

GRAND RIVER HOSPITAL

P.O. Box 9056 • Kitchener • Ontario • N2G 1G3

Tel: 519-749-4300

www.grandriverhospital.on.ca

Fax Cover Sheet

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Date: 2013/02/02
(yyyy/mm/dd)

No. Pages (incl. cover): 4

SENDER:
Name: Cora Villhauer

SITE:
 850 King Street
 Freeport Health Centre
 Grand River Regional Cancer Centre
 Guelph Dialysis Centre
 Hazelglen
 K-W Health Centre
 Link With Work
 Withdrawal Management Centre

Dept./Program: _____

Fax Number: 519-749-4328

Phone: _____

TO:
Name: Uppala Chandrasekera Organization: CMHA

Department: Planning and Policy Analyst

Fax Number: 416-977-2813 Phone: _____

CHECK IF APPLICABLE:

The following information is confidential.

Forward an original written request for the release of this information to Grand River Hospital
_____ at your earliest convenience.

(Department)

DESCRIPTION OF ITEMS SENT:

As mentioned in the email, I have attached the policy and the form that is used at GRH for police releasing custody.

GRH 1538 (2005-01-11)

To report errors/difficulties in transmission, contact number above

POLICE RELEASING CUSTODY TO FACILITY

Date

Time of Arrival to E.R.

Grand River Hospital Addiction & Mental Health Services, The Emergency Services and attending police officer of the Waterloo Regional Police Services, agree that the Grand River Hospital will accept responsibility for:

Name of Patient

Date of Birth

into our facility on, _____ & _____ and thus relieve police officers:
mm/dd/yyyy time

Police Officer Name & Badge #

Police Officer Name & Badge #

of the responsibility for the custody to the above-named patient.

*Signature of GRH staff (Crisis staff/RN/Physician) & Print Name

**Signature of Police Officer & Print Name

* Signature indicates that GRH agrees that the person is able to stay without a police officer.

**Signature indicates the Police Officer(s)' agreement that the person can stay under sole responsibility of GRH.

IF WRPS NOT RELEASED IMMEDIATELY INDICATE REASON:

- Person potentially violent
- Person to be arrested criminally if not admitted
- MHA form security not available
- Crisis not available
- Other _____

Security Involved: Yes No Name of Security: _____
Time Security Arrived: _____

Mental Health Act R.S.O. 1990, Last amendment: 2004, c.3. Sched.A, s.90 - Section 33 Duty to Remain and Retain Custody: A police officer or other person who takes a person in custody to a psychiatric facility shall remain at the facility and retain custody of the person until the facility takes custody of him or her in the prescribed manner. 2000, c.9, s.14.

Section 7.2 Taking into Custody By Facility.
7.2(1) Where a person is taken to a psychiatric facility under section 33 of the Act, the officer in charge or his/her delegate shall ensure that a decision is made as soon as is reasonably possible as to whether or not the facility will take custody of the person.

Section 33: Duty to remain and retain custody.
A police officer or other person who takes a person in custody to a psychiatric facility shall remain at the facility and retain custody of the person until the facility takes custody of him or her in the prescribed manner. 2000, c. 9, s. 14.

(2) The staff member or members of the psychiatric facility responsible for making the decision shall consult with the police officer or other person who has taken the person in custody to the facility.

(3) A staff member designated for this purpose shall communicate with the police officer or the person about any delays in the making of the decision.

(4) Where a decision is made to take the person into custody, the designated staff member shall promptly inform the police officer or other of the decision.

MENTAL HEALTH MANUAL

AUTHORIZED BY: GRH Police Ambulance Hospital
Liaison Committee, Mental Health Services, ER
Agreement from the Waterloo Regional Police Services

NUMBER: II-24

PREVIOUS NUMBERS:

EFFECTIVE DATE: 01/05/02

REVIEW DATE: 23/08/09

REVISION DATE:

PAGE: 1 of 3

SUBJECT: CRISIS ACCEPTING CUSTODY OF PATIENT FROM POLICE

A printed copy of this document may not reflect the current, electronic version

POLICY:

The Grand River Hospital (GRH) will accept responsibility for patients who are brought to our Emergency Department under police custody. The GRH staff and the Police Officer(s) will sign a form to indicate an agreement that custody has been transferred from the police to the GRH. This policy aims to reduce unnecessary wait times that police officers spend with patients in our Emergency Department.

