

## ADMINISTRATIVE POLICY

### 1 Philosophy

1.1 It is the responsibility of OPTIONS staff members to supervise and treat persons exhibiting aberrant or maladaptive behaviors. These responsibilities include assessment of behaviors, development of a plan to treat the presenting behaviors, ongoing observation of aberrant behaviors, suggestions for modifications of the behavior plan, recognition of the wants, needs, and desires of persons served and the safety and well-being of all persons.

### 2 Calling law enforcement officers under the following conditions may be appropriate for OPTIONS staff:

2.1 When a person served leaves or walks away from the immediate supervision of an OPTIONS staff member without indicating where he or she is going and staff is unable to maintain line of sight supervision, the elopement protocols will be followed (See Elopement Policy #200.5.4).

2.2 It is understood that law enforcement officials have some discretionary power to resolve minor penal code violations without bringing formal charges. If a person commits a federal, state or local penal code violation, the police may be called for assistance. OPTIONS administrative back up on-call staff should be contacted prior to police involvement unless it is an emergency. In the event of an emergency, staff should contact 911.

2.3 If/when a person represents a danger to themselves and/or others.

2.4 If/when a person is in possession of an illegal substance, they may be asked to agree to a room search. If a room search is declined or ill advised staff will provide direct supervision until a plan is developed.

2.4.1 In the event of an illegal substance being found on OPTIONS property, the Program Director or back up on call Administrator will be contacted for further guidance. The police will be contacted to remove or dispose of any illegal substance.

2.4.2 If an illegal item has been retrieved/ surrendered, an Interdisciplinary Team meeting will be held to address the issue and circumstances.

### 3 Preparation for law enforcement officers:

3.1 Any time law enforcement officers are summoned, OPTIONS staff members will be prepared with the following information:

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- 3.1.1 Emergency information on the person served.
  - 3.1.2 Photo identification of the person(s) served involved in the incident.
  - 3.1.3 List of current medications, if any.
  - 3.1.4 A verbal action plan of what staff members expect the law enforcement officer(s) to do (e.g., take a report, press charges, notify Crisis Services, Mental Health, etc.)
- 4 The OPTIONS on-call Supervisor/Manager must be notified any time law enforcement officers are called and a Special Incident Report is to be written.

POLICY DATE: August 1996  
Revised: March 2004  
August 2007  
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