

Memorandum

Date: February 26, 2025

To: Recovery Alberta, Calgary Zone – All Psychiatrists, AMH Inpatient, ED, Directors, Managers, and staff

From: Janet Chafe, Executive Director, Addiction & Mental Health, Calgary Zone
Dr. Dave Tano, Clinical Department Head, Psychiatry, Calgary Zone

RE: Communication with Calgary Police Service (CPS) on Form 3s

To ensure effective communication occurs and proper steps are taken with our Calgary Police Service (CPS) partners, after the initial code yellow response, please take the following steps for each situation outlined.

A patient who is certified under the mental health act, leaves the unit without the knowledge of staff or a physician order

- Call 403-266-1234 or 911 if an emergency, make a report, get a Police Services File Number and document in Connect Care.
- Complete Form 3, **including the Police Services File Number on the bottom**, and send to form3@calgarypolice.ca
- Patient would be considered at high risk and a missing person by CPS. CPS will actively look for the patient and return to the unit once found.

A patient who is certified under the mental health act, does not return from an off unit or pass

- Call 403-266-1234, make a report, get a Police Services File Number and document in Connect Care.
 - Complete Form 3, **including the Police Services File Number on the bottom**, and send to form3@calgarypolice.ca
 - **If there is concern that the patient is a risk to self or others in the community, request that CPS complete a welfare check.** Once CPS locates the patient, they can return the patient to the facility under the authority of the form 3.
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A patient in the ED under one certificate, leaves the ED/site without the knowledge of staff

- Call 403-266-1234 or 911 if an emergency and ask CPS to actively look for patient. The patient would be considered higher risk, based on them having left the ED while under a Form 1. Request and document the Police Services File Number in Connect Care.
- Once CPS locates the patient, they can return the patient to the facility using the Form 1, which is valid for conveyance to a designated facility for 72 hours from the time the Form 1 was issued.
- A form 3 cannot be issued in this case, as the patient had not yet been certified.

A patient returns to the unit on their own or with family/friends/support person etc. or Form 3 is cancelled by the Physician

- Send a copy of original Form 3 with a notation (including the date) that the patient has returned to the unit, or that the form 3 has been cancelled by the physician, to form3@calgarypolice.ca
- Document this information in Connect Care.

Thank you for your assistance in ensuring all needed communication is occurring.