
	GAITHERSBURG POLICE DEPARTMENT		
	Emergency Shelter Cases		
	GENERAL ORDER	603.5	
Effective Date	06/17/2015		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

It is the policy of the department to assist persons in need of emergency shelter by arranging temporary or emergency shelter as directed in this order.

Patrol officers are frequently dispatched to calls which involve persons that are in need of emergency shelter. To ensure the timely and proper provision of service, members placing or arranging temporary or emergency shelter must comply with the terms enumerated in this directive.

II. HOMELESS ASSISTANCE

A. Procedures

1. Officers will provide assistance to temporarily stranded and homeless persons who come to their attention, in the form of assessing the appropriate shelter facility, the appropriate agency to provide assistance to such person(s) for whom a shelter is not appropriate.
2. A person(s) who may be considered ineligible for placement include persons who:
 - Are under the influence of alcohol and/or drugs,
 - Have severe mental health problems,
 - Have disruptive behavior,
 - Are under the age of 18 unaccompanied by an adult, and
 - May be rejected for any reason by the shelter.
3. When assessing and screening a person potentially in need of shelter, the officer should check for illnesses, injuries, and "wanted" to rule out those person(s) in need of immediate hospitalization or incarceration.

- The City's Homeless Advocate may be consulted to assist with screening.
4. Refer homeless persons whom the police have determined not to be in need of hospitalization or incarceration, but are exhibiting a mental health disorder which may preclude their being placed in a shelter, to the Crisis Center at the number listed for them in the General Orders Phone Number WIP.xlsx for a mental health assessment.
- The officer will call the Crisis Center to make the referral.
 - If the officer cannot transport the individual to the Crisis Center, the Crisis Center should be consulted to determine if transportation by taxicab is authorized. If transportation by cab is not appropriate, the person will be transported by police vehicle, depending on the workload.

B. The Home Builder's Care Assessment Center

1. The Home Builder's Care Assessment Center is located in Rockville at 600 East Gude Drive, and is a men's shelter. Officers finding an individual in need of shelter, that meets the eligibility requirements for placement, may transport them to the shelter. The Home Builder's Care Assessment Center may only be used in an emergency situation for one night. Any additional nights must be approved by the Crisis Center on a case by case basis. The phone number for the center is listed in the General Orders Phone Number WIP.xlsx.

C. Shelters Available (seasonal)

1. The County's *Freezing Weather Plan* may be activated each year between November 1 and March 31. During this time frame additional shelters are made available. When the plan has been activated, members encountering an individual whom they believe is in need of sheltering, may contact the below shelters directly at the numbers listed for them in the General Order Phone Number WIP.xlsx to attempt to locate placement for men, women and families:
- Progress Place Shelter (men and women)
8210 Dixon Avenue, Silver Spring, Maryland.
 - Carrol House (men)
9625 Dewitt Drive, Silver Spring, Maryland.

- Rainbow Place (women's shelter)
Rockville Presbyterian Church
215 West Montgomery Avenue, Rockville, Maryland.
 - Wilkins Avenue Women's Shelter
12250 Wilkins Avenue, Rockville, Maryland.
 - Crisis Center (family after hours placement)
1301 Piccard Drive, Rockville, Maryland.
2. The Montgomery County Crisis Center will serve as a source of information regarding implementation of the protocol as well as information regarding space in designated shelters.
 3. While certain County and community based shelters have been officially identified for use in severe conditions, the County may be faced with conditions which would require alternative plans including changes to hours for regular winter shelters, meal programs or day centers.
 - The above listed facilities have been asked to contact the Crisis Center on a daily basis. Daily communication with Crisis Center staff provides them with an update on the availability of space at each shelter, and allows the Crisis Center to advise each shelter when schedule changes have been implemented.
 4. The Crisis Center maintains a supply of Ride-On bus tokens in the event of a severe weather emergency to enable clients to get to shelters and other facilities.
 5. Questions regarding the above procedures may be directed to Crisis Center staff during business hours, or the clinical supervisor at the Crisis Center at the number listed for them in the General Orders Phone Number WIP.xlsx, on evenings, weekends, and holidays.
 6. There is no requirement that an officer documents his/her actions in a report or on a form regarding his/her encounter with the individual sheltered. Officers may use their discretion regarding preparation of an Event (Police Information) Report.