



KAY IVEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JOHN Q. HAMM  
COMMISSIONER

March 8, 2024

ADMINISTRATIVE REGULATION  
NUMBER

607

OPR: HEALTH SERVICES

## MENTAL HEALTH STAFF ORIENTATION

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the policies, procedures, and responsibilities for orienting new Vendor staff to working in a correctional setting.

### II. POLICY

It is the policy of the ADOC to ensure that the Vendor provides orientation and training to all new Vendor staff on correctional facility security, all applicable ADOC ARs, unique aspects of correctional mental health services, and individual job descriptions.

### III. DEFINITION(S) AND ACRONYM(S)

There are no definitions prescribed in this AR.

### IV. RESPONSIBILITIES

- A. The ADOC Director of Mental Health Services is responsible for ensuring oversight of the development of this AR.
- B. The Warden (or designee) at each facility is responsible for ensuring that all ADOC staff at that facility receive training on the implementation of this AR.
- C. The Vendor Mental Health Program Director is responsible for ensuring all new Vendor staff receives training on the implementation of this AR.

- D. The Vendor Health Services Administrator at each facility is responsible for ensuring all Vendor medical staff at that facility receiving training on the implementation of this AR.
- E. The Vendor Mental Health Site Administrator at each facility is responsible for ensuring that all Vendor mental health staff at that facility receiving training on the implementation of this AR.

V. **PROCEDURES**

- A. The Warden (or designee) at each facility will ensure that all newly hired Vendor staff at that facility receive an initial orientation before assuming job duties that covers at least the following:
  - 1. Organizational structure of that facility.
  - 2. Essential security information.
  - 3. Tour of that facility.
  - 4. Security of identification badges and assigned keys (if applicable) in accordance with AR 201, *Issue and Control of Employee Identification Cards*.
  - 5. Staff/inmate relationships in accordance with AR 318, *Staff/Inmate Relationships*.
  - 6. Inmate sexual abuse and harassment in accordance with AR 454, *Inmate Sexual Abuse and Harassment (Prison Rape Elimination Act [PREA])*.
- B. The Vendor Health Services Administrator and the Vendor Mental Health Site Administrator at each facility will both ensure that all newly hired Vendor staff at that facility receive an initial orientation within thirty (30) calendar days from the first date of employment that covers at least the following:
  - 1. Individual job descriptions.
  - 2. Organizational structure of medical and mental health services at that facility.
  - 3. Confidentiality in mental health services in accordance with AR 604, *Confidentiality in Mental Health Services*.
  - 4. Comprehensive Mental Health Training in accordance with AR 608, *Staff Training in Mental Health*.

- C. The Vendor Health Services Administrator and the Vendor Mental Health Site Administrator at each facility will both ensure that all Vendor staff at that facility complete ADOC Form MH-005, *Mental Health New Staff Orientation*, upon completing staff orientation and training that will be maintained in that individual's employee file.
- D. The Vendor Health Services Administrator and the Vendor Mental Health Site Administrator at each facility will file the completed ADOC Form MH-005, *Mental Health New Staff Orientation*, in the staff's employee file.
- E. The Vendor Health Services Administrator and the Vendor Mental Health Site Administrator at each facility will ensure that all Vendor staff at that facility attend ADOC New Support Training in accordance with AR 219, *Training*.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

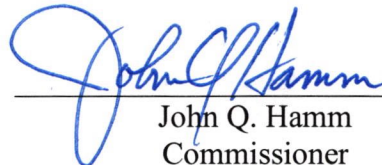
ADOC Form MH-005, *Mental Health New Staff Orientation*.

**VIII. SUPERSEDES**

This Administrative Regulation supersedes AR 607, *Mental Health Staff Orientation*, dated May 14, 2004, and any related changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*
- B. NATIONAL COMMISSION OF CORRECTIONAL HEALTH CARE, STANDARDS FOR MENTAL HEALTH SERVICES IN CORRECTIONAL FACILITIES (2015).
- C. NATIONAL COMMISSION OF CORRECTIONAL HEALTH CARE, STANDARDS FOR HEALTH SERVICES IN PRISONS (2018).

