

Sample Policy & Procedure
Reporting Unauthorized Departures to the Referring Courts

Policy

All unauthorized departures shall be reported to the referring court within (time frame).

Procedure

1. At admission a written consent to release information to the court of jurisdiction will be secured from the client. The consent will be documented on a form modified for the justice system. The purpose of the consent is to inform the court of the unauthorized departure of the client, of pertinent medical information, and that the client may be a danger to himself or others (if applicable).
2. The (appropriate staff person) will report the unauthorized departure of a client to the referring court by telephone immediately. The information will be conveyed only to an individual who is responsible for monitoring the clients the progress and the telephone call will be documented in the progress notes of the client's record.
3. The (appropriate staff person) will send a letter of confirmation within 24 hours. The letter will include a statement notifying the person who receives the information that the information can be redisclosed and used only to carry out that person's official duties with the regard to the court action. A copy of the letter sent to the court will be filed in the client's record.