will

ensure naloxone kits are received by the provider prescribing the naloxone prior to the commencement of the course.

- Law enforcement agencies can work with DCJS and DOH and participate in the trainings being conducted by DCJS/DOH. For these trainings, trainers and prescribers will be arranged by DCJS/DOH, and naloxone will be provided as needed to officers at no cost.
- Law enforcement agencies can work directly with DCJS/DOH to arrange for a specific training for their officers. DOH would arrange for a trainer/prescriber and furnish the naloxone.
- Law enforcement agencies can work with entities currently registered with DOH as opioid overdose prevention programs. Eligible entities include individual prescribers, drug treatment programs, health care facilities, county health departments, EMS agencies and community-based organizations. These trainings would need to be arranged in conjunction with the approved program with regard to having their prescriber agree to write the prescriptions and have the prescriber order the naloxone. DOH provides the naloxone to registered programs at no cost.
- If law enforcement agencies have someone affiliated with them who could serve as the prescriber (physician, physician assistant or nurse practitioner), that prescriber could request approval from DOH to register as an overdose prevention program or that prescriber could request status as an affiliated prescriber with a currently registered program. A public safety agency, such as a law enforcement agency, may also register to become an opioid overdose program. Once approved, the program would be eligible to obtain naloxone at no cost. Information on registering to become an opioid overdose program is available at: <http://www.health.ny.gov/forms/doh-4391.pdf>

Law enforcement agencies should be aware that prescribers are required to maintain a record of individuals to whom naloxone prescriptions have been written. The Class Roster/Notification of Completion form discussed below can serve as the record for the medication that will be used as shared access medication within an agency under a non-patient specific prescription. Additionally, it is also advisable that all DOH-registered programs maintain a log of individuals whom they have trained to be overdose responders.

Class Roster/Notification of Completion

Once a course has been completed, the school director has ten (10) days in which to submit a Class Roster/Notification of Completion to the Division. This form must be typed and contain all required information, including the approved course title (Opioid Overdose and Intranasal Naloxone Training for Law Enforcement), the school sponsor (must be a law enforcement agency or academy), the school location, school date(s), student information (name, social security number, sex, date of birth, employer, rank, status (full-time/part-time) and whether or not each student satisfactorily completed the course (S) or unsatisfactorily completed the course (U). A Class Roster/Notification of Completion is not valid unless it bears the school directors original signature. In order to maintain accurate records, incomplete or inaccurate forms will be returned to the school director for completion/correction, thus delaying the

posting of records and the dissemination of certificates. A copy of this form is available on our website at <http://www.criminaljustice.ny.gov/ops/docs/index.htm> or by contacting our office at (518) 457-4135.

Certificates of Completion

DCJS will issue a certificate of attendance for successful completion of law enforcement naloxone training, upon certification by a director that a candidate has satisfactorily completed all course requirements. Certificates may be issued to civilians (non-sworn personnel) that are employed or that work in conjunction with law enforcement agencies or academies. A letter from the law enforcement employer or partner approving the civilian for training must accompany the Class Roster/Notification of Completion. This includes members of law enforcement agencies outside of New York State to include the federal government. In instances where a civilian has completed the training, DCJS does not maintain records of attendance, however will issue the certificate. Each law enforcement naloxone training course completed by a peace or police officer and reported to DCJS is posted to that officer's official training record.

Forms

For copies of the most current versions of our forms or publications, please visit our website at: <http://www.criminaljustice.ny.gov/ops/docs/index.htm> or by contacting our office at (518) 457-2667.

Questions

If, after reviewing this guide, school directors or instructors have any questions or concerns, please contact the Division prior to commencing any training:

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