



NEWARK POLICE DIVISION GENERAL ORDER



SUBJECT:

**OVERDOSE RESPONSE PROCEDURE - NASAL
NALOXONE (NARCAN®) USAGE AND REPORTING**

GENERAL ORDER NO.

14-03

SUPERSEDES:

G.O. 14-03 (Issued 3/29/2022)

DATED:

MARCH 7, 2023

RELATED POLICIES:

Hope One Newark (G.O. 18-11)

Training Standards (G.O. 18-28)

NJAG LE Directive 2014-2

ECPO Directive - Naloxone and Drug Overdose Reporting 2-27-20

I. PURPOSE

The purpose of this policy is to establish procedures governing the response to suspected opioid-induced overdose assignments and the use of nasal naloxone.

II. POLICY

It is the policy of the Newark Police Division (NPD) that sworn personnel who respond to suspected opioid-induced overdose assignments will be properly trained in administering nasal naloxone, and be proficient in reporting all fatal and non-fatal overdoses in accordance with [New Jersey Attorney General Law Enforcement Directive 2014-2](#) and Essex County Prosecutor's Office Directive titled "Naloxone (NARCAN) and Drug Overdose Reporting (ODFORM/ODMAP) dated February 27, 2020.

III. DEFINITIONS

- A. Nasal Naloxone: A chemical substance that counteracts the effects of opiates. Nasal naloxone, commonly known by the trademark name of NARCAN®, is administered as a spray into the nasal cavity. The objective of administering nasal naloxone by is to reduce the number of fatal opioid overdoses.
- B. Overdose Prevention Act: This Act provides legal protection in the form of immunity from arrest, prosecution, or conviction for the use or simple possession drug charge when a person, in good faith, seeks medical assistance for him/herself or for another. The immunity afforded under the statute applies only to those crimes and offenses that are specifically enumerated in N.J.S.A. 2C:35-30(a) (1-6) and 2C:35-31(a) (1-6).
- C. Narcan Liaison: An NPD Officer or Supervisor that is responsible for ensuring there is an adequate supply of naloxone kits to be deployed by trained personnel at a given command, precinct, unit or division.



NEWARK POLICE DIVISION GENERAL ORDER



IV. PROCEDURES AND RESPONSIBILITIES

A. TRAINING DIVISION

The Commander of the Training Division shall:

1. Ensure all Police Division sworn personnel are properly trained in administering nasal naloxone, the Overdose Prevention Act and the proper completion of all associated reporting including the [Overdose Detection Mapping Application Program \(ODMAP\)](#) system.
2. Ensure records are maintained indicating the date, time, location, and personnel that have been trained in accordance with General Order 18-28 Training Standards.
3. Ensure up to date training resources/references are available in PowerDMS (i.e., [videos](#) and [documents](#)).

B. PROPERTY AND EVIDENCE DIVISION

The Commander of the Property and Evidence Division shall:

1. Ensure an adequate supply of nasal naloxone is kept in stock and replenished with enough kits for proper and efficient deployment by Newark Police sworn personnel in coordination with Narcan Liaisons.
2. Ensure any nasal naloxone kit that is damaged or expired is properly recorded and discarded.
3. Accept reports from the Narcan Liaisons regarding the damage, depletion or expiration of the nasal naloxone supply.
4. Ensure the proper delivery, acceptance and storage of nasal naloxone kits.

C. OPERATIONS BUREAU

The Operations Bureau Chief shall ensure Precinct Commanders, Metro Division Commander, Special Operations Commander and the Community Focus Unit Commander designate personnel within their respective command to act as the Narcan Liaison. At the direction of the Division/Unit Commander, the Narcan Liaison shall:

1. Ensure all personnel in their Command are trained in the administering of nasal naloxone in coordination with the Training Division.
2. Coordinate with the Commander of the Property and Evidence Division to:



NEWARK POLICE DIVISION GENERAL ORDER



- a. ensure there is a sufficient supply of kits to be deployed by all trained personnel and;
 - b. replace damaged, deployed or expired kits.
3. Ensure personnel respond to all “725 – Drug Overdose Incident” calls for service, barring any unforeseen emergency that would justify a non-response.
 4. Ensure personnel properly document/report responses to suspected opioid-induced overdose assignments and the use of nasal naloxone in accordance with the tenets of this Order.

