

## **INSTRUCTIONS ON FILLING OUT AN EMERGENCY DETENTION ORDER**

### **EMERGENCY DETENTION IS SOUGHT FOR THE FOLLOWING REASONS:**

1. Reason to believe and do believe that the person evidences mental illness. **Emergency detention orders are not for drug or alcohol abuse;**
2. Reason to believe and do believe that the person presents substantial and imminent risk of harm to self or others unless the person is immediately restrained;
3. Beliefs are based on the following specific recent behavior, overt acts, overt attempts or threats, or evidence of severe emotional distress and deterioration in the person's mental or physical condition to the extent that the person cannot remain at liberty. "Recent" means within the past **10 days**. Information of events happening several weeks or months ago will not be accepted.

### **INSTRUCTIONS:**

1. All areas of the application must be filled out by the person who is personally observing the proposed patient at all times, and has first-hand knowledge of the events that are taking place. No hearsay or third party information will be accepted. The proposed patient must have a current address or location in order for the warrant to be executed.
2. Please date the application on page 2 (top right hand corner) and page 5 when signing the application with initials (no check marks).
3. There must be a mental illness in order to proceed with the application. If no mental illness has been diagnosed for the proposed patient, you must provide enough information to believe there is a mental illness and a risk of harm to self or others.
4. Numbers 4 and 5 are the areas that will determine if the Emergency Detention Application will be approved. These areas require current dates with each event, overt acts, attempts or threats, or evidence of severe emotional distress and deterioration of the proposed patient's mental or physical condition that is being personally observed by the applicant. If more space is required to fill out these two areas, you can use the "Additional Comment" section located on pages 5 and 7 the application.
5. Once completed, please submit the application to the people listed on the cover page if you will be emailing it. The application must be scanned as a PDF document, in page order, and sent as an attachment. This will ensure that your application is received and reviewed. **Please do not send separate pages.** Please send the application prior to the deadline of 12:00 noon, Monday through Friday. If received after the 12:00 noon deadline, the application will be processed on the next business day (see application cover page).