

**ADMINISTRATIVE POLICY  
NALOXONE HYDROCHLORIDE PROGRAM**

Effective Date: 7/1/2023  
Revision Date: 7/1/2023  
Policy Owner(s): Code Enforcement

Approved:

  
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Department

  
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City Manager

#### **400.1 PURPOSE AND SCOPE**

There has been an increase nationally in the number of opioid-related calls requiring law enforcement. These calls frequently involve subjects who have either purposely or accidentally overdosed due to misuse of opioids. Naloxone hydrochloride is a medication designed to reverse opioid overdose. First responders have been using naloxone hydrochloride with great success.

Wildomar Code Enforcement Division personnel are frequently inspecting homes and homeless encampments where opioids are being used or stored. This POLICY establishes procedures to govern an "Overdose Prevention Program" by the Naloxone Distribution Project (NDP) through the deployment of naloxone hydrochloride by Department personnel. The objective is to reduce injuries and fatalities resulting from opioid exposure/overdoses in the instances where emergency medical services personnel have not yet arrived.

#### **400.2 POLICY**

Wildomar Code Enforcement Officers shall be trained to administer naloxone hydrochloride in accordance with mandated training guidelines determined and established by California Civil Code 1714.22.

- a) Officers trained in accordance with mandated training guidelines should deploy naloxone hydrochloride kits in the field. However, officers will retain the discretion to administer or not administer naloxone hydrochloride to persons experiencing or suspected of experiencing opioid-related overdoses. There is no legal obligation to administer naloxone hydrochloride.
- b) Officers who administer naloxone hydrochloride are protected from civil and criminal liability if they "act with reasonable care" and "in good faith." This is accomplished by administering naloxone hydrochloride according to the established training protocol.

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The standing order was issued by the state Public Health Officer (authorized by California Civil Code Section 1714.22) to 1) allow community organizations and six other entities in California that are not currently working with a physician to distribute naloxone to a person at risk of an opioid-related overdose or to a family member, friend, or another person in a position to assist; and 2) allow for the administration of naloxone by a family member, friend, or another person to a person experiencing or reasonably suspected of experiencing an opioid overdose.

### **400.3 TRAINING**

Officers shall not administer naloxone hydrochloride without completing mandated training. All officers will receive training that will include, but not be limited to, an overview of California Civil Code 1714.22, patient assessment (signs/symptomology of overdoses), universal precautions, rescue breathing, seeking medical attention for the patient, and the use of intra-nasal naloxone hydrochloride. Upon completion of training, Employees shall have their training recorded with the Program Coordinator and in their HR personal file.

The following are useful training tools:

- CDPH overdose reversal explainer video nasal naloxone focus (11 min).
- Preventing Empty Spaces: injectable naloxone focus (9 min).
- National Harm Reduction Coalition's three-part series (aimed at programs that plan to distribute naloxone to clients/ participants).

#### **400.3.1 CONTINUING TRAINING**

Officers shall receive refresher training as deemed appropriate.

### **400.4 NALOXONE HYDROCHLORIDE DEPLOYMENT**

All Wildomar Code Enforcement Officers will deploy naloxone hydrochloride kits during field investigations and/or any other circumstance deemed appropriate by the Code Enforcement Manager or their designee.

- a) Kits designated for field deployment by Code Enforcement Officers will be stored in the Deployment Bags.
- b) The kits are heat-sensitive and must be kept in the city vehicle passenger area during the officer's shift. Naloxone hydrochloride kits shall not be held in the city vehicle for extended periods or in any other place that is not temperature controlled. Naloxone kits should be treated like electronic equipment or other sensitive items.
- c) Naloxone hydrochloride kits and additional supplies of naloxone hydrochloride will be kept in the Code Enforcement Manager's office.

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### **400.5 NALOXONE HYDROCHLORIDE USE**

Officers who have completed the mandated naloxone hydrochloride training by California Civil Code 1714 are authorized to administer naloxone hydrochloride when they reasonably believe someone is experiencing an opioid-related overdose. Personnel will treat the incident as a medical emergency and follow these steps when performing this intervention:

- a) Confirm emergency personnel are responding
- b) Maintain universal precautions
- c) Perform patient assessment
- d) Determine unresponsiveness
- e) Update dispatch of potential overdose state
- f) Follow the naloxone hydrochloride protocol
- g) Immediately notify responding emergency medical personnel that naloxone hydrochloride has been administered
- h) Notify the Code Enforcement Manager or their designee.

### **400.6 ACTIONS AFTER USE**

Officers shall document in an incident report any deployment/use of naloxone hydrochloride on a suspected overdose victim. All reports shall be submitted to the Code Enforcement Manager. All incident reports will then be submitted via e-mail to [Naloxone@dhcs.ca.gov](mailto:Naloxone@dhcs.ca.gov).

### **400.7 PROGRAM COORDINATOR**

The Code Enforcement Manager will serve as the Department's Program Coordinator and the Program Manager (or their designee). He or she will be responsible for tracking, storage, maintenance, replacement of naloxone hydrochloride kits, and review of naloxone hydrochloride incident reports. The daily inspection of Naloxone kits shall be the responsibility of officers assigned the kit for field deployment. Used, lost, or damaged Naloxone kits shall be reported to the code enforcement manager via a memo for replacement. The kits and damaged kits will be always stored in the code enforcement manager's office in a separate cabinet under lock and key. The Narcan nasal spray boxes can be tracked by their S/SN number on the top of the box. All S/SN numbers are different.

### **400.8 DISPOSAL OF EXPIRED NARCAN**

The Food and Drug Administration (FDA) has approved an extended shelf life for Narcan (naloxone) Nasal spray, increasing it from 24 to 36 months.

As per the guidelines of the California Department of Public Health, the code enforcement manager has the authority to properly dispose of expired or used Naloxone Hydrochloride (Narcan) kits by the following:

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- Return to some community pharmacies for safe disposal.
- Dispose of via approved process for disposal of medications at work site.
- Discard in a sharps disposal container as needed.
- Keep expired kits and use them for training purposes.
- Discard expired kits safely at any medication disposal location.
- Use safe disposal products such as charcoal bags or disposable powder to deactivate the medications so they can be safely thrown away.