D. ADMINISTRATION DIVISION-FINANCE AND GRANTS UNIT

The Commander of the Administration Division shall:

1. Ensure that upon receipt of a directive from the Public Safety Director, the Finance and Grants Unit will purchase the requested amount of nasal naloxone kits.

E. COMMUNICATIONS DIVISION

The Commander of the Communications Division shall:

1. Ensure attempts are made to dispatch trained personnel to suspected opioid-induced overdose assignments coded as “725 – Drug Overdose Incident”.
2. Ensure Emergency Medical Services (EMS) is notified for every 725 – Drug Overdose Incident.
3. Ensure relevant incidents are re-coded to a “725 – Drug Overdose” if the original dispatch code is a “724 – Sick/Injured Person”.
4. Ensure that when a suspected opioid-induced overdose assignment is completed (e.g. naloxone is administered and all required reports are completed by the unit), the disposition code of “955 - Narcan Report Submitted” is utilized.

F. COMSTAT UNIT

1. The Commander of the COMSTAT Unit shall serve as the Overdose Detection Mapping Application Program (ODMAP) System Administrator/Coordinator.
2. The ODMAP coordinator shall verify that all fatal and non-fatal suspected opioid-induced overdose assignments, including non-fatal drug overdoses that involve a Narcan administration, are reported by NPD personnel using the ODMAP system within 24 hours.



NEWARK POLICE DIVISION GENERAL ORDER



V. REPORTING REQUIREMENTS

A. Records Management System (RMS)

1. Personnel that respond to a suspected opioid-induced overdose assignment and/or deploy nasal naloxone shall complete an Incident Report (DP1:802). At a minimum the incident report shall include the following information:
 - a. Victim's name, age, gender, and address;
 - b. Location (indicating inside a structure or outside);
 - c. Type of drug suspected;
 - d. Description of drug including stamp information and/or pill information.
 - e. The usage of nasal naloxone, number of doses administered and its effect;
 - f. Whether the incident was fatal or non-fatal;
 - g. Pronouncement time (where applicable);
 - h. Hospital name (if the victim was transported); and
 - i. EMS unit number.

B. OVERDOSE DETECTION MAPPING APPLICATION PROGRAM (ODMAP)

1. Personnel that respond to a suspected opioid-induced overdose assignment and/or deploy nasal naloxone **shall** utilize the [ODMAP system](#) to report **all suspected overdose cases** (fatal and non-fatal) **within 24 hours**.

All suspected opioid-induced overdose assignments shall be reported utilizing the ODMAP system, including those where:

- a. Victim was deceased upon arrival.
 - b. Naloxone was administered by a bystander.
 - c. Naloxone was not administered.
 - d. Naloxone was administered by EMS.
 - e. Naloxone was administered by NPD Personnel.
2. The ODMAP system captures:
 - a. incident location (can be captured by the address, or GPS coordinates)
 - b. case information, including:
 - i. age,
 - ii. gender,
 - iii. suspected drug (report all drugs suspected to be involved with the overdose, and any additional details of the overdose, if available),
 - iv. Include all stamp information and pill information.
 - v. Stamp information should include name of stamp, a description of any image(s) on the stamp and color of the stamp



NEWARK POLICE DIVISION GENERAL ORDER



- vi. Pill information should include pill shape, pill color, pill name (if known), and pill markings (describe text and/or images)
 - vii. multiple overdose victims,
 - viii. fatality and
 - ix. naloxone administration.
- c. Reporting Officer information.
- d. Additional notes and comments.
- i. Report all details of the incident in the narrative.
 - ii. For example, if no stamp or narcotic evidence is present at the scene, it is important to note what suspected drugs were used from information provided by victim or witness, as well as all details relating to the incident.
 - iii. Every attempt should be made to identify stamp/pill descriptors. If unknown or not available, please document this information as well. For example, “no stamps/paraphernalia found on scene”.
 - iv. This information shall mirror information captured in the incident report.
- e. Motor vehicle involvement.

VI. RESPONSIBILITY FOR COMPLIANCE

Supervisory and Command Officers are responsible for understanding, complying and ensuring compliance with this Order. Inadequacies on the part of operating personnel reflect directly on Supervisory and Command Staff Personnel.

