

# **Catholic Charities Diocese of Palm Beach, Inc.**

## **Policy and Procedures Manual**

No. of Policy 7005

**SUBJECT:** SUICIDE THREATS/INTENT TO HARM REPORTING

**POLICY:** The agency fulfills its responsibility of mandatory reporting when a client may be endangered and/or may be harmful to others.

### **PROCEDURES:**

- 1) When there is a clear and immediate probability of physical harm to the client, to other individuals, or to society, the worker communicates the information only to the potential victim, appropriate family member, law enforcement or other appropriate authorities.
- 2) If a client expresses intent to harm himself/herself, it will be necessary to take the following steps to try to ensure safety:
  - a) Urge the client to make a no-harm contract;
  - b) Urge the client to submit to voluntary hospitalization;
  - c) Contact support persons close to the client who need to be made aware of the client's intent to harm himself/herself;
  - d) In extreme situations, it may become necessary for involuntary hospitalization through the process of the Baker Act.
  - e) If a suicidal client is on the premises of Catholic Charities and requires transportation to a
  - f) hospital/treatment facility, the local police should be called to transport the client, unless the client is going voluntarily and a family member is present to transport them. The family member should be instructed to report back to the worker when the client has been hospitalized.
- 3) In the case of a client who presents a clear and present danger to someone else, the worker's responsibility shall be to warn the threatened person and to inform the appropriate law enforcement agency of the threat. The necessity for a Baker Act will be determined, based on the actions and/or recommendations of law enforcement.
- 4) The situation must be discussed immediately with the supervisor or Division Director.
- 5) High risk cases should be reported the Quarterly Division Report Form.

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**AUTHORIZED DATE:** 11/21/00

**REVISED DATE:** 06/25/09