



BOB RILEY
GOVERNOR

State of Alabama

Alabama Department of Corrections

Research and Planning
P. O. Box 301501
Montgomery, AL 36130-1501



DONAL CAMPBELL
COMMISSIONER

May 14, 2004

ADMINISTRATIVE REGULATION
NUMBER 607

OPR: TREATMENT

MENTAL HEALTH STAFF ORIENTATION

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for orienting new mental health staff to working in a correctional setting, to ADOC Mental Health ARs, and related job performance.

II. POLICY

New mental health staff will be trained in correctional security, unique aspects of correctional mental health services, and individual job descriptions.

III. DEFINITION(S) AND ACRONYM(S)

Refer to AR 602, Mental Health Definitions and Acronyms, for any terms used in this regulation.

IV. RESPONSIBILITIES

- A. The ADOC Director of Treatment will approve all training for the Mental Health Staff.
- B. The institution's Supervising Psychologist or ADOC counterpart will provide all new mental health employees with copies of ADOC mental health ARs and provide individual or small group instruction in the implementation of these regulations as required by the ADOC Director of Treatment.

V. PROCEDURES

- A. After orientation and training is completed, an ADOC Form MH-005, New Staff Orientation, will be maintained in each mental health staff member's employee file.
- B. Before assuming job duties, all new mental health staff will receive an initial orientation covering their individual job description and the following:
 - 1. Organizational structure of the institution.
 - 2. Essential security information.
 - 3. Organizational structure of medical and mental health services.
 - 4. Tour of the institution.
 - 5. Security of identification badges, pagers and radios.
 - 6. Inmate-staff relationships.
 - 7. Confidentiality and "need to know" sharing of information.
- C. The institution's Supervising Psychologist or designee will provide **new contract mental health staff** with a copy of all the ADOC Mental Health ARs and provide individual/small group instruction in the implementation of these policies.
- D. The Warden or designee will provide **new ADOC mental health staff** with a copy of all the ADOC Mental Health ARs and provide individual/small group instruction in the implementation of these regulations.
- E. All full-time mental health staff will be required to attend ADOC in-service training or an alternative in-service training approved by the ADOC Director of Treatment. Part-time staff will be required to attend training, approved by the ADOC Director of Treatment, dealing with institutional regulations and security principles.
- F. All mental health staff will attend a specialized two-day mental health training within six weeks of employment. The training content will include at minimum:
 - 1. Understanding mental illness.
 - 2. Different types of mental illness.
 - 3. Effective management of inmates with serious mental illness.
 - 4. Crisis intervention strategies.

5. Confidentiality.
 6. Psychotropic medication.
 7. Treatment planning.
 8. ADOC Mental Health ARs with an in depth review of regulations related to mental health watches and the use of restraints for mental health reasons.
- G. Within six weeks of employment, Registered Nurses and Licensed Practical Nurses, who perform mental health duties, will attend a minimum of seven days of classroom training in mental health issues, to include a review of the ADOC ARs, psychotropic medication and medication education techniques. They will then spend a minimum of three days co-leading mental health nursing groups assisted by qualified staff.
- H. Within six weeks of employment, Activity Technicians will receive a minimum of five days of classroom training in mental health issues and a review of the ADOC ARs. They will then spend a minimum of five days of training in conducting mental health groups.
- I. New mental health staff will receive training and supervision from trained staff.
- J. Mental health staff will attend segments of annual ADOC in-service training as required by the ADOC Director of Treatment.

VI. DISPOSITION

Refer to AR 601, Mental Health Forms and Disposition.

VII. FORMS

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

ADOC Form MH-005, New Staff Orientation

VIII. SUPERCEDES


This AR supercedes AR447 dated December 20, 2001.

IX. PERFORMANCE

This AR is published under the authority of:

- A. The Bradley Agreement dated August 8, 2000.

- B. National Commission of Correctional Health on Correctional Health Care: Standards for Health Services in Prisons, 2003. (P-C-09)
- C. Code of Alabama 1975, Section 22-50-11.



Donal Campbell, Commissioner