



	<b>SUBJECT:</b>  <b>HEALTH  TRAINING FOR CORRECTIONAL OFFICERS</b>	<b>POLICY NO.:</b> <b>COR.10.1C.04</b>
		<b>EFFECTIVE DATE:</b> <b>12/29/08</b>
		<b>Page 2 of 4</b>

#### 4.0 PROCEDURE

##### NEW RECRUITS

- .1 Health related training for ACO recruits shall include:
  - a. Non-violent crisis intervention.
  - b. Observation, assessment and referrals for the Medical/Mental Health Admission Screening and health complaints.
  - c. Administration of first aid.
  - d. Cardiopulmonary resuscitation that includes recognizing the need for emergency care in life-threatening situations (e.g. heart attack, respiratory distress, choking).
  - e. Recognizing acute manifestations of certain chronic illnesses (e.g. seizures, diabetes, intoxication and withdrawals).
  - f. Recognizing signs and symptoms of adverse reaction to medications.
  - g. Recognizing signs and symptoms of mental illness.
  - h. Recognizing signs and symptoms of drug addiction.
  - i. Suicide prevention, detection, and response.
  - j. Proper use of therapeutic restraints of inmates.
  - k. Precautions and procedures with respect to infectious and communicable diseases.
- .2 Training and Staff Development (TSD) shall establish a passing grade on the examinations for each component based on the number of questions asked or the techniques applied. ACO recruits are required to pass the examinations as a pre-requisite to employment.

##### ADULT CORRECTIONAL OFFICERS

- .1 TSD shall establish a two (2) year cycle for refresher courses for all ACO staff unless a national or state certification requires otherwise. In that case, TSD will

	<b>SUBJECT:</b>  <b>HEALTH</b> <b>TRAINING FOR CORRECTIONAL OFFICERS</b>	<b>POLICY NO.:</b> <b>COR.10.1C.04</b>
		<b>EFFECTIVE DATE:</b> <b>12/29/08</b>
		<b>Page 3 of 4</b>

follow the national or state certification requirements for that particular component. Significant policy change or improvements in rendering aid and intervention techniques require retraining. The basic training and refresher courses shall be standardized for correctional facilities and shall include suicide prevention, detection, and response and the basic components outlined above in Procedures 4.0.1 (a-k).

- .2 Non-uniform staff in daily contact with inmates shall be required to take all training components as outlined in 4.0.2, (a-k) except for "j". The same evaluation and training requirements apply to non-uniform staff as for ACO's. Sections of the post evaluation pertaining to "j", Therapeutic Use of Restraints, shall not be included for non-uniform staff.
- .3 TSD shall develop a Train the Trainer program for on-site, in-service re-certification and refresher training for ACOs and other staff in coordination with the Health Care Division Administrator (HCDA) and the Wardens. Components of the training shall include Suicide Prevention, Mental Health Training, CPR and any other training component more easily delivered at the facilities. The courses shall be standardized for all the facilities.
- .4 If resources allow, health care employees from each facility may be trained as trainers to provide on-site instruction in suicide prevention, mental health training, confidentiality or other necessary components as required by TSD for each facility. The HCDA shall select the trainers based on recommendations from the Clinical Section Administrator.
- .5 The selected trainers, in coordination with the Wardens, shall establish a regular calendar schedule of the required training sessions that are continuous (offered every other year at the facilities). The frequency of training sessions during any given year shall be according to the size and needs of the facility.
- .6 Wardens and other facility Section Administrators shall be responsible for maintaining records of staff participation in the required training. TSD shall be responsible for publishing training calendars. TSD shall be responsible for issuing certifications of completion if required. Instructors are responsible for documenting attendance. The instructor shall ensure that the Warden and TSD receive a copy of the attendance sheet.

## 5.0 SCOPE

This policy applies to all Correctional employees.

	<b>SUBJECT:</b>  <b>HEALTH</b> <b>TRAINING FOR CORRECTIONAL OFFICERS</b>	<b>POLICY NO.:</b> <b>COR.10.1C.04</b>
		<b>EFFECTIVE DATE:</b> <b>DEC 29 2008</b>
		<b>Page 4 of 4</b>

APPROVAL RECOMMENDED:

<u>Kay A. Bauman MD, MPH</u>	<u>12/22/08</u>
Medical Director	Date
<u>[Signature]</u>	<u>12/22/08</u>
Health Care Division Administrator	Date
<u>[Signature]</u>	<u>12/24/08</u>
Deputy Director for Corrections	Date

APPROVED:

[Signature]

Director

12/29/08

Date