VII. EFFECT OF THIS ORDER

This Order is effective immediately upon promulgation. Any previous Orders, Memoranda, Directives, or portions thereof that conflict with this Order are hereby rescinded.

By Order of:


FRITZ G. FRAGÉ
PUBLIC SAFETY DIRECTOR

OFFICE OF THE ESSEX COUNTY PROSECUTOR

THEODORE N. STEPHENS, II
ACTING ESSEX COUNTY PROSECUTOR

ESSEX COUNTY VETERANS COURTHOUSE, NEWARK, NEW JERSEY 07102

Tel: (973) 621-4700


Fax: (973) 621-5697



ROMESH C. SUKHDEO
ACTING FIRST ASSISTANT PROSECUTOR

MITCHELL G. McGUIRE III
ACTING CHIEF OF DETECTIVES

TO: ALL DIRECTORS AND CHIEFS OF POLICE IN ESSEX COUNTY

FROM: ACTING ESSEX COUNTY PROSECUTOR THEODORE N. STEPHENS, II 

DATE: FEBRUARY 27, 2020

SUBJECT: NALOXONE (NARCAN) AND DRUG OVERDOSE REPORTING (ODFORM / ODMAP)

THIS MEMORANDUM SUPERSEDES SECTION #2 ONLY OF PROSECUTOR MEMORANDUM # 06-2014, ISSUED ON DECEMBER 16, 2014 BY ACTING ESSEX COUNTY PROSECUTOR CAROLYN A. MURRAY.

BACKGROUND:

Essex County, as well as counties throughout the State of New Jersey, has seen an increase in heroin and opiate-related overdoses and deaths. Naloxone (Narcan) has been successful in treating overdoses of heroin and other opiates. In May of 2013, Governor Chris Christie signed into law, PL 2013 c.43, the Overdose Prevention Act. In 2014, a pilot program was launched in this State by the Attorney General's Office to train and equip police officers with Narcan for use when responding to overdoses. Providing prompt and immediate intervention to a person that has overdosed from heroin or other opiates is an important function and will represent a significant movement toward addressing the opiate epidemic and overdose deaths.

DIRECTIVE:

As Chief Law Enforcement Officer for Essex County, pursuant to the powers and authority granted to me by N.J.S.A. 2A:158-1 et seq., I hereby direct the following:

1. All law enforcement agencies operating in Essex County shall henceforth report all fatal and non-fatal drug overdoses, including non-fatal drug overdoses that involve a Narcan administration, on ODFORM and ODMAP within 24 hours of the law enforcement discovery of the overdose. Submission of the former "Naloxone Deployment Reporting Form" to the NJROIC and the Essex County Prosecutor's Office is no longer required.

Naloxone (Narcan) and Drug Overdose Reporting (ODFORM / ODMAP)
Page 2 of 2

2. ODFORM and ODMAP is an electronic online platform located at <https://odmap.hidta.org> provided to the State of New Jersey by the Washington / Baltimore High Intensity Drug Trafficking Areas (W/B HIDTA) and the New Jersey State Police Drug Monitoring Initiative (NJSP/DMI).
3. All law enforcement agencies operating in Essex County will name an agency ODFORM and ODMAP Coordinator. The name and contact information for that person shall be provided to Sergeant John Marcelli of the Essex County prosecutor's Office at John.Marcelli@njecpo.org or (973) 621-4216 by no later than March 6, 2020. If that position becomes vacant, a replacement shall be appointed within 48 hours of such vacancy and the Essex County Prosecutor's Office shall be alerted of the replacement at the same time.
4. The agency ODFORM and ODMAP Coordinator will ensure continued agency access to the ODFORM and ODMAP web-based reporting system and act as a liaison with the Essex County Prosecutor's Office ODFORM and ODMAP Coordinator and the NJSP/DMI.
5. The agency ODFORM and ODMAP Coordinator will ensure timely reporting of ODFORM and ODMAP data by their respective agency.
6. This directive shall be effective immediately.

HIDTA has available resources for reference and training concerning ODFORM and ODMAP located online at <http://www.hidta.org/odmap-training/>. Questions concerning this directive should be directed to Sergeant John Marcelli of the Essex County Prosecutor's Office, Intelligence Unit, who may be contacted at John.Marcelli@njecpo.org or (973) 621-4216 or the New Jersey State Police Drug Monitoring Initiative Unit at DMI@gw.njsp.org.