  
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John Q. Hamm  
Commissioner

Alabama Department of Corrections  
**MENTAL HEALTH NEW STAFF ORIENTATION**



|              |                  |                    |
|--------------|------------------|--------------------|
| <b>Name:</b> | <b>Position:</b> | <b>Date Hired:</b> |
|--------------|------------------|--------------------|

|  | Date Completed | Initials |
|--|----------------|----------|
| Mental Health New Staff Orientation to be completed within 30 days of hire date: |                |          |
| Completion of Employee File/Credential Verification                              |                |          |
| Review/Signature on Position Description   |                |          |
| Facility Tour  |                |          |
| ADOC Warden/Staff Division Introductions   |                |          |
| ADOC Facility Orientation/PREA   |                |          |
| ADOC Gender Responsive Training  |                |          |
| ADOC PREA Training   |                |          |
| ADOC Support Staff Training  |                |          |
| Provided and Reviewed Policy and Procedure Manual                                |                |          |
| AR 600 – Mental Health Services  |                |          |
| AR 601 – Mental Health Forms   |                |          |
| AR 602 – Mental Health Definitions and Acronyms                                  |                |          |
| AR 603 – Autonomy in Mental Health Decisions                                     |                |          |
| AR 604 – Confidentiality in Mental Health Services                               |                |          |
| AR 605 – Staff Participation in Forensic Evaluations                             |                |          |
| AR 606 – Mental Health Continuous Quality Improvement Program                    |                |          |
| AR 607 – Mental Health Staff Orientation   |                |          |
| AR 608 – Staff Training in Mental Health Services                                |                |          |
| AR 609 – Referral to Mental Health Services                                      |                |          |
| AR 610 – Reception Mental Health Screening                                       |                |          |
| AR 611 – Inmate Orientation to Mental Health Services                            |                |          |
| AR 612 – Reception Social History Assessment                                     |                |          |
| AR 613 – Mental Health Coding and SMI Designation                                |                |          |
| AR 614 – Intra-System Mental Health Transfers                                    |                |          |
| AR 615 – Psychiatric Evaluations   |                |          |
| AR 616 – Psychotropic Medication   |                |          |
| AR 617 – Psychotropic Medication Administration                                  |                |          |
| (AR 618 deleted)   |                |          |
| AR 619 – Psychotropic Medication and Heat-Related Illness                        |                |          |
| AR 620 – Emergency Administration of Psychotropic Medication                     |                |          |
| AR 621 – Involuntary Psychotropic Medication                                     |                |          |
| AR 622 – Treatment Planning  |                |          |
| AR 623 – Outpatient Mental Health Services                                       |                |          |
| (AR 624 deleted)   |                |          |
| AR 625 – Mental Health Services in Restrictive Housing Units                     |                |          |
| AR 626 – Mental Health Consultation to the Disciplinary Process                  |                |          |
| AR 627 - Mental Health Crisis Intervention                                       |                |          |
| AR 628 – Inmate Discharge Planning   |                |          |
| AR 629 – Inmate Suicide Prevention Program                                       |                |          |
| AR 630 – Suicide Watch   |                |          |
| AR 631 – Use of Clinical Restraints for Mental Health Purposes                   |                |          |
| AR 632 – Stabilization Unit  |                |          |
| AR 633 – Residential Treatment Unit  |                |          |
| AR 634 – Court-Ordered Mental Health Hospital-Level Care                         |                |          |
| AR 635 – Mental Health Documentation Format and Charting Guidelines              |                |          |
| AR 636 – Mental Health Services Reporting  |                |          |
| AR 637 – Gender Dysphoria  |                |          |
| AR 638 – Mental Health Observation   |                |          |
| (AR 639 deleted)   |                |          |
| AR 640 - Advanced Inpatient Mental Health Care                                   |                |          |
| AR 454 - Inmate Sexual Abuse and harassment (Prison Rape Elimination Act [PREA]) |                |          |
| AR 318 - Staff/Inmate Relationships  |                |          |
| AR 217- Dress Code   |                |          |
| Mental Health Comprehensive Training   |                |          |

ADOC Form MH-005  
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Disposition: Mental Health Site Administrator, Health Services Administrator



|  |  |  |
|--|--|--|
| Specialized Mental Health Training (If applicable) |  |  |
| RHU/Referral Training (Vendor Nurses)              |  |  |
| Suicide Risk Assessment Training                   |  |  |
| Safety Planning                                    |  |  |
| Mental Health Observer Training                    |  |  |
| Vendor PREA Training                               |  |  |
| Emergency Preparedness Training                    |  |  |
| Group Programming Training                         |  |  |

ADOC Form MH-005  
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Disposition: Mental Health Site Administrator, Health Services Administrator