

Procedure Title:	Unauthorized Patient Leave Communications				
Procedure Number:	DHS-120-002-01	Version:	1.0	Effective Date:	06/22/2005

DHS Chief Administrative Officer

06/22/2005

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Superintendents or designees from Oregon State Hospital, Eastern Oregon Training Center, and state operated group homes	Contact the DHS Office of Public Affairs (OPA) as soon as possible after a patient or resident begins unauthorized leave, including that from a pass or outing. Notification will also be made to the guardian/official representative(s) of the patient or resident, if applicable. See DHS-120-002, Unauthorized Patient Leave Communications Policy .
2.	Office of Public Affairs (OPA)	Contacts the Oregon State Police public information officer, DHS Director, and the Governor's Office by phone or pager. DHS will comply with Oregon State Police requests to withhold information if law enforcement believes that doing so would result in greater public or patient safety.
3.	Hospital and group home representatives	Will provide the Office of Public Affairs pertinent information about the patient or resident that supports a reasonable belief that notification is necessary to avert a serious threat to health or safety of the person and/or the public: <ul style="list-style-type: none"> • Full name • Photograph • Age or date of birth • Admission date • County of origin • Reason or forensic conviction, if applicable • Level of danger the patient or resident currently poses to the public or self and/or basis for concern about the patient's welfare • Circumstances of the patient or resident's departure • Identifying features (race, height, weight, eye and hair color, other identifies such as glasses, scar, moustache, beard or shaved head, visible tattoos and body piercings.) • Where the public should call if the patient's or

		resident's whereabouts are known
4.	Office of Public Affairs (OPA)	<p>If the patient has not returned/been returned to the hospital or state-operated group home or is not in staff or police care after one hour, OPA will issue a news release and patient or resident photograph electronically to the Oregon news media.</p> <p>A news release will be issued only after it is reviewed for accuracy by an appropriate State Hospital, OMHAS or SPD representative and by the Public Affairs administrator or designee, and coordinated with a representative from the Oregon State Police.</p>
5.	Hospital, OMHAS, or SPD staff	Will notify the Office of Public Affairs immediately upon the patient's return to the hospital, group home or to staff or police care and custody.
6.	Office of Public Affairs	Will notify State Police PIO, DHS Director, and Governor's Office immediately upon patient's return to the hospital, group home or to staff or police care and custody.
7.	Office of Public Affairs	Will issue a news release as soon as the patient is returned to the hospital or is in staff or police care and custody. The news release will contain at least a brief account of the circumstances surrounding the patient's return.

Policy that applies:

[DHS-120-002, Unauthorized Patient Leave Communications](#)

Form(s) that apply:

None

Contact(s):

Name: Trish Neiworth, Administrator-Office of Public Affairs; **Phone:** 503-945-5922;
Email: trish.neiworth@state.or.us

Name: Jim Sellers, Communication Officer - Health Services; **Phone:** 503-945-5738;
Email: jim.sellers@state.or.us

Procedure History:

- **Version 1.0:**
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Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)