

Spring Grove Hospital Center
Police Department
Eloperments/Escapes/Emergency Petitions
(Companion Policy – SGHC Policy and Procedure Eloperment/Escaper)

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I. Purpose

To provide guidance and direction to the Spring Grove Hospital Center Police Officers, Security Officers, and Switchboard Operators on their duties and responsibilities involving Eloperments/Escapes, and Emergency Petitions.

II. Scope

This policy applies to all SGHC Police Officers, Security Officers, and Switchboard Operators.

II. Definitions

Eloperment- a *civilly admitted* individual's, (whether voluntary or non-voluntary), unauthorized absence from the facility (building or grounds) when he or she is considered a danger to him/herself or others, regardless of length of time of absence. The patient was admitted pursuant to Health General Title 7 (DDA) or Title 10 (MHA).

Elopee- a *civilly admitted* individual, (whether voluntary or non-voluntary), on the census roll of the facility who is absent from the facility without permission or who appears to be absent and cannot be located after a thorough search, or who has failed to return to the facility after an approved leave of absence.

Escaper- a *court committed* individual's unauthorized absence from the facility (building or grounds), regardless of length of time of absence. This includes individuals committed for evaluation or treatment pursuant to Criminal Procedure, Annotated. Code of Maryland, Title 3, or admitted on a hospital warrant.

Escaper- a *court committed* individual on the census roll of the facility who is absent from the facility without permission or who appears to be absent and cannot be located after a thorough search, or who has failed to returned to the facility after an approved leave of absence.

Eloperment precautions- measures taken to prevent those patients assessed as eloperment / escape risks from leaving the hospital.

Peace Officer: A sheriff, deputy sheriff, state police officer, county police officer, municipal or other local police officer, or a secret service agent of the U.S. Secret Service or Treasury Department authorized to exercise powers delegated under 18USL-3056 (HG10-620).

Repeat Eloper- An individual who has had two or more eloperments/escapes from the hospital.

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IV. Policy

It is the policy of the Spring Grove Hospital Police Department to prevent/deter elopements and escapes. When elopements and / or escapes do occur, all components of the SGHC Police Department will work in tandem with the SGHC medical staff, and allied law enforcement agencies to document the event, as well as locate, and recover the patient as soon as reasonably possible. The SGHC Police Department will assist in making all necessary notifications to the appropriate individuals and agencies. The SGHC Police Department will work with allied agencies throughout the course of the investigations, search and recovery of the patients, elopers and/or escapees.

Initial Notification/Switchboard Operators

Upon notification of an elopement or escape, the SGHC **Switchboard Operator will obtain** as much information from the reporting person, including the reporting person's:

1. name;
2. work location;
3. call back number;
4. name of the patient;
5. physical description;
6. clothing; and
7. time of day the person was first notice missing, eloped, or escaped.

The **Switchboard Operator will notify** all on duty SGHC Police and security personnel of the elopement / escape. A complete description of the patient, their clothing, along with the individual's name, **will be broadcast** to all of the police and security personnel.

To help expedite the investigation, search and recovery of the patient, **the Switchboard Operator will;**

1. call the Admissions office and request that a photograph of the patient be made immediately available, for the SGHC-Police Department.
2. after normal business hours the Switchboard Operator will call the patient's unit and request a copy of the patient's photograph be provided to the police.
3. dispatch a police officer to the unit to investigate the elopement.
4. dispatch a police officer or security officer to recover the photograph and bring it to the SGHC-Police Department.
5. request that the patients' photograph be sent to one of the Operator's DHMH email accounts.

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6. forward the photograph to the Maryland State Police and Baltimore County and allied law enforcement agencies, when it is a *Court Ordered-Forensic Patient or a patient deemed as a critical missing person by the SGHC Police*
7. pull/obtain the patient's Description Data sheet and provide that information to the SGHC Police Officers and allied agencies
8. Check the Structured Query Language Program (SQL). The (HMIS) system may be used if the (SQL) is unavailable, or call the Forensic Unit and/or the unit that the patient escaped from and obtain the patient's last recorded legal status.
9. notify any victims or witnesses on the Victim Information Everyday Program (VINE) notification list.
10. document the calls and all attempts made to contact the victim/witnesses, and any messages left on voicemail.

Additional Notifications:

If the elopers/escapees are Court Ordered Patients, or were being held on a detainer, the Spring Grove Hospital Center Police are required to notify the appropriate authorities in the criminal justice system. **The SGHC Police will notify the Maryland State Police's Golden Ring Barrack within ten (10) minutes (from the time the SGHC Policed have been notified) of an elopement and/or an escape has occurred.** The ten (10) minute period will start from the time the Switchboard Operator and/or Police Officer is notified of the elopement/escape.

