



CHAIRMAN'S MEMORANDUM

NO. 05-2011 November 15, 2011

TO: SHERIFFS, POLICE CHIEFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION, AND CORRECTIONAL HEALTH SERVICES ADMINISTRATORS

RE: REVISED SUICIDE PREVENTION SCREENING GUIDELINES AND UPDATED TRAINING CURRICULUM

The Commission of Correction, in cooperation with the Office of Mental Health's (OMH) Bureau of Institutional and Transitional Services and the Division of Criminal Justice Services, are pleased to announce that an updated training curriculum for Suicide Prevention in Jails and Police Lockups and a revised accompanying Suicide Prevention Screening Guidelines form (ADM 330) have been completed.

This training course will replace the current "Suicide Prevention & Crisis Intervention in County Jails and Police Lockups" training and its current four hour Refresher Program. A new refresher program will be forthcoming after implementation of the new basic program. Alternative training options, such as web based training, are currently being explored for delivery of a new Refresher Program.

What is the implementation date for the new form?

November 15, 2011: Any agency may begin using the revised Suicide Screening Guidelines dated (10/11) and all agencies should use it by 2013.

What is the implementation date for the new training?

The first new instructor development course will be held January 10 – 11, 2012 in Albany, NY. Additional new instructor development courses are tentatively scheduled as follows: February 2012 in Westchester County, May 2012 in Erie County, and October 2012 in Oneida County (Utica). Specific dates and times will be posted on the DCJS training calendar website and on the SCOC website when determined.

What if I am a current Suicide Prevention Instructor?

Current Suicide Prevention Instructors who have successfully completed the course since 2000 and have instructed suicide prevention classes may begin training the new curriculum immediately. In an effort to familiarize current suicide prevention instructors with the new curriculum updates, an orientation webinar is currently being developed and will be announced at a later date.

Instructors who have not taught suicide prevention within the last two years are strongly encouraged to attend the updated instructor course. All instructors who completed the training before 2000 will be required to attend a new instructor course.

What are the key changes to the training?

The training remains as an eight hour program delivered in five modules and intended for delivery with a mental health co-trainer. Based on information received from a survey sent out to jail administrators in 2011 by OMH, the content of the training was revised to include expanded material on mental illness, substance abuse, and suicides later in the course of incarceration. The training contains all-new lesson plans, DVD videos, Power Point slides, and student exercises.

Where do I acquire the new training material?

Each of the county jail facilities will be receiving a copy of the new training manuals from the Office of Mental Health.

The new training manuals are also available now through the Office of Mental Health by contacting: Maryann McNamara, Secretary, Division of Forensic Services, NYS Office of Mental Health (518) 473-1066.

New training manuals will also be provided to instructors who attend the Suicide Prevention Instructor Training Courses.

What are the key changes to the screening form?

- The box marked “Detainee showed serious psychiatric problems during prior incarceration” has been replaced with “*Does detainee have prior ADM 330 on file?*”. (Note: for facilities who use computerized screenings that automatically track this information this check box is not necessary)
- Question 6 regarding history of drug or alcohol use has highlighted “*Note drug and when last used*” to emphasize to officers the importance of knowing any substances the detainee may have in their system at the time of booking.

- Question 8 has been revised to read: “*Detainee expresses **EXTREME** embarrassment, shame, or feelings of humiliation as result of charge/incarceration. (i.e., Are you worried arrest/incarceration will cause embarrassment for self or family?) **If YES, notify supervisor.*** The emphasis on this question has been modified to identify detainees who appear or express an overwhelming amount of embarrassment due to their arrest or incarceration.
- Question 10 b. identifying a detainee’s history of prior suicide attempt as a high risk factor has been changed from the past 30 days to the past year. A review of current psychiatric literature conducted by OMH and a review of completed suicide cases by the Medical Review Board has identified that a prior history of suicide attempts is a strong indicator of someone who may be at risk for suicide.
- Question 15 has been revised to read “*Detainee is displaying unusual behaviors or is acting/talking in a strange manner (e.g., cannot focus attention; hearing or seeing things which are not there)*”
- Question 16b on the 4/01 version of the ADM 330 form which read: “*Detainee is incoherent or showing signs of withdrawal or mental illness*” has been revised and divided into two separate questions to be more specific. The revised form now reads Question 16b “*Detainee self-reports or is showing signs of withdrawal from drugs or alcohol*” and Question 16c “*Detainee is incoherent, disoriented, or showing signs of mental illness*”. A review of recent jail deaths by the Medical Review Board has shown an increase suicides related to drug and alcohol withdrawal. Questions 16 a,b, &c are specifically intended to help officers identify those inmates whose drug or alcohol use or withdrawal warrants immediate medical attention and that proper supervision is maintained until medical services can be obtained as set forth in 9 NYCRR §7010.2(c)(d), Health Services
- The area designated for medical/mental health personnel actions has been removed as this information is typically documented in the detainee’s medical or mental health record.
- A line for a supervisor’s signature has been added if the agency’s policy requires such.
- The printed form will now be produced in duplicate to reduce costs.

When are the new forms available?

The new ADM 330 Suicide Screening Guideline forms are available now through the OMH Print Shop at their website <https://www.omh.state.ny.us/omhweb/printshop/pscatalog.asp>, by fax order at (518) 473-2684, or through our link at the SCOC website www.scoc.state.ny.us.

A new electronic writable PDF version is also available (free of cost) for download and use at the SCOC website www.scoc.state.ny.us under **Forms** or by sending an e-mail to designcenter@omh.ny.gov.

For facilities that utilize computerized booking programs, contact your vendor for a program update. Notification of the form update will be sent to the major vendors regarding the form update.

If you have any questions regarding the new curriculum and revised Suicide Screening Guidelines you may contact Christopher Ost of the Commission's Forensic Medical Unit at (518) 485-2475.

If you have any questions regarding obtaining new materials or forms you may contact the Office of Mental Health, Division of Forensic Services at (518) 473-1066.

If you have any questions regarding the scheduling of training you may contact the DCJS Office of Public Safety at (518) 485 – 5304.

Thomas A. Beilein, Chairman