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| Policy No. 706 | Subject: Job Candidate Emergency Procedures |
| Section: Other Policies and Procedures | Revised: 09/2016 |
| Signature: Brandy McOmber, Resource Manager | Version: FINAL |

1. BACKGROUND

- 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:
- b. **Danger to Self:** The job candidate appears depressed or agitated. The job candidate voices a plan to inflict harm upon him/herself.
- c. **Danger to Others:** The job candidate appears agitated or presents in a manner not typical of past behavior. The job candidate voices or presents an object that will be used to inflict harm upon another individual.

2. PROCEDURES

- a. **Danger to Self or Others (Not Affiliated with IVRS):** When the job candidate voices a desire to inflict pain or danger to self or others, IVRS staff should advise the job candidate that he/she will need to report the information to the proper authorities. Proper authorities may be the job candidate’s mental health provider, CRP provider, and may also include authorities charged with public safety. IVRS staff will also counsel the job candidate to obtain help and make the appropriate arrangements to get the job candidate the necessary help. Staff should notify the office supervisor of the event that occurred.
- b. **Danger to IVRS Staff:** The counselor will inform the supervisor of the local office immediately whenever possible of the comments made by the job candidate. The counselor will record in the case record the actions made, the comments provided, and perceived voice tone. The local supervisor will discuss the situation with the Chief of Rehabilitation Services and together they will determine if authorities



should be involved. When the threat is determined to be serious the supervisor of the office will close the case record, and then send the job candidate a letter advising him/her of the case closure and the reason for the closure. The letter will state that the job candidate is not allowed on IVRS property due to the violation and if the job candidate requires a meeting with the supervisor or anyone in management, the job candidate will make the appropriate arrangements in advance and produce evidence from a qualified mental health professional that the person is no longer a danger to IVRS staff.

3. ALLEGATIONS OF HARASSMENT/BULLYING COMMITTED IN TRAINING OR WORK ENVIRONMENTS

This policy is in effect while the job candidate receives services through a partner. In such circumstances the training partner or business is responsible for the investigation. During the investigation the job candidate is given the opportunity to take a leave of absence from the environment in which the harassment or bullying occurred; or the training partner or business ensures that the job candidate will not be subjected to interactions with the perpetrator. Before informing a training partner or business of the alleged action, staff will first report it to the supervisor of the area office who will inform the Chief of Rehabilitation Services. Any job candidate found to have retaliated or filed a false complaint may be subject to an interruption of service while requiring the job candidate to participate in mental health counseling as well as up to and including file closure depending upon the severity of the violation. IVRS policy does NOT supersede a partner's policy.