Section 7.2 of the Ontario Regulation 616/00 made under the Mental Health Act (November 2000) Amending Regulation 741 of R.R.O. 1990 describes how a facility is to take custody of a person brought in by the police. This section indicates that there should be communication with the police about the custody decision-making process.

Mental Health Act R.S.O. 1990, Last amendment: 2004, c.3. Sched.A, s.90 - Section 33 Duty to Remain and Retain Custody: A police officer or other person who takes a person in custody to a psychiatric facility shall remain at the facility and retain custody of the person until the facility takes custody of him or her in the prescribed manner. 2000, c.9, s.14.

TAKING INTO CUSTODY BY FACILITY:

7.2 (1) Where a person is taken to a psychiatric facility under Section 33 of the Act, the officer in charge or his or her delegate shall ensure that a decision is made as soon as is reasonably possible as to whether or not the facility will take custody of the person.

(2) The staff member or members of the psychiatric facility responsible for making the decision shall consult with the police officer or other person who has taken the person in custody to the facility.

(3) A staff member designated for this purpose shall communicate with the police officer or other person about any delays in the making of the decision.

(4) Where a decision is made to take the person into custody, the designated staff member shall promptly inform the police officer or other person of the decision.

PROCEDURE:

1. As soon as a patient arrives in the custody of the police, the crisis team is to be informed & the ED Triage or Unit Clerk is to attach the "Crisis/Police" package to the patient chart. GRH staff will endeavour to release Police Officers immediately.

The PACKAGE will contain;

1. Emotionally Disturbed Person – EDP - Information Form :

This is a WRPS form that the police constables are to complete and submit to the hospital Emergency Department. .

2. Police Releasing Custody to Facility Form

This form is a documentation of the transfer of custody from WRPS to GRH. Most often the Crisis Worker will be filling out this form with Police. Emergency staff may be asked to sign if Crisis is unavailable and need for the police has been agreed to be unnecessary. Security may be required to assist in supervision of patients even if not on a form 1. In an emergency situation, for control purposes, nursing staff may apply / request restraints be applied in consultation with the charge nurse. The attending physician (in Emergency) will be notified as soon as possible and an order received. Security may be requested to observe patients whether on an MHA Form or not with the understanding that if not on a Form, Security cannot restrain. If a form is pending as in above noted Emergency situation, Security can restrain the patients.

These forms will be kept in the Emergency Department.

2. The crisis team member responsible for making the decision is to consult with the police officer(s) regarding their obligation to stay with the patient until GRH staff is able to take custody of the patient. The police officers will be given the EDP form to complete.

3. GRH staff member(s) will communicate with the police officer about any delays in the making of the decision; such delays will be documented on the *Police Releasing Custody to Facility Form*.

4. Where a decision is made that the GRH will take the person into custody, the Crisis/GRH staff member will initiate the following process:

i. The "POLICE RELEASING CUSTODY TO FACILITY" Form :

Both the police and the Crisis staff will complete this form by signing an agreement that custody has been transferred and ensuring that **all** sections of the form are completed.

- If the WRPS cannot leave the facility immediately after registration and triage the GRH staff is to indicate on the *Police Releasing Custody to the Facility Form* the reasons why the WRPS were kept waiting (bottom section of Form).
- Crisis Staff is to ensure the form is thoroughly completed including time of arrival and time of release

ii. The Police will complete the *EDP Information Form* – ensuring that **all** sections of the form are completed.

iii. Where necessary hospital security services will be called to observe the patient while they remain in the Emergency Department. GRH staff to indicate on form the name of the security staff and time of their arrival.

iv. Distribution of copies of the forms:

- *EDP and Police Releasing Custody to Facility* :
 - 1 copy to patient health record
 - 1 copy to the Crisis Office (binder)
 - 1 copy to the Police Constable

v. Once signed the police officer(s) may leave the facility.

- Crisis to obtain a copy of the *EDP Form* for the Health Record
- WRPS to be given Yellow copy of the *Police Releasing Custody Form*