



# Policy 1102

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<b>HOSPITAL WARRANTS</b>	
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<b>8 March 2017</b>	<b>1 of 4</b>

*By Order of the Police Commissioner*

## **POLICY**

**Public Safety.** It is the policy of the Baltimore Police Department (BPD) to serve Hospital Warrants as expeditiously as possible to protect our community and to prevent the subjects of these warrants from self-inflicted harm.

## **DEFINITION**

**Hospital Warrant** – A court-issued document that authorizes any law enforcement officer in the state to apprehend an individual who is alleged to have violated an order for conditional release and to transport the individual to a facility designated by the Health Department.

**Intellectual Disability** – An adaptive or behavioral condition that results from a cognitive or neurological disorder before the age of 21.

**Mental Disorder** – A behavioral or emotional illness that results from a psychiatric or neurological disorder.

## **GENERAL**

1. Hospital Warrants are issued for individuals committed to the Health Department as a result of committing a crime however, due to an apparent mental disorder, he/she was found not to be criminally responsible (under the Health Department's test for criminal responsibility) and have subsequently violated an order for conditional release.
2. When the court is notified that one or more of the conditions for release have been violated, a Hospital Warrant is issued.
3. Without the proper treatment and/or medication, these individuals are considered a threat to themselves and/or others. Once arrested, these individuals must be taken to a designated mental health facility.
4. Members of the Patrol Division are primarily charged with service of Hospital Warrants. Each warrant, however, will be examined on a case-by-case basis to determine if it would be prudent to contact specialized resources (e.g., BEST/CIT-trained officers, WATF, etc.) to ensure safe and efficient warrant service.

**REQUIRED ACTION****Member**

1. Upon receipt of a Hospital Warrant, contact the Community Forensic Aftercare Program (CFAP) in one of the following ways:
  - 1.1. Call the CFAP worker identified on the Hospital Warrant;
  - 1.2. During business hours – Call CFAP directly at (410) 724-3033;
  - 1.3. After hours – Call (410) 926-7983 to receive information about the subject of the Hospital Warrant (e.g., propensity for violence, past history, special needs concerns, etc.).
2. Three (3) attempts per shift must be made to serve Hospital Warrants. If the defendant is not apprehended, the Hospital Warrant shall be the responsibility of the next shift. This 24-hour rotation shall continue until the warrant is served.
3. In the event the individual is not at home and it is determined the individual is at another location, attempt to serve the warrant at the alternate location. This includes identified locations/programs where the individual is or has been engaged in outpatient treatment.

**NOTE:** Coordinate with surrounding districts and/or law enforcement agencies for assistance when necessary.

4. All attempts for service must be documented on the Warrant's "Service Control Form" and entered into the Warrant Service Attempts database via BPD Navigator.
5. Upon taking a subject into custody on a Hospital Warrant, ensure the original warrant is on file with the Central Records Section by calling the Hot Desk for confirmation.
6. Respond to the Hot Desk and receive a **copy of the warrant** to provide to the appropriate facility upon delivery of the subject.
7. Notify the facility designated once the subject is taken into custody and the warrant is verified to allow the facility to prepare for the arrival of the subject.
8. Hospital Warrant arrestees shall be transported to the location designated on the warrant in a Prisoner Safety Transport Vehicle.
9. In the event a Hospital Warrant is being served after normal business hours, it may become necessary to contact the respective hospital administrator to facilitate acceptance of the patient (see Appendix A). Typically, BPD members would be responding to:
  - 9.1. Spring Grove Hospital Center in Baltimore County;
  - 9.2. Springfield Hospital Center in Carroll County; or
  - 9.3. Clifton T. Perkins Hospital in Jessup.

10. Upon successful service of the Hospital Warrant, return to the Hot Desk and certify the service of the original warrant by signing the Return of Service Form.
11. Complete an Incident Report entitled, "Service of Hospital Warrant."

**Court Liaison**

1. Upon notification by the Court that a Hospital Warrant has been issued, fax or scan/email a copy of the Hospital Warrant to: [WarrantSection@BaltimorePolice.org](mailto:WarrantSection@BaltimorePolice.org).
2. Forward the original Hospital Warrant to the Central Records Section following established procedures for warrant delivery.

**Central Records Section**

1. Identify the serving jurisdiction or district and provide a copy of the Hospital Warrant for immediate service.
2. Notify the Communications Section for entry into the Hazard File.
3. Enter Hospital Warrants into the Records Management System (RMS).
4. FAX Hospital Warrant returns to Hargrove District Court at 410-878-8301.
5. Conduct quarterly audits to reconcile the inventory of outstanding Hospital Warrants with Hospital Warrants served from the Judicial Information System (JIS).
6. Update the record in RMS and forward all return of service documents to the District Court of issuance upon notification of the service of a Hospital Warrant.

**Communications Section**

Enter Hospital Warrants into the Hazard File when received by the Central Records Section.

**APPENDIX**

- A. Designated Mental Health Facilities

**ASSOCIATED POLICIES**

Policy 713, *Responding to Mental Health Emergencies and Petitions for Emergency Evaluations*  
Policy 1104, *Arrest Warrants*

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A**Designated Mental Health Facilities**

<b>Hospital</b>	<b>Address</b>	<b>Administrator Contact #</b>
<b>Clifton T Perkins Hospital Center</b>	8450 Dorsey Run Road Jessup, Maryland 20794	Admissions: <u>(410) 724-3000</u> Daytime Hours: 7am – 4pm After hours ask for nursing.
<b>Eastern Shore Hospital Center</b>	P.O. Box 800 5262 Woods Road Cambridge, MD 21613	Hospital Police: <u>(410) 221-2323</u> or <u>(410) 221-2324</u> Daytime Hours: 8am – 4:30pm Use both numbers before and after hours.
<b>Secure Evaluation and Treatment Center (SETT) Muncie Building</b>	6655 Sykesville Road Sykesville, MD 21784	Admissions: <u>(410) 970-7472</u> Duty Phone: <u>(240)-520-7687</u> Police/Security: <u>(410) 970-7473</u> Nurses station: <u>(410) 970- 7478</u>
<b>Spring Grove Hospital Center</b>	55 Wade Avenue Catonsville, Maryland 21228	Admissions: <u>(410) 402-7565</u> Daytime Hours: 8am – 4: 30pm Call: <u>(410) 402-6000</u> for after- hours admissions Admissions Fax: <u>(410) 402-7812</u>
<b>Spring Field Hospital Center</b>	6655 Sykesville Road Sykesville, MD 21784	Admissions: <u>(410) 970-7241</u> Daytime hours: 8am – 11:30pm (after hours number as well) Admissions Fax: <u>(410) 970-7246</u>
<b>Thomas B. Finan Center</b>	10102 Country Club Road, SE Cumberland, MD 21502  P.O. Box 1722 Cumberland, MD 21501-1722	Switchboard: <u>(301) 777-2405</u> Daytime Hours: 8am–4pm Ask for Charge Nurse (before & after hours) Admissions: <u>(301) 777-2293</u> Toll Free/TDD: <u>(888) 854-0035</u> Fax: <u>(301) 777-2364</u>