1. **SCOPE OF SERVICES**
   a. There are times when a job candidate voices comments that can be considered a danger to self or others. Depending upon the circumstance, specific procedures are followed. The following defines how to determine if the job candidate is a danger to self or to others: The job candidate has threatened to harm themselves and/or others, and has a plan and the means to do so.

2. **AGENCY EXPECTATIONS**
   a. Danger to Self or Others: IVRS staff advise the job candidate that IVRS staff take necessary steps to ensure safety. Additionally, IVRS Counselors, Associates and Assistants are mandatory dependent adult abuse reporters and permissive child abuse reporters.
   b. If any IVRS staff determines that as a result of a situation with a job candidate that there is imminent danger, the proper authorities are contacted immediately. If there is a situation that is not an imminent danger, the situation is reported to the Area Office Supervisor who will communicate with the appropriate management (i.e. Administrator, IVRS Staff Attorney, RSB Bureau Chief) who will provide next steps. If the Area Office Supervisor is unavailable, the next level of authority should be contacted. The case notes should be updated to reflect the situation.
   c. Local office safety plans must also be followed as they may contain additional information specific to the local office.

3. **EXCEPTIONS**
   a. None

4. **APPLICABLE FORMS/DOCUMENTS**
   a. Local Office Safety Plan (refer to PowerDMS for each individual office plan)
5. TRAINING
   a. Job Candidate Emergency Procedures Policy Training