

	<p>STARBRIDGE POLICIES & PROCEDURES MANUAL</p>
SECTION:	<p>Training of Legal Procedures for Individuals Receiving Services Involved in a Possible Crime (Incident Management)</p>
SITE(S) / PROGRAM(S):	All Sites/Programs Certified or Funded by OPWDD
President/CEO Approval:	Date Approved: 5/22/2024
Board of Directors Approval: (Meeting Minutes)	Date Approved: 5/22/2024
Date(s) Revised:	

In the event that an individual who receives services is alleged to have perpetrated a possible criminal act, Starbridge staff are primarily responsible for assuring the welfare and safety of all individuals who receive services. Appropriate staff will be trained on their responsibility in supporting the individual, as well as, ensuring the welfare and safety of other individuals receiving services who may be connected to the incident.

When an individual who receives services is being questioned or charged for a crime or possible crime, the role of Starbridge staff is as follows:

- Immediately ensure the welfare and safety of other individuals receiving services who may be connected to the incident.
- Starbridge staff should NOT advise the individual in regards to their legal rights or navigation through the legal system.
- Starbridge staff are NOT to sign off on an individual’s confession.
- Starbridge staff CANNOT sign off that the individual understands their Miranda rights.
- Starbridge staff should NOT give law enforcement copies of any information located in the individual’s record. If information is requested, staff should immediately notify the Vice President of Corporate Compliance or the Quality Improvement Director.
- If the individual resides in a Starbridge IRA, the Residential Services Director will ensure arrangements are made to assist the person in obtaining legal representation, transporting individuals to the police station for questioning, assuring attendance at court appearances, etc.

Should an individual that receives OPWDD services (but who does not receive those services through Starbridge) be involved in a Starbridge reported incident, the Starbridge Program Director/Manager/Coordinator reporting the incident shall follow the guidelines below:

- Immediately ensure the welfare and safety of other individuals receiving services who may be connected to the incident.
- Notify the individual’s program immediately with the details of the incident.
- Notify Starbridge’s Quality Improvement Director.
- If the individual refuses to disclose their service provider, the Quality Improvement Director will telephone our OPWDD Incident Management Unit contact for further assistance.

If the individual who receives Starbridge services does not receive OPWDD services, the

Starbridge Program Director/Manager/Coordinator will:

- Immediately ensure the welfare and safety of other individuals receiving services who may be connected to the incident.
- Ensure the individual involved in the possible criminal act has supports that can assist the individual in obtaining legal representation.

**PROCEDURES TO FOLLOW FOR TRAINING OF LEGAL PROCEDURES FOR
INDIVIDUALS RECEIVING SERVICES INVOLVED IN A POSSIBLE CRIME**

STAFF RESPONSIBLE

PROCEDURES

Program Director / Manager /
Coordinator

1. Will review incident management policies and procedures on an annual basis to ensure Starbridge's responsibility in supporting an individual involved in a possible criminal act and assuring the welfare and safety of all individuals who receive services is current and up to date.