



POLICY DIRECTIVE

Policy:	DOC 4.5.52 MENTAL HEALTH MEDICATION SERVICES
Effective Date:	04/19/2021 Page 1 of 2
Revision Date(s):	04/24/2026
Department Director Signature:	/s/ Eric Strauss, Director
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

I. POLICY

The Department will ensure that mental health medications are clinically appropriate and provided in a timely, safe, and sufficient manner.

II. APPLICABILITY

All Department secure facilities.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. General Requirements

1. The responsible mental health authority will monitor medication services to identify and resolve causes of delay and discontinuity.
2. The responsible mental health clinician will determine prescribing practices for psychotropic medications in the facility.
3. Medications are prescribed only when clinically indicated.

B. Psychotropic Medications

1. Psychotropic medications are administered or delivered to the patient only on the order of an individual legally authorized to prescribe according to the requirements of the jurisdiction, such as a prescribing clinician.
2. Psychotropic medications are delivered in a timely fashion. Facilities must identify the expected time frames from ordering to delivery and have contingencies in place if delivery time frames cannot be met.
3. Offenders entering the facility on verifiable (for example, a prescription from a community provider) prescription medication continue to receive the medication in a timely fashion as prescribed, or acceptable alternate medications are provided as clinically indicated.

4. Offenders entering the facility with a prescription that cannot be verified should be evaluated by facility health staff or a prescribing clinician for the appropriateness of the prescription medication.
5. The prescribing clinician is notified of the impending expiration of an order so that the clinician can determine whether the drug administration is to be continued or altered.
6. Psychotropic and behavior modifying medications are not used for disciplinary purposes.
7. Health and custody staff are trained on the potential negative side effects of medications, particularly psychotropics.

V. CLOSING

Questions about this policy should be directed to the Health Services Bureau Chief.

VI. REFERENCES

- A. *MH-D-02; National Commission on Mental Health Services in Correctional Facilities, 2015*