The law enforcement agencies will be called in the following descending order:

1. Baltimore County Police Department
2. University of Maryland – Baltimore County Campus PD
3. Baltimore City Police Department
4. Anne Arundel County Police Department
5. Howard County Police Department
6. Catonsville Community College Police Department
7. The law enforcement agency from the jurisdiction the patient is affiliated with.

The SGHC **Watch Commander** or in the absence of the **Senior on Duty Police Officer**, will ensure that all notifications are made in compliance with this policy/directive and the **Elopement/Escape Matrix (see page 9 and 10)**. The

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Switchboard Operator and/or Police Officer only need the basic information for the initial notification to law enforcement; a follow up call can be made later with more detailed information. That information would consist of the information on the Patient's Physical Description Form (*Appendix "C"*) and the patient's:

- clothing description that they had on at the time of the elopement/escape;
- date and time of the elopement/escape;
- legal status;
- knowledge of any active detainers;
- knowledge of any active criminal.

The Patient's Unit should be able to forward or fax a copy of the patient's "Physical Description" card, (*Appendix "C"*) over to the Switchboard Operator within a few minutes of reporting the elopement/escape.

The SGHC Police and Switchboard Operators will review and follow the Elopement/Escape Matrix and protocols.

The SGHC Police will verify the patient's legal status, obtain the necessary information from the Structured Query Language (SQL) database, if (SQL) is unavailable the Officer will defer to the Health Management Information System (HMIS), then the Forensic Unit and or the patient's unit.

V. When a court-ordered patient has escaped, the Spring Grove Hospital Center Switchboard Operator will immediately:

- a. **within ten (10) minutes** notify by telephone the State Police – Golden Ring Barrack and local law enforcement agencies in the descending order as listed
- b. the Switchboard Operators should be prepared to provide information on the patient's physical description, current legal status, as well as any clinical or legal concerns.
- c. notify any victims or witnesses on the Victim Information Notification Everyday Program (VINE) notifications list.
- d. will document the calls, and all attempts that were taken to contact the victim/witness (es), and any messages that were left on their voicemail.

SGHC Police Officers:

- a. will verify that all law enforcement notifications are made.
- b. will verify that the Switchboard Operator made the proper notifications to the victims or witnesses on the Victim Information Notification Everyday Program (VINE) notification list.

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- c. will respond to the unit and collect information for the police report and notifications for allied law enforcement agencies.
- d. will conduct a thorough search for the patient to include the hospital campus, residential areas, local businesses, bus stops, and public transportation.
- e. will apply for and obtain an arrest warrant for the individual's escape.
- f. will ensure the escape and suspect's information is entered into NCIC /METERS/ MILES and CJIS.
- g. will notify by telephone, the Detention Center from which the individual was admitted, as well as the local police in the jurisdiction of the court in which the individual's criminal charges are pending, if the patient has a detainer.
- h. will apply for and attempt to obtain a subpoena for the Spring Grove Hospital Center's medical records to assist in the investigation.
- i. conduct a criminal history check to determine if there is a threat to the public's safety and to obtain leads in the investigation.
- j. assign an officer to work with / assist the Maryland State Police with the investigation.
- k. complete all police reports.
- l. Complete the SGHC Police Department's Missing Person/Escape Information Sheet (*Appendix "E"*) and fax to the Maryland State Police, Duty Officer at the Golden Ring Barrack.

VI. SGHC-Police Officers/Security Services.

The SGHC Police Department and the SGHC staff will implement Phase I, Phase II and Phase III of the search as required, consistent with, and as outlined **SGHC Policy 040391 (Elopement/Escape)**.

A SGHC-Police Officer should be dispatched to check all access roads to/from the Hospital and check Frederick and Wilkins Avenue.

VII. Requesting Assistance from Maryland State Police in Location of the Elopee / Escapee:

Reporting Elopee to State Police:

1. When a patient has not been found, or when it has been confirmed that the patient has left the hospital grounds without permission, the SGHC Police *may request assistance from the Maryland State Police in* locating the patient.
2. Prior to notification of the State Police, an accurate determination of the patient's current admission legal status must be made via (SQL), (HMIS) or the charge nurse through a check of the admission status documents (certificates, voluntary treatment agreement, court documents, etc.) and the legal status form in the patient's chart.

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3. If the patient is admitted with a detainer, Not Criminally Responsible (NCR), or committed as Incompetent to Stand Trial (IST), the State Police must be notified within ten (10) minutes, as the patient is an escapee under the criminal code. The SGHC Police will fax pertinent information to the State Police and notify the following law enforcements in the following descending order:
 1. Baltimore County Police Department;
 2. University of Maryland –Baltimore County Campus PD;
 3. Maryland State Police-Golden Ring Barrack;
 4. Baltimore City Police Department;
 5. Anne Arundel County Police Department;
 6. Howard County Police Department;
 7. Catonsville Community College Police Department;
 8. the law enforcement agency from the jurisdiction the patient is affiliated with.

4. If the patient is admitted with Certificates or as a voluntary admission, SGHC Police may notify the State Police to request their assistance when needed, for example, if the eloped patient might present a danger to themselves or the community.

Procedure for Returning Eloper Located Off Hospital Grounds:

A. Within State:

1. Under certain circumstances, as specified by law and by hospital police policy, SGHC Police have the authority to return certain court-ordered or certified patients to the hospital against the patient's will. (**Note: other staff members do not have this authority.**) Therefore, if the unit staff are notified that an eloped patient has been located, the SGHC Police must be notified. As necessary, they will return patient back to the hospital.

2. A patient on a voluntary commitment status can be encouraged to return to the hospital (see #3 below). SGHC Police should assure that the State Police have been notified, and monitored to the degree that is possible, to take whatever steps are necessary and appropriate within their abilities to assure patient and community safety until help arrives or until an emergency petition can be executed.

3. If the patient is on a voluntary status, any individual with reason to believe that the patient is dangerous and that there is a danger of the patient doing bodily harm to self and/or others, may prepare a petition for emergency.

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4. If the peace officer observes the “dangerous behavior” the peace officer may complete the petition and take the evaluee into immediate custody. An emergency petition filed by a physician or psychologist may be executed without review by the court. When an emergency petition is prepared, it is submitted to the hospital police for handling and execution.
5. It is the duty of the SGHC Police Chief and Central Nursing Office to maintain an available supply of emergency petition forms at all times.
6. If a patient who is Court Ordered for an inpatient evaluation escapes, the Office of the State’s Attorney should be immediately notified by Forensic Services (refer to Section IV #2). However, if one believes the eloper is dangerous, and emergency petition should be completed.

B. Out of State (Interstate Compact Agreement):

The Interstate Compact Agreement is an agreement between states whereby an individual in need of further inpatient treatment at a psychiatric facility can be transferred to another state. (Note: not all states are signators of this compact.)

When a party outside the State calls to report that an eloper is being held at their facility, the person calling should be advised to contact the Superintendent’s Office. The Superintendent’s Office will take the pertinent information and contact the designated coordinator at the Mental Hygiene Administration.

1. Under no conditions shall a patient be involuntarily transported by hospital personnel from any area outside the borders of the State of Maryland until the hospital personnel have been so authorized by the Mental Hygiene Administration Coordinator of the Interstate Compact, and the hospital Superintendent, or designee.
2. The SGHC Police Investigator at the direction of the SGHC Police Chief will contact the Baltimore County State’s Attorney’s Office and request a Governor’s Warrant to return a patient that has escaped.
3. The SGHC Police Department will work with the Maryland State Police to coordinate the patient’s return.

VIII. Emergency Petitions:

The Spring Grove Hospital Police Officers may take a patient into custody and complete an Emergency Petition (*Appendix “D”*) when they observe an individual’s behavior and believe that the individual is an endangerment to themselves or others.

In most situations the Spring Grove Hospital Center staff will complete an Emergency Petition and contact the SGHC Police Department to have it served.

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The SGHC staff will complete the front page of the Emergency Petition. The SGHC Police Officer will complete Form CC-DC 14. The SGHC Police Officer will ensure that the petitioner has inserted the date, time, their license number, and signed on the signature line. The SGHC Police Officer will read the last line on the form to the petitioner, date, sign, and complete the form. Once this officer has signed the document, it becomes a live document and may be served.

IX. Juveniles: (Additional Requirements)

Juvenile warrants may be obtained during normal work days / hours by contacting the Juvenile Intake Officer at 410-332-0970.

Juvenile warrants may be obtained after hours on weekends, and holidays, by contacting the Juvenile Intake Officer at 1-877-404-3724.

Juvenile warrants will be entered into METERS.

