

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
AGENCY POLICY AND PROCEDURE**


DUTY TO WARN

POLICY


When staff obtains information that a person intends to harm himself or others, this information is to be shared with someone who can protect the potential victim and/or with the people who may be in danger.

PROCEDURE

1. When a threat is communicated, staff must determine if:
 - a. The threat is explicit and has clearly identified targeted victims or a physical structure with potential occupants;
 - b. The person making the threat has the ability and intent to carry it out;
 - c. The person reporting the threat is knowledgeable of the intended victim (i.e., a personal friend or an immediate family member).
2. When the threat appears to be immediate, law enforcement and potential victims should be immediately notified of the following:
 - a. The nature of the threat;
 - b. The identity of the person making the threat;
 - c. The identities of each potential victim of the threat.
3. When notifying a potential victim constitutes a violation of confidentiality, staff should consult with a supervisor who will obtain direction from the Director. The Director has the authority to authorize the release of confidential information when such release is deemed to be in the best interest of an alleged child victim, the family, or caretaker.
4. When a client creates a threatening situation:
 - a. When a TCJFS employee becomes aware of a threatening situation, the response team and/or the Director must be apprised of the person's identity and nature of the threat;
 - b. The Director and/or the response team will review the information and assure that the information is entered into CMS if deemed appropriate, and, if appropriate, the information is forwarded onto law enforcement;
 - c. The client's name and situation is to be recorded in the Client Management System (CMS);
5. The Director's office will notify connecting offices of the possibility of danger when necessary.



David W. Haverfield, Director



Effective Date