



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: NALOXONE (NARCAN)
PROCEDURES UPDATE**

DATE: October 26, 2023

Bulletin# 2023-025

The San José Police Department has been issuing Naloxone (Narcan) to its Bureau of Field Operations personnel since 2019. The Department is authorized to do this under the Statewide Standing Order for Naloxone (Narcan) issued by the California Department of Health and California Civil Code section 1714.22.

Training Bulletin #2022-019 addressed the California Department of Health's training, documentation, and reporting requirements. The purpose of this training bulletin is to address the County of Santa Clara's training, documentation, and reporting requirements.

Policy and Procedure

Refer to the SJPD Intranasal Naloxone Policy and Procedure document included in this email and located on the Department's intranet site ([link](#)).

Training

All sworn Department members received First Aid/CPR/AED training, to include administration of opioid overdose medication, as part of their Peace Officer Standards and Training curriculum, either in the Academy or during Continuing Professional Training.

Additionally, the California Department of Public Health has provided a training video ([link](#)).

Documentation and Reporting

After administering Narcan and advising appropriate medical staff, the involved personnel or their supervisor shall document the incident in a General Offense report. In addition, the following documentation is required:

- County EMS Law Enforcement Naloxone Utilization Form #913. The form can be found using this [link](#) or in Appendix A of the SJPD Intranasal Naloxone Policy and Procedure. A QR code link for the form can also be found in Appendix A. After Form #913 is completed, it must be submitted to [REDACTED] within 4 days or 96 hours of the naloxone administration.

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- A brief email to [REDACTED] containing the following elements:
 - A synopsis of the event, including whether or not the dose resulted in a reversal (in a format similar to a Watch Commander Entry)
 - Involved officer's name and badge number
 - Case number
 - Date and time of event.
- Sergeant/Supervisor - The supervisor will ensure the report contains the needed information to meet applicable State and County reporting requirements. See bullet points above.



Anthony Mata
Chief of Police

AM:PH:JH