See attached check List for Police Officers and Switchboard Operators

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Status	Definition	Actions
<p>Voluntary Commitment With or without conditions</p> <p><i>* (SGHC Police Officers must confer with the patient's doctor or member of the treatment team to determine if the patient is dangerous to himself or others.)</i></p> <p><i>**Should the patient violate the conditional release agreement with the court, the CFAP (Community Forensic Aftercare Program) will apply for a Hospital Warrant for the patient.</i></p>	<p>Patient has signed in and is at SGHC on a voluntary basis.</p>	<p>SGHC will take a police report for an elopement. Notifications to the SGHC Police Chief and the SGHC Police Department's Executive Officer. <u>HIPAA regulations may prohibit notifications to the other law enforcement and governmental agencies. SGHC PD Officer must ask the clinical team if the patient is a Danger to themselves or others.</u></p> <p>Recovery Efforts: (1) If the medical/clinical staff wants the patient recovered, they must complete an emergency petition and then the SGHC Police may notify the other allied agencies to assist with recovery. <u>If SGHC staff complete an emergency petition, MSP and allied police agencies will be notified and the patient may be recovered under the emergency petition.</u> (2) <u>Without an Emergency Petition,</u> SGHC Police Officers will immediately search the SGHC campus and surrounding communities and business districts in an effort to locate the patient. The SGHC Police and staff may try to convince the patient to return but <u>cannot compel the patient to return without an emergency petition.</u> (3) <u>The SGHC may take the patient into custody if the patient engaged in activities that are a danger to themselves or others,</u> but the officer must complete an emergency petition immediately there after and return him to SGHC for evaluation. (4) <u>MSP assistance may be requested for assistance if the eloped patient might present a danger to themselves or the community.</u></p>
<p>Involuntary Civil Commitment</p> <p><i>* (In most cases the patients will be considered a danger to themselves or others and allied police agencies will be notified in most incidents.)</i></p>	<p>Certified & retained by a hearing officer, legally may be determined dangerous because they meet the criteria for commitment, (which includes dangerousness). There is a possibility that a patient in this category may not be dangerous because, they recently may have become non-dangerous.</p>	<p>SGHC Police will take a police report for an elopement. Notifications to the SGHC Police Chief and the SGHC Police Department's Executive Officer. <u>HIPAA regulations may prohibit notifications to other law enforcement and governmental agencies.</u></p> <p>Recovery Efforts: (1) if the <u>SGHC medical/clinical staff want the patient recovered they must complete an emergency petition</u> and then the <u>SGHC Police may notify the other allied agencies to assist with recovery.</u> If <u>SGHC staff complete an emergency petition, MSP and allied police agencies will be notified</u> and <u>the patient may be recovered under the emergency petition.</u> (2) SGHC Police will immediately search the SGHC campus, surrounding communities, and business districts in an effort to locate the patient. <u>SGHC Police and staff may try to convince the patient to return but cannot compel the patient to return without an emergency petition.</u> (3) <u>MSP assistance may be requested for assistance if the eloped patient might present a danger to themselves or the community</u></p>

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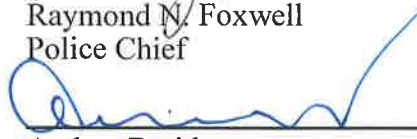
<p>Observation Status (Involuntary patients)</p> <p><i>*SGHC Police needs to contact the patients' psychiatrist, if the psychiatrist officially goes on record as saying the patient is not dangerous recovery efforts will be limited to encouraging the patient to return. If the patient is determined to be a danger, MSP and allied law enforcement agencies must be notified.)</i></p>	<p>Civilly committed, by at least (2) individuals that are authorized by the State, but the individual has not had an involuntary commitment hearing yet and the SGHC may not have completed their evaluation as of yet.</p>	<p>SGHC Police will take a police report for an elopement. Notifications to the SGHC Chief of Police and the SGHC Police Department's Executive Officer. <u>HIPPA regulations may prohibit notifications to other law enforcement and governmental agencies.</u></p> <p>Recovery Efforts: (1) If the <u>SGHC medical/clinical staff want the patient recovered they must complete an emergency petition</u> and then the <u>SGHC Police may notify the other allied agencies to assist with recovery.</u> If SGHC <u>staff complete an emergency petition, MSP and allied police agencies will be notified</u> and the patient may be recovered under the emergency petition. (2) SGHC Police will immediately search the SGHC campus, surrounding communities, and business districts in an effort to locate the patient. <u>SGHC Police and staff may try to convince the patient to return but cannot compel the patient to return without an emergency petition.</u></p>
<p>Court Ordered Patients (Forensic Patients)</p> <p>*****Urgent***** <i>MSP-Golden Ring Barrack must be notified within (10) minutes from the time it was reported to the Spring Grove Hospital Center Police Department/Switchboard</i></p>	<p>Patients which have been court ordered to the SGHC for evaluation and/or treatment.</p> <p>Patient that have a detainer file against them. Not Criminally Responsible (NCR) or committed as incompetent to stand trial.</p>	<p>SGHC Police will take a police report for an escape and take the appropriate actions to recover the patient. Notifications to the SGHC Chief of Police and the SGHC Police Department's Executive Officer.</p> <p>Recovery Efforts:</p> <ul style="list-style-type: none"> ➤ Verify patient's legal status. ➤ Verify if patient is a danger to self or others, or not. ➤ Verify Hospital privilege level. ➤ Search the campus, neighborhoods and business districts. ➤ Notify MSP, Baltimore County PD, Baltimore City PD, Howard County PD and Anne Arundel County PD. ➤ Notify the fugitive/Warrant Squad in the jurisdiction that the court order was issued. ➤ Obtain a Subpoena for hospital records ➤ Obtain a photograph of the patient ➤ Obtain a copy of the patient's Physical Description Form sheet. ➤ Conduct an investigation into the location and recovery of the patient. ➤ Obtain a warrant for escape. ➤ Enter the warrant into NCIC. ➤ Send out a teletype through Meters and MCAC ➤ Apply for a Governor's Warrant, if the patient leaves the State. <p>SGHC Police will search for the patient, if the patient is not recovered within (30) minutes a police officer will be assigned to apply for an arrest warrant for the patient and contact the State's Attorney's Office for a subpoena for SGHC records that may assist in the recovery of the patient.</p>

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Approved by:



Raymond N. Foxwell 10/17/13
Police Chief Date



Andrea Braid 10/17/13
COO/Assistant Superintendent Date

RNF/tb

Implementation date: October 18, 2013

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SWITCHBOARD OPERATOR CHECK LIST
ELOPERMENTS/ESCAPES – APPENDIX “A” – (1)

I. Internal Notification Requirements:

1. Police and Security via radio, cellular communications, or landline.
2. Police Chief
3. SGHC Police Executive Officer
4. SGHC Police Investigative Officer
5. SGHC Assistant Superintendent
6. SGHC Superintendent
7. Chief of Clinical Operations
8. Clinical Director

II. External Notification Requirements:

1. Maryland State Police-Golden Ring Barrack (within 10 minutes);
2. Baltimore County Police Department;
3. University of Maryland –Baltimore County Campus PD;
4. Baltimore City Police Department;
5. Anne Arundel County Police Department;
6. Howard County Police Department;
7. Catonsville Community College Police Department;
8. The law enforcement agency from the jurisdiction the patient is affiliated with.

III. Duties:

1. Broadcast the elopement over the radio to the SGHC Police and Security Officers.
2. Dispatch a police officer to the unit to investigate the incident.
3. Dispatch police and security to search the campus, residential areas, business districts, bus stops and public transportation.
4. Call the Admissions Office and request a photograph of the patient be made immediately available, for the SGHC-Police Department and sent via email if possible.
5. Call the patient’s unit and request that a copy of the patient’s photograph is provided to the police.
6. Dispatch a police officer or security officer to recover the photograph and bring it to the SGHC Police Department.

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SWITCHBOARD OPERATOR CHECK LIST
ELOPEMENTS/ESCAPES – APPENDIX “A”- (2)

7. Call the patient’s units if it is after normal business hours and that the patients’ photograph be sent to one of the operator’s DHMH email accounts.
8. Forward the photograph to the Maryland State Police and Baltimore County Police and allied law enforcement agencies, when it involves the escape of a **Court Ordered –Forensic Patient.**
9. Pull /obtain the Patient’s Description Data sheet and provide that information to the SGHC Police Officers and allied police agencies.
10. Have a SGHC Police Officer check the Structured Query Language (SQL) database. The Officer’s may use the Hospital Management Information System, if (SQL) is unavailable or call the Forensic Unit and/ or the unit that the patient escaped from and obtain the patients’ last recorded legal status for the reporting officer;
11. Notify any victims or witnesses on the Victim Information Everyday Program (VINE) notification list.
12. Document all communications, notifications, search and recovery efforts made regarding the elopement/escape.

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SGHC POLICE AND SECURITY OFFICERS' CHECK LIST – APPENDIX “B”

SGHC Police/Security Officers:

- a. respond to the patient's units to investigate and collect information for the report and notifications.
- b. will search the campus, all access roads (Frederick and Wilkens) in the immediate proximity to SGHC residential areas, businesses district, bus stops and public transportations to include
 - 1. all access roads to/from the Hospital, including Frederick and Wilkins Avenue;
 - 2. businesses along Frederick, Bloomsbury, and Mellor Road;
 - 3. bus stops and public transportation facilities in the immediate area;
 - 4. residential areas in the immediate proximity to the hospital.
- c. SGHC Police will verify the eloper/escapee's legal status through (SQL), the officer's may us (HMIS) if (SQL) is unavailable. In the absence of (SQL) and HMIS, officers will check with the Admissions/Forensic Unit or the patient's unit to verify their legal status.
- d. will verify that all law enforcement notifications are made.
- e. will verify that the Switchboard Operator made the proper notifications to the victims or witnesses on the Victim Information Notification Everyday Program (VINE) notification list.
- f. will verify that all internal and external notifications have been made.
- g. will apply for and obtain an arrest warrant for the individual's escape.
- h. will ensure the escape and suspect's information is entered into NCIC/METERS/MILES and CJIS.
- i. will notify by telephone, the Detention Center from which the individual was admitted, as well as the local police in the jurisdiction of the court in which the individual's criminal charges are pending, if the patient has a detainer.
- j. will apply for and attempt to obtain a subpoena for the Spring Grove Hospital Center's medical records to assist in the investigation.
- k. conduct a criminal history check to determine if there is a threat to the public's safety and to obtain leads in the investigation.
- l. assign an officer to work with /assist the Maryland State Police with the investigation.
- m. prepare a complete and thorough police report.
- n. prepare a preliminary summary of events to the SGHC Police Chief.

Police Officers/Security Services:

- The SGHC Police Department and the SGHC staff will implement Phase I, Phase II, and Phase III of the search as required, consistent with, and as outlined **SGHC Policy 040391 (Eloperment/Escape)**.

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Appendix "C"

PHYSICAL DESCRIPTION

**LD.
Photo**

Last: _____ **First:** _____ **Mi:** _____

Street Address: _____

City/County: _____ **Zip:** _____ **Ward:** _____

D.O.B.: _____ **Sex:** _____ **Race:** _____

Complexion: _____ **Ears:** _____

Build: _____ **Amputations:** _____

Facial Oddities: _____ **Deformities:** _____

Walk: _____ **Teeth:** _____

Eyebrows: _____ **Facial Scars:** _____

Eye Color: _____ **Body Scars:** _____

Eye Defects: _____ **Voice Tone:** _____

Glasses: _____ **Types of Speech:** _____

Facial Hair: _____ **Accent:** _____

Facial Shape: _____ **Speech Oddities:** _____

Nose Shape: _____ **Tattoo, Where:** _____

Hair Color: _____ **Tattoo, Type:** _____

Hair Type: _____ **Blood Type:** _____

Hair Length: _____

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Appendix "D" - (1)



CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____
City/County

Located at _____ Case No. _____
Court Address

In the Matter of _____

PETITION FOR EMERGENCY EVALUATION
(Maryland Code, Health-General Article § 10-620 et seq.)

The Petitioner, _____, requests that this Court order an
Name of Petitioner
emergency evaluation of _____ and
Name of Person to be evaluated (Evaluee)

in support of this Petition states as follows:

1. Petitioner: Address _____
Cell Phone/Pager # _____ Home Phone _____ Work Phone _____
Relationship to or interest in evaluee _____
2. Evaluee: Address _____ DOB _____
Sex _____ Race _____ Ht. _____ Wt. _____ Hair _____ Eyes _____ Complexion _____
Driver's License No. _____ Other _____
3. If not Petitioner, name of spouse, child, parent, or other relative, or other individual interested in the evaluee:
Name _____ Relationship _____
Address _____
Home Phone _____ Work Phone _____
4. A petition for emergency evaluation of the evaluee was filed previously on _____
and was granted denied. Date(s) _____
5. The evaluee has been hospitalized in the past at the following facilities:

When	Where	Diagnosis
_____	_____	_____
_____	_____	_____
6. The evaluee currently is receiving psychiatric treatment from:

Name	Address	Phone
_____	_____	_____
_____	_____	_____
7. The evaluee has been prescribed the following medication for his/her mental disorder: _____
8. The evaluee is is not taking the medication as prescribed OR I do not know whether the evaluee is taking medication as prescribed.
9. The evaluee is demonstrating the following behavior that leads me to conclude that he/she currently has a mental disorder: _____
10. The evaluee presents a danger to the life or safety of the evaluee or others because: _____
(Attach additional sheet if necessary)
11. The evaluee has access to the following firearms/weapons: _____
(Attach additional sheet if necessary)

I hereby certify and declare under the penalties of perjury that the matters and facts stated in this Petition are true to the best of my knowledge, information, and belief.

Date Petitioner

TO THE PETITIONER: You may be required to appear before the Court. If an evaluation is ordered, it would be helpful if you could accompany the evaluee to the emergency facility and provide facility authorities with all information that is pertinent to this Petition. A petitioner who, in good faith and with reasonable grounds, submits or completes the petition for emergency evaluation is not civilly or criminally liable for submitting or completing the petition.

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Appendix "D" - (2)

ENDORSEMENT AND ORDER

In the matter of the emergency evaluation of _____
(Case No _____), the Petitioner having presented to the Court and the Court having reviewed the Petition and considered all pertinent data presented, the Court:

- Finds probable cause to believe that the named individual (evaluee) has shown the symptoms of a mental disorder and presents a danger to the life or safety of the evaluatee or others and, therefore, ORDERS that any peace officer take into custody and transport the evaluatee to the nearest emergency facility, for examination by a physician within six hours after arrival at the facility and, if in the physician's opinion necessary, for emergency care and treatment; provided that the facility may not keep the evaluatee for more than 30 hours under this Order but is not precluded from voluntary or involuntary admission in accordance with Maryland Code, Health-General Article.
- Denies the Petition, finding no probable cause.

_____ Date

_____ Judge

Maryland Code, Health-General Article §§ 10-622 and 10-624 provide as follows:

A. Duties of Peace Officer

1. **Caution to Petitioner.** A peace officer shall explain to a physician, psychologist, clinical social worker, licensed clinical professional counselor, clinical nurse specialist in psychiatric and mental health nursing, psychiatric nurse practitioner, a licensed clinical marriage and family therapist, or a health officer or designee of a health officer, who presents a petition to the peace officer:
 - a. the serious nature of the petition; and
 - b. the meaning and content of the petition.
2. **Delivery to Facility.** A peace officer shall take an evaluatee to the nearest emergency facility if the officer has a petition that:
 - a. has been endorsed by a court within the last 5 days; or
 - b. is signed and submitted by a physician, psychologist, clinical social worker, licensed clinical professional counselor, clinical nurse specialist in psychiatric and mental health nursing, psychiatric nurse practitioner, a licensed clinical marriage and family therapist, or a health officer or designee of a health officer, or peace officer.
3. **Documentation of Delivery.** A peace officer shall complete a Return of Service by Peace Officer form (CC-DC 27) and have an agent for the emergency facility sign the form.
4. **Remaining with Evaluatee.**
 - a. After a peace officer takes an evaluatee to an emergency facility, the officer need not stay unless, because the evaluatee is violent, a physician asks the officer's supervisor to have the officer stay.
 - b. A peace officer shall stay until the officer's supervisor responds to the request for assistance.
5. **Return of Service.** A peace officer shall file a completed return of service with the Court issuing the Endorsement and Order immediately after an evaluatee is delivered to an emergency facility or immediately after expiration of the five-day period for taking the evaluatee into custody.

B Duty of Supervisor. A supervisor shall allow a peace officer to stay with a violent evaluatee.

C. Duties of Emergency Facility

1. **Documentation of Delivery.** An agent of the emergency facility shall sign the Return of Service by Peace Officer form completed by a peace officer transporting an evaluatee to the facility.
2. **Examination.** If a physician asks that a peace officer stay, a physician shall examine the evaluatee as promptly as possible to determine whether the evaluatee meets the requirements for involuntary admission. In any event, a physician shall examine an evaluatee within six (6) hours after an officer brings the evaluatee to the facility.
3. **Release or Admission.** Promptly after an examination, an evaluatee shall be released unless the evaluatee:
 - a. asks for voluntary admission; or
 - b. meets the requirements for involuntary admission.
4. **Detention Period.** An emergency evaluatee may not be kept at an emergency facility for more than thirty (30) hours.

**Spring Grove Hospital Center
Police Department
Elopements/Escapes/Emergency Petitions**
(Companion Policy – SGHC Policy and Procedure Elopement/Escape)

Appendix "D" - (3)

CERTIFICATION BY PEACE OFFICER

I am a sheriff, deputy sheriff, State police officer, county police officer, municipal or other local police officer, or Secret Service agent who is a sworn special agent of the United States Secret Service or Department of Homeland Security authorized to exercise powers delegated under 18 U.S.C. § 3056.

As to _____ (evaluatee), I have personally observed the evaluatee or evaluatee's behavior and, based on the observation or other information, have reason to believe that the evaluatee has a mental disorder and presents a danger to the life or safety of the evaluatee or others. Pursuant to Maryland Code, Health-General Article § 10-622, I have transported the evaluatee to _____ (emergency facility) for evaluation.

Date and Time

Peace Officer

Department

I.D. No.

**CERTIFICATIONS BY
OTHER PERSON QUALIFIED UNDER HG § 10-622 AND PEACE OFFICER**

I am a physician, psychologist, clinical social worker, licensed clinical professional counselor, clinical nurse specialist in psychiatric and mental health nursing, psychiatric nurse practitioner, a licensed clinical marriage and family therapist, health officer or designee of a health officer. I have examined _____ (evaluatee). Based on the examination or other information, I have reason to believe that the evaluatee has a mental disorder and presents a danger to the life or safety of the evaluatee or others and, in accordance with Maryland Code, Health-General Article § 10-622, have completed the attached Petition for Emergency Evaluation and have requested a peace officer to take into custody and transport the evaluatee to the nearest emergency facility for evaluation by a physician. The peace officer explained to me the serious nature, meaning, and content of the petition and I asked the officer to proceed.

Date and Time

Physician or other Qualified Person under HG § 10-622

License No.

I have explained to the Petitioner the serious nature of the petition and the meaning and content of the petition.

Date

Peace Officer

Department

I.D. No.

**Spring Grove Hospital Center
Police Department
Elolements/Escapes/Emergency Petitions**
(Companion Policy – SGHC Policy and Procedure Elopement/Escape)

Appendix "D" - (4)



CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____
City/County

Located at _____ Court Address Case No. _____

STATE OF MARYLAND

VS. _____
Defendant D.O.B. _____

**IN THE MATTER OF THE
EMERGENCY EVALUATION OF:** _____

RETURN OF SERVICE BY PEACE OFFICER

I HEREBY CERTIFY that on the _____ day of _____, _____
Month Year

I took into custody the Emergency Evaluee, _____
Name

and transported him/her to _____
Emergency Facility

at _____ o'clock _____ M.

I could not locate and transport the above listed Emergency Evaluee to an emergency facility within
five (5) days of the Court's Endorsement and Order.

Officer's Signature

Officer's Printed Name & I.D. Number

Law Enforcement Agency

RECEIPT

The Emergency Evaluee was transported to the emergency facility on the date and time indicated above.

Signature of Agent for Emergency Facility

Agent's Printed Name

RETURN OF SERVICE MUST IMMEDIATELY BE FILED WITH THE COURT.

**Spring Grove Hospital Center
Police Department
Elopements/Escapes/Emergency Petitions**
(Companion Policy – SGHC Policy and Procedure Elopement/Escape)

Appendix "D" - (5)

PETITION FOR EMERGENCY EVALUATION
Continuation Page

Name of Evaluatee: Date:

Item No.

.....
Peace Officer
.....
Department I.D. No.

**Spring Grove Hospital Center
Police Department
Elopements/Escapes/Emergency Petitions**
(Companion Policy – SGHC Policy and Procedure Elopement/Escape)

Appendix "E"

**SPRING GROVE HOSPITAL POLICE DEPARTMENT
MISSING PERSONS/ESCAPEE INFORMATION SHEET**

1. OFFICER RECEIVING REPORT _____
2. SPRING GROVE HOSPITAL POLICE CASE NUMBER _____
3. MISSING PERSON _____ ESCAPEE _____
4. DCO _____ DETAINER _____ CERTIFIED _____ VOLUNTARY _____
5. DATE AND TIME PATIENT LEFT _____
6. NAME OF PERSON REPORTING _____ BUILDING _____
7. PATIENT'S LAST NAME _____ FIRST _____ MI _____
8. HOME ADDRESS _____
CITY _____ COUNTY _____ STATE _____ ZIP CODE _____
9. SS# _____ D.O.B _____ SEX _____ RACE _____
10. HEIGHT _____ WEIGHT _____ HAIR COLOR _____ HAIR TYPE _____
11. HAIR LENGTH _____ COLOR OF EYES _____ FACIAL HAIR _____
12. SCARS/TATTOOS _____ GLASSES _____
13. CLOTHING _____
14. CRIMINAL CHARGES _____
15. VIOLENT: YES _____ NO _____
16. REASON FOR BEING IN HOSPITAL _____
17. POSSIBLE DESTINATION _____
18. HOW DID PATIENT LEAVE _____
19. WARRANTS/PETITION ON FILE: YES _____ NO _____
20. WARRANTS TO BE OBTAINED: YES _____ NO _____
21. MEDICATION: YES _____ NO _____ TYPE _____
22. DEFORMITIES: YES _____ NO _____ TYPE _____

Please print or type information and fax to MD. State Police
Important: When you can confirm the patient has returned to the
hospital or you are notified another law enforcement
agency has the patient in custody, please contact the
MD. State Police at Golden Ring Barrack immediately.

ORIGINAL