
Memorandum of Understanding

ELOPEMENT EMERGENCY RESPONSE ALERT PROGRAM

MEMORANDUM OF UNDERSTANDING

between

Office of the State's Attorney, Middlesex Judicial District

One Court Street
Middletown, CT 06457

City of Middletown

245 deKoven Drive
Middletown, CT 06457

Middletown Police Department

222 Main Street
Middletown, CT 06457

Department of Mental Health and Addiction Services

410 Capitol Avenue, P.O. Box 341431
Hartford, CT 06457

Department of Emergency Services and Public Protection

1111 Country Club Road
Middletown, CT 06457

and

Connecticut Valley Hospital

1000 Silver Street
Middletown, CT 06457

I. PURPOSE

This Memorandum of Understanding (MOU) sets forth the terms and understanding among the Office of the State's Attorney, Middlesex Judicial District (SA); the City of Middletown (City), the Middletown Police Department (MPD); the State of Connecticut Department of Mental Health and Addiction Services (DMHAS); DMHAS-Police; Department of Emergency Services and Public Protection, Division of Connecticut State Police, Communications Center and Commanding Officer of Troop F in Westbrook (DESPP); and Connecticut Valley Hospital (CVH), with respect to those elopements that result in a missing CVH patient. SA, City, MPD, DMHAS, DMHAS-Police, DESPP and CVH hereinafter collectively referred to as the "Parties".

The **Elopement Emergency Response Alert Program** is a voluntary partnership between the Parties to activate an emergency alert system to respond to CVH patient elopements. The goal of the **Elopement Emergency Response Alert Program** is to allow the Parties to coordinate efforts in the search for and the safe recovery of CVH patients.

II. DEFINITIONS

The following words and phrases have the following meanings:

- A. **"Orally"** means a spoken conversation, either in-person or telephonically.
- B. **"In Writing"** means written in one mass communication, whether via written correspondence, e-mail and/or facsimile and sent to all Parties listed in this MOU.
- C. **"Silver Alert"** Silver Alert is a clearinghouse established pursuant to Connecticut General Statutes, Section 29-1f for DESPP to collect, process, maintain and disseminate information to assist in the location of any missing person who is:
 - 1. Eighteen (18) years of age or older and has a mental impairment; or
 - 2. Sixty-five (65) years of age or olderprovided a missing person report prepared by DESPP has been filed by such missing person's relative, guardian, conservator, attorney-in-fact, health care representative, nursing home administrator or filed by a certified DMHAS employee on missing persons.

D. An Elopement is the unsanctioned departure of a patient from CVH and can be categorized as either an “Escape” or an “Unauthorized Absence.”

1. *Escape*: This category is applicable to:
 - a. A patient committed to CVH by the Superior Court system (ex 54/56d);
 - b. A patient whose presence within CVH is the result of a correctional/penal transfer regardless of the DMHAS status; or
 - c. A CVH patient under the jurisdiction of the Psychiatric Security Review Board (ex. NGRI patients).
2. *Unauthorized Absence*: This category is applicable to:
 - a. A patient committed to CVH by the probate court system;
 - b. A patient committed to CVH under a PHYSICIAN'S EMERGENCY CERTIFICATE (MHCC-3); or
 - c. A patient admitted voluntarily to CVH (MHCC-2).

III. OBLIGATIONS

A. Routine Communication

The Parties will assume the following obligations relating to routine communication:

- 1) CVH's CEO will provide MPD and DESPP a complete list of all patients subject to the jurisdiction of the PSRB along with a photograph taken within the last year. This information will be the information that is available to the public; no Protected Health Information (PHI) will be included.
- 2) By January 15 and July 15 of each year, CVH's CEO will provide the MPD Chief, MPD Deputy Chief or designee and DESPP a complete updated list, including photographs, for each new CVH patient subject to the jurisdiction of PSRB. The list and photographs are to assist the MPD Chief, MPD Deputy Chief or designee and DESPP in locating and safely returning missing CVH patients.

B. Elopement Notification

1. The CVH CEO and DMHAS Police Chief will notify and share all pertinent elopement information immediately with the Parties as follows: (1) the SA (only for escapes), (2) the Mayor of the City (all elopements for which a teletype is issued), (3) the Mayor's Chief of Staff (all elopements for which a teletype is issued), (4) the MPD Chief of Police (all elopements for which a teletype is issued), and (5) DESPP, via the Division of the Connecticut State Police (CSP), Communications Center

in Middletown (Silver Alerts), (6) Commanding Officer at Troop F in Westbrook (all elopements for which a teletype is issued).

2. The following shall be the elopement notification protocol:

- a.** When determined necessary, the City's Central Communications shall conduct a reverse 911 call, which will be sent out either within the vicinity of the patient's last known address, or likely whereabouts, or city-wide, indicating where the CVH patient was last seen.
- b.** DMHAS Police will contact the City via the MPD Front Desk at (860) 638-4000.
- c.** DMHAS Police will be responsible for issuing teletype (File 5: Wanted Person or File 6: Missing Person).
- d.** DMHAS Police will provide information telephonically to the police department of the patients last known address.
- e.** As soon as possible, Central Communications for the City will broadcast this information by police radio transmission to all MPD units, and by hotline to all Middlesex County law enforcement agencies.
- f.** DMHAS Police shall notify the Commanding Officer at Troop F in Westbrook of all CVH elopements for which a teletype is issued.
- g.** DMHAS Police when requested by the CVH patient's family and/or conservator, or when authorized by the Commissioner of DMHAS will request a Silver Alert, thru DESPP by transmitting the appropriate DESPP Request form to the DESPP Communications Center and by calling the Communications Center upon sending.
- h.** Shift Commanders or Supervisors at MPD, DESPP, and DMHAS Police are responsible to notify subsequent shifts of an elopement by a CVH patient for which a teletype is issued (until the CVH patient is returned).

IV. ACTIONS REQUIRING CONSENT OF PARTIES

Notwithstanding anything herein to the contrary, the Parties shall make best efforts to coordinate any press releases or other public disclosures. In no case are the Parties to this MOU prevented from communicating with the press and public.

Additionally, this MOU may only be modified by written consent and approval of the Parties, or their successors.

V. DURATION

This MOU shall be effective upon signature of the authorized officials below as measured from the last dated signature, and will remain in effect until modified or terminated in writing by mutual consent and approval of the Parties.