



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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Policy on Guest Discharge and Request to Leave the Center

Discharge:

- Only the Center Director is authorized to discharge individuals from the Center. Individuals who are routinely discharged should receive appropriate written notification (30 days) before discharge and be afforded with alternative shelter locations if necessary.
- Individuals who are discharged immediately due to serious rule infractions at the Center may be conducted by Center Management with approval from the Director. The guest must be given a letter indicating the reason for the discharge and provided with alternative shelter options. Security should escort the individual off the premises with the assistance of the Bergen County police.

Time-Out/Request to leave:

- In the event that a guest is disruptive and needs to leave the Center for a time period but not officially discharged, Center Administration should be contacted. In the event that Center Administration determines it is appropriate to have a guest escorted off the property then security should take this action with the assistance of Bergen County Police. Guests should be told when and under what conditions they may return.
- Guests who are behaving in a dangerous and erratic manner should not be discharged to the street but should be evaluated psychiatrically and/or medically. No guest should be asked to leave the shelter during the night shifts. The Coordinator for Program Services must be consulted for direction in these matters who will consult with the Center Director.
- Guests may wish to leave in the middle of the night for various reasons. Staff can discourage this but may not keep them from leaving. If a guest leaves the Center and staff feel concerned that they may be a danger to themselves or others security should notify Bergen County Police and provide them with a description of the person and reason for concern. The Coordinator for Program Services should be notified who will consult with the Center Director.