

No. 17-002

**Wayne County**



**Warren C. Evans**  
County Executive

**Department of Health, Veterans, and Community Wellness**  
**Juvenile and Youth Services Division**  
**JUVENILE JUSTICE SERVICES HANDBOOK**

**POLICY RELEASE BULLETIN**

**Issued:**

April 28, 2017

**Effective:**

May 1, 2017

**Subject:**

600.06 - Home Based Services  
100.6 - Emergency Contact Protocol

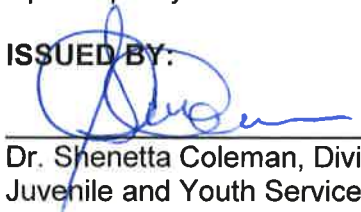
**Purpose:**

The purpose of this Bulletin is to release a revised policy for the updated level 1 and level 1.5 probation youth eligible for participation in Home Based services as well as to release a revised emergency contact protocol to Wayne County Health, Veterans, and Community Wellness (HVCW) in the event of a serious emergency occurring in the operation of JAC/AFS, CMO's and subcontractors

**Implementation:**

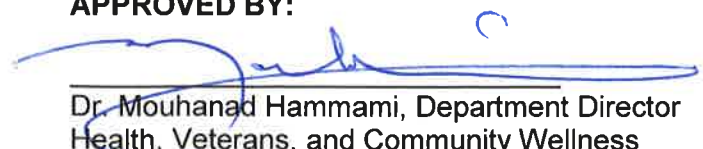
Update policy is effective May 1, 2017

**ISSUED BY:**

  
Dr. Shenetta Coleman, Division Director  
Juvenile and Youth Services Division

5/3/17  
Date

**APPROVED BY:**

  
Dr. Mouhanad Hammami, Department Director  
Health, Veterans, and Community Wellness

5-3-17  
Date

**Distribution: Juvenile Justice Services Handbook Holders**

## JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Emergency Contact Protocol

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ITEM: 100.6

DATE: 5/1/17

### I. Policy

- A. In the event of a serious emergency, occurring in the operation of JAC/AFS's, CMO's and subcontractors providing services to enrolled juveniles, notification to the Wayne County Department of Health, Veterans and Community Wellness (HVCW) shall occur immediately. All agencies in the Juvenile and Youth Services (JYS) System are required to keep the HVCW apprised of significant and unusual events.

### II. Definitions

- A. Serious Emergency – refers to the death, high profile truancy, alleged commission of a serious crime, serious assault, breach of security, fraud, gross misconduct, or serious injury occurring at a CMO contracted residential care facility or community program operating under the auspices of the Wayne County Department of Health, Veterans and Community Wellness (HVCW).

### III. Procedures

- A. In the event of a serious emergency, the employee directly involved with the incident shall notify his/her immediate supervisor. The supervisor (or employee if the supervisor is not available) shall then contact the next higher supervisor. Notification shall continue through each supervisory level within the agency to the Facility/Program Director. The Facility/Program Director shall inform the CMO identified "emergency contact" person. The CMO contact person will email at high priority and if no response after an hour, telephone and/or text the Administrator of the JYS Division of the HVCW. If the JYS Division Director cannot be reached, the Juvenile Justice Executive of JYS Division shall be contacted in the above manner. If this person is not available the Director of the HVCW shall be contacted in the above manner.

## JUVENILE JUSTICE SERVICES HANDBOOK

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- B. Notification to Media – Only the Director of the HVCW and /or the Director of Communications for HVCW may authorize contact with the media, in matters pertaining to case specific information.
- C. A list of emergency telephone numbers and email addresses will be provided to agency Executive Directors for limited distribution to managerial level staff. During regular business hours, posted office telephone numbers should be used. Each Facility/Program Director shall ensure that the list of emergency telephone numbers is available on a 24-hour basis to managerial and administrative level staff. Management staff must be informed that this emergency contact information is to be considered confidential and shall be used only for the purpose in this policy.
- D. Standard Operating Procedure –JAC/AFS and each CMO shall establish a standard operating procedure to implement this policy. A copy of the written procedure shall be directed to the Division Director of JYS.

#### IV. Exhibits

100.6 – A HVCW Emergency Contact List

#### V. References

1000.3 Administrative Complaints



**Warren C. Evans**  
Wayne County Executive

Wayne County Department of  
Health, Veterans & Community Wellness  
*Juvenile & Youth Services Division*

Exhibit 100.6-A

**EMERGENCY CONTACT TELEPHONE NUMBERS**

<b>Name</b>	<b>Office Phone</b>	<b>County Cell</b>	<b>Email</b>
Dr. Mouhanad Hammami	(313) 224-0810	N/A	<a href="mailto:mhammami@waynecounty.com">mhammami@waynecounty.com</a>
Brian Manning	(313) 224-0810	(313) 421-7519	<a href="mailto:bmanning@waynecounty.com">bmanning@waynecounty.com</a>
Dr. Shenetta Coleman	(313) 833-4785	(313) 421-7467	<a href="mailto:Scoleman@waynecounty.com">Scoleman@waynecounty.com</a>
Stevia Simpson-Ross	(313) 967-3637	(313) 505-7085	<a href="mailto:sross@waynecounty.com">sross@waynecounty.com</a>

**(1) Only JAC/CMO Executive Directors for Limited Distribution to Managerial Staff will be Provided with the Confidential List of Home Phone and Personal Cell Numbers.**