

**SONOMA COUNTY PROBATION DEPARTMENT**  
**POLICY & PROCEDURES MANUAL**

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**POLICY STATEMENT**

It is the policy of the Sonoma County Probation Department that trained sworn personnel may provide Naloxone (Narcan) medication to staff, other partner responders, and/or the public in cases of suspected acute opioid overdose.

**OVERVIEW**

It is the policy of the Sonoma County Probation Department that sworn personnel shall be trained to administer Naloxone in accordance with mandated training guidelines as determined and established by the California Code of Regulations (CCR) Title 22, Division 9 Chapter 1.5 and the Coastal Valley Emergency Medical Services Agency (CVEMSA) pursuant to Health & Safety Code 1797.197 and California Civil Code 1714.22. Trained members may administer opioid overdose medication (Civil Code § 1714.22; Business and Professions Code § 4119.9).

Probation personnel trained in accordance with mandated training guidelines should deploy with Naloxone kits in the field. Trained staff will also have access to Naloxone kits at the Day Reporting Center, Juvenile Hall and Probation Camp (Facilities) which will be stored in designated locations. Probation personnel will retain the discretion to administer or not administer Naloxone to persons experiencing or suspected of experiencing opioid-related overdoses. There is no legal obligation to administer Naloxone.

Probation personnel that administer Naloxone are protected from civil and criminal liability if they “act with reasonable care” and “in good faith” and in accordance with their training

**PROCEDURES**

**1. PROGRAM COORDINATOR**

The Division Director designated by the Chief will serve as the Department’s program coordinator and will work in collaboration with CVEMSA. The program coordinator will be responsible for working with the site safety coordinators and any other applicable staff to oversee tracking, storage, maintenance and replacement of Naloxone kits. The program coordinator will also be responsible for managing Incident Reports submitted subsequent to Naloxone being used on a staff member, other responding agency staff, and/or the public.

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2. TRAINING

A. Initial Training

Only sworn Probation personnel may administer Naloxone upon the completion of mandated training at the discretion of CVEMSA (CCR Title 22 Div. 9 Chpt. 1.5 § 100019 (a)(b)(f)). Designated personnel at participating locations designated above will receive initial training as outlined in California Civil Code 1714.22 and provided by trainers certified by CVEMSA.

B. Continued Training

Sworn Probation personnel will receive refresher training as deemed appropriate by CVEMSA and the Department training managers.

3. NALOXONE DEPLOYMENT

Staff that is qualified to administer Naloxone should handle, store and administer the medication consistent with their training. Staff should check the medication and associated equipment prior to conducting any fieldwork or at the beginning of each shift in the facilities during regular equipment counts. This is to ensure it is serviceable and not expired. Any expired medication or unserviceable administration equipment shall be removed from service and given to the Naloxone Program Coordinator.

4. NALOXONE KITS

When practical, best practice dictates the following items should be used when administering Naloxone: gloves, mask, & eye protection.

5. NALOXONE STORAGE

Naloxone kits should be stored in all fleet vehicles regularly used for field work. Naloxone kits will also be stored in designated locations within Probation facilities.

6. NALOXONE USE

Probation personnel that have completed mandated Naloxone training approved by CVEMSA is authorized to administer Naloxone when they reasonably believe someone is experiencing an opioid-related overdose. Any staff that administers an opioid overdose medication shall contact dispatch as soon as feasible and request emergency medical services (EMS) response. Staff maintains discretion to administer

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or not administer to persons suspected of experiencing an opioid-related overdose. EMS should be the primary source of aid for all opioid related medical emergencies officers encounter.

**REPORTING**

Any time Naloxone is administered, staff will prepare a written incident report (IR) detailing the circumstances and submit to the Supervising Probation Officer/ Supervising Juvenile Correctional Counselor who will route to a Division Director and Naloxone Program Coordinator. The Naloxone Program Coordinator will report the use of the Naloxone to the Coastal Valley Emergency Medical Services Agency and the State Department of Public Health.

**REPLACEMENT HISTORY**

APPROVED BY:

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DAVID M. KOCH, Chief Probation Officer

**REFERENCES**

- [Department Incident Report](#)
- [CVEMSA Policy](#)