

SUICIDE PREVENTION

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 1-4-003, dated 08/28/15

FORMS: None

PURPOSE: To offer guidance for action upon receiving a telephone report of attempted suicide **or suicidal ideations.**

I. GENERAL INFORMATION

- A. Any Probation Department employee is authorized to notify law enforcement agencies in an emergency wherein a person threatens self-injury, suicide or injury to others.
- B. Each call from a person **who attempts or threatens** suicide is unique **and should be taken as credible**. Local **law enforcement agencies** will cooperate upon receiving a request for assistance.

II. PROCEDURE

- A. Obtain from the person calling the following information:
 - 1. Name of person calling.
 - 2. Name of person **making threats of suicide or** attempting to commit suicide.
 - 3. Address where the incident is occurring.
 - 4. How the person is attempting to take **their** (pills, knife, gun, etc.).
- B. Immediately ask a co-worker to relay the above information to the **law enforcement agency** having jurisdiction by calling 911.
- C. Suggestions:
 - 1. If the caller is **making threats of or** attempting suicide, make an effort to engage the caller in conversation. Your interest in the caller may save **their** life.
 - 2. Request the assistance of a co-worker. The co-worker can locate files, call police, etc.
 - 3. The caller's name, address and telephone number might be obtained from the caller's probation file.

4. Given a telephone number, **911** can obtain the address where the telephone is located.
5. If the suicide attempt involves an adult or youth on probation, notify the deputy probation officer after contact has been made with law enforcement authorities.
6. **Inform your immediate supervisor as soon as safely possible.**

REFERENCES:

Procedures:	3-3-003	Death and Other Serious Incidents Related to Youth in Custody
	3-12-004	Suicide Prevention Program

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APPROVED BY: