# CHAPTER 55 DETENTION CHECKLIST

**Prior to Detention:**

\_\_\_\_\_\_\_ Identify EPP Facility: Contact SW at EPP Facility. Coordinate with SW @ EPP facility to obtain medical clearance.

\_\_\_\_\_\_\_ Identify Aftermath Facility if client detained to Acute Care Setting

\_\_\_\_\_\_\_ Identify Corporate Guardian

\_\_\_\_\_\_\_ Identify need for interpreter

\_\_\_\_\_\_\_ Contact Corp Counsel. (Review Court Schedule) Call Catherine or Dewey to notify of EPP,

\_\_\_\_\_\_\_ Prepare all paperwork prior to detention of client. **Get paperwork Notarized. Then make 4 copies. Bring minimum of 4 copies and Original. A Pink envelope addressed to Catherine Czarny.**

**\_\_\_\_\_\_\_** Notice of time and place of hearing.

\_\_\_\_\_\_\_ GN-4010 Notice of Rights on EPP

\_\_\_\_\_\_\_ GN-4000 Statement of EPP

\_\_\_\_\_\_\_ GN-131 Order appointing GAL

\_\_\_\_\_\_\_ GN-4040 Petition for Protective Placement

\_\_\_\_\_\_\_ GN-3100 Petition for Guardianship

\_\_\_\_\_\_\_ GN-3140 Consent to Serve Statement of Acts. (Original is needed by day of court)

\_\_\_\_\_\_\_ GN-3130 Examining Physician’s or Psychologist Report (Original is needed for court) If absolutely necessary you may use the optional physician’s statement. Obtain Neuropsychological report. Note: whenever possible this should be done prior to deciding to detain individual. If you are unable to include this document in the package when detaining the client, please fax a copy to the defense attorney and GAL.

**At Time of Detention:**

\_\_\_\_\_\_\_ Notify Police Department if transport is needed

\_\_\_\_\_\_\_ Call EMS if needed

\_\_\_\_\_\_\_ When you are detaining client note time and Notify Client of Rights.

\_\_\_\_\_\_\_ Have client transported to EPP facility.

\_\_\_\_\_\_\_ Double check all interested parties are listed for notification of hearing.

*If address is unknown list Unknown address,*

\_\_\_\_\_\_\_ Take original Petition and four copies (copies should be marked with a line through the box for official use) to serve client.

\_\_\_\_\_\_\_ Upon Arrival at EPP facility identify SW. Have SW or Director Designee sign Notice of Rights request four copies of the Notice of rights put in each copy of the packets. Make sure original stays intact for filing at Probate.

\_\_\_\_\_\_\_ Document date and time of detention on the Statement of Emergency Detention. (on each or 4 copies with original)

\_\_\_\_\_\_\_\_ Give SW one packet to serve to client. Explain rights to client as outlined in the form.

\_\_\_\_\_\_\_ Take original of paperwork and 3 copies to Probate file Original and one copy with pink envelope with probate, make sure all copies are stamped and case number is on them. Drop a copy of paperwork off to Catherine in Corp Counsel.

\_\_\_\_\_\_\_ Scan copy of paperwork with filing date and case number email to Chapter 55 Legal group. Use delivery receipt, read receipt.

\_\_\_\_\_\_\_ Verify that public defender’s office and GAL have received copies of the petition.

\_\_\_\_\_\_\_ identify a corporate guardian and arrange for original of Consent to Serve Statement of Acts form GN-3140.

**Following Detention:**

\_\_\_\_\_\_\_ Check in with EPP facility daily until EPP hearing for update on client then frequently until hearing for permanent guardianship.

\_\_\_\_\_\_\_ Coordinate transportation to hearing. Make sure you allow enough time for client to come through security.

\_\_\_\_\_\_\_ Coordinate transportation and escort to hearing if needed.

\_\_\_\_\_\_\_ Coordinate client’s appearance in court, is client medically stable enough to appear in court, if not notify public defender, GAL and Dewey to make sure client’s appearance can be waived.

\_\_\_\_\_\_\_ Coordinate Psychologist report on client, who will be available to testify.

\_\_\_\_\_\_\_ Fill out Emergency Protective Placements form to give to EPP Coordinator.