1.0 **PURPOSE**

To establish guidelines for the required medical and mental health training of Adult Correctional Officers (ACO).

2.0 **REFERENCES AND DEFINITIONS**

.1 References

a. Hawaii Revised Statutes, Section 26-14.6, *Department of Public Safety* and Section 353C-2, *Director of Public Safety, Powers and Duties*.


c. American Heart Association.

.2 Definitions

a. **Cardiopulmonary Resuscitation (CPR)**: A basic emergency procedure for life support that attempts to give a person in cardiopulmonary arrest an open airway, adequate ventilation, and through chest compression’s, mechanical circulation to the vital organs.

b. **Universal Precautions**: An approach to infection control designed to prevent transmission of infectious and communicable diseases such as AIDS and Hepatitis. The guidelines include specific recommendations for use of gloves, pocket facemasks, barrier devices, and protective eyewear when contact with blood or body secretions containing blood is known or anticipated.

3.0 **POLICY**

.1 The Department of Public Safety shall provide health-related training for Adult Correctional Officer recruits. The ACOs shall be re-certified in health-related courses at two-year intervals. The required health related courses shall be standardized for Corrections.
4.0 PROCEDURE

NEW RECRUITS

.1 Health related training for ACO recruits shall include:


   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
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 recertification 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.
HEALTH
TRAINING FOR CORRECTIONAL OFFICERS

APPROVAL RECOMMENDED:

Kaye A. Barnes 6/38/11 12/22/08
Medical Director  Date

Health Care Division Administrator  Date

Deputy Director for Corrections  Date

APPROVED:

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Director