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DONAL CAMPBELL
COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 608

OPR: TREATMENT

STAFF TRAINING IN MENTAL HEALTH

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures to orient mental health, medical and security staff about identifying and managing inmates with serious mental illness and to ensure all staff receive training in ADOC mental health ARs.

II. POLICY

The mental health staff will provide on-going training to Correctional Officers and Security Supervisors in the identification and management of inmates with serious mental illness. All staff routinely assigned to the Intensive Psychiatric Stabilization Units (SU), Residential Treatment Units (RTU), infirmaries, and segregation units will receive in-depth training in serious mental illness and ADOC mental health ARs.

III. DEFINITION(S) AND ACRONYM(S)

Refer to AR 602, Mental Health Definitions and Acronyms, for definitions of the following terms used in this AR:

Intensive Psychiatric Stabilization Unit (SU)

Residential Treatment Unit (RTU)

Specialized mental health training

Serious Mental Ill (SMI)

IV. RESPONSIBILITIES

A. The Director of Treatment will review and approve all mental health training programs and receive and review all training data.

B. The Mental Health Director will:

1. Develop, coordinate, and monitor all mental health training programs
 2. Conduct “train the trainer” sessions
 3. Collect and maintain files
 4. Report on mental health training data
- C. The Supervising Psychologist will report mental health training data on ADOC Form MH-006, Training Reports Staff-Monthly.
- D. The Warden/designee will ensure that their staff attends all mandatory mental health training programs.

V. PROCEDURES

- A. The Mental Health Director is responsible for the development, coordinating, and monitoring of staff participation in the following mental health training requirements:
1. Initial in-service training for all correctional staff
 2. Annual in-service training for all correctional staff
 3. Specialized training for all staff routinely assigned to SU, RTU, infirmaries and segregation units
 4. Specialized training for Investigations and Intelligence staff and disciplinary hearing officers
 5. Specialized training for mental health nurses
 6. Specialized training for Activities Technicians
- B. The Warden and the Mental Health Director will work together to ensure that all designated staff from every institution attend the mandated training. If the Mental Health Director has difficulty coordinating the training of a particular staff group or institution, the ADOC Director of Treatment will be contacted for assistance.
- C. Brief assessments will be used to evaluate the trainee’s retention of the training material. Trainees will also evaluate the training content, instructor, and presentation.
- D. The Mental Health Director will conduct “train the trainer” sessions with the mental health staff who will be conducting the training to ensure consistency of presentation.
- E. Initial in-service training for all correctional staff will include a six (6) to eight (8) hour module that surveys the following mental health issues, but not limited to:
1. Legal issues with correctional mental health

2. Goals and structure of ADOC Mental Health Services
 3. Early warning signs of mental illness
 4. Referral to mental health services
 5. Management techniques for inmates with serious mental illness
 6. Suicide prevention
 7. Crisis intervention measures
 8. Use of restraints for mental health purposes
 9. Recognizing acute signs of intoxication and withdrawal
 10. Recognizing signs of adverse reactions to medication
- F. The Mental Health Director will develop a module for the system's annual in-service training and submit the module for the system's annual in-service training and submit the module to the ADOC Director of Treatment for review and approval. The annual in-service for all correctional staff will include current mental health information relevant to a correctional environment.
- G. Specialized training will be conducted for all staff routinely assigned to SU, RTU, infirmaries and segregation units.
1. The training will be conducted in a minimum of two consecutive days.
 2. Training will be conducted in sessions of no more than 50 trainees who will be a combination of mental health, medical, security, administrative, and supervisory staff.
- H. The training content will include, but not limited to:
1. Understanding mental illness
 2. Different types of mental illness
 3. Effective management techniques for inmates with SMI
 4. Crisis intervention strategies
 5. Confidentiality
 6. Psychotropic medication
 7. Treatment planning

8. ADOC Mental Health ARs
 9. In-depth review of procedures related to mental health
 10. Watches and the use of restraints for mental health reasons
- I. Specialized training for Investigations and Intelligence staff and disciplinary hearing officers will include an additional module, specifically related to the role of mental health consultation to the disciplinary process, to the two-day specialized training provided staff assigned to mental health and segregation units.
 - J. Specialized training will be provided for Registered Nurses and Licensed Practical Nurses who will be assuming mental health duties a minimum of seven (7) days of classroom training in serious mental illness, ADOC ARs, psychotropic medication, and medication education techniques. Mental Health Nurses will also spend a minimum of three (3) days co-leading mental health nursing groups with skilled staff. The training will occur within the first six (6) weeks of employment.
 - K. Activity Technicians will receive a minimum of five (5) days of classroom training in serious mental illness and ADOC ARs. Activity Technicians will receive an additional five (5) days of training in conducting mental health groups. This training will occur within the first six (6) weeks of employment.
 - L. The Mental Health Director or designee will conduct “train the trainer” sessions with the mental health staff who will be conducting the training to ensure consistency of presentation.
 - M. The Mental Health Director will collect mental health training data monthly from each institution’s Supervising Psychologist on the ADOC Form MH-006.
 - N. The Mental Health Director will provide a quarterly report of training efforts and outstanding needs throughout the system for quality improvement efforts. The Training Reports Staff-Quarterly, ADOC Form MH-007, will be submitted to the ADOC Director of Treatment and to the mental health quality improvement program no later than ten (10) working days after the end of the quarter.
 - O. The Mental Health Director will maintain files of the training reports and outlines/training aids.

VI. DISPOSITION

Refer to AR 601, Mental Health Forms and Disposition

VII. FORMS

Refer to AR 601, Mental Health Forms and Disposition, for:

- A. ADOC Form MH-006, Training Reports Staff-Monthly

B. ADOC Form MH-007, Training Reports Staff-Quarterly

VIII. SUPERCEDES

This AR supercedes AR 448 dated December 20, 2001.

IX. PERFORMANCE

This AR is published under the authority of:

- A. The Bradley Agreement of August 8, 2000
- B. National Commission on Correctional Health Care: Standards for Health Care in Prisons, 2003
- C. The Department of Mental Health and Mental Retardation Statutory Authority: Code of Alabama, 1975, Section 22-50-11.



Donal Campbell, Commissioner