





# SAFE PASSAGE INITIATIVE

## POLICE GIVING ADDICTS HOPE THROUGH THE TOOLS FOR RECOVERY

### Safe Passage Guide Policy & Procedures

#### **BACKGROUND:**

*On July 1, 2016, Chief Jim Woolford (Pontiac PD) and Chief Tim Henson (Dwight PD) launched the Safe Passage Initiative. Through this program, heroin or people suffering from other opiate addiction can come to the police department, turn in their drugs and drug equipment, and not fear criminal arrest or prosecution. Instead, they will be placed directly into the appropriate drug treatment program.*

*This program would not be possible without the work of Safe Passage Guides. The Guides are volunteers who assist in many facets of this program. Their duties and responsibilities are outlined in this policy.*

#### **POLICY:**

*Safe Passage Guides must be approved by the Chief of Police. Guides will be issued an identification card, which clearly identifies them as a Safe Passage Guide. It is recognized that the volunteers for this program may be people in recovery, people with a previous criminal history, or people who have experience with addiction through a family member or close friend. The Chief of Police has the right to approve, deny, or terminate any person from volunteering as a Guide for this program.*

#### **DEFINITIONS:**

*Safe Passage Guide: A volunteer who assists the police and the sheriff's department help people who are suffering from addiction.*

*Treatment Liaison Coordinator: A person designated by the Police Chief who determines appropriate placement for program participants and has direct contact with in-patient treatment providers.*

#### **SAFE PASSAGE GUIDE DUTIES AND RESPONSIBILITIES:**

- *If available, respond to the police department when a person asks for help through the Safe Passage Initiative.*
- *Upon arrival, establish a rapport with the participant. The Guide should work hard to make a positive and supportive connection with the participant.*
- *Assist the police officer with the intake process, including program paperwork, as needed.*
- *Remain with the participant through the intake process until the participant has departed for the treatment center.*
- *If available, assist in transporting the participant to the treatment facility. There must be at least 2 people, guides or officers/deputies conducting all transports of participants to treatment facilities. No person under 18 can accompany the transport.*





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- *Maintain contact with the participant as follows:*
  - *Detox Treatment*
    - *Make contact with a representative for the Detox facility and inquire about having an assessment completed of the participant to determine the next phase of treatment immediately following Detox.*
    - *Determine if the Detox facility has the ability to transition the person to in-patient treatment, if appropriate.*
    - *Notify the Treatment Liaison Coordinator of these findings, so proper arrangements can be made to ensure transition to the next phase of treatment.*
    - *While the participant is in Detox, the Guide will contact the participant at least 1 time per day to provide support.*
  - *In-Patient Treatment*
    - *The Guide will make contact with the participant a minimum of 3 times per week during the first 2 weeks of In-Patient treatment. The Guide will inquire how things are going, additional needs of the participant, and provide support.*
    - *The Guide will make contact with the participant a minimum of 2 times per week during weeks 2 – 4 of In-Patient treatment. The Guide will inquire how things are going, additional needs of the participant, and provide support.*
    - *The Guide will make contact with the participant a minimum of 1 time per week during weeks 4 through the completion of In-Patient treatment. The Guide will inquire how things are going, additional needs of the participant, and provide support.*
    - *The Guide will communicate with the Treatment Liaison Coordinator to ensure there is an aftercare plan in place for the participant.*
  - *Out-Patient Treatment (Aftercare)*
    - *While Detox and In-Patient treatment are essential components of the path to recovery, Aftercare is the most important component of living a life of recovery. It is important for the Guide to determine the primary contact for I.H.R. Out-Patient Treatment and to have appropriate contact to ensure coordination of care for the participant.*
    - *Once the participant is released from In-Patient treatment, the Guide should contact the participant at least 3 times per week for the first 2 weeks. The Guide should inquire about the participants Out-Patient treatment plan and provide details and information on other Aftercare support, such as opiate recovery meetings.*





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- *If the Guide becomes concerned about the participant relapsing, the Guide should contact the Chief of Police and I.H.R. to inform them of their concerns. This will allow them be proactive before the participant relapses or commits other crimes.*
- *Provide a weekly update to the Chief of Police about the progress of the participant. This update can be by telephone or email ([pontiacpd@pontiac.org](mailto:pontiacpd@pontiac.org)). The Guide should specifically note any difficulty, issues, or specific problems or concerns they have regarding the participant.*
- *The Safe Passage Guide will sign a Waiver of Liability Form and Confidentiality Pledge.*
- *The Safe Passage Guide will not discuss details about any program participant with anyone who is not an approved Safe Passage Guide, and in that circumstance, the Guide is only allowed to share information that is necessary to make decisions and further care for the participant.*
- *The Safe Passage Guide should notify the officer he/she is working with if there are any safety or other concerns about the participant.*
- *If the Safe Passage Guide has a question or concern about the actions or statements of an officer/deputy or other member of the Safe Passage Initiative, the Guide should not address or confront that issue in front of the participant. This can be very disruptive to this process. If the Guide is still concerned or not happy with the result of their voiced concern, he/she should contact the Chief of Police .*
- *The Safe Passage Guides should not act as a representative of the Safe Passage Initiative with other organizations without prior approval and consultation with the Chief of Police.*

#### REIMBURSEMENT OF EXPENSES:

- *Safe Passage Guides will be reimbursed for expenses related to gas, food for the participant, and other approved miscellaneous expenses incurred through their service as a Guide.*
- *To receive reimbursement, Guides will sign a payment disbursement sheet that specifically states the amount of money received and the purpose of the payment.*

#### SCREENING OF SAFE PASSAGE GUIDES:

- *Safe Passage Guides must complete an application and submit to a background investigation, to include fingerprint submission for criminal history inquiry.*
- *Safe Passage Guides who assist with transportation must provide a copy of their driver's license and insurance card. Any changes to the status of their driver's license or insurance must be reported to the Chief